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| 1. **Name of Proponent/s**   School/Office:  Team Leader – the one overall in-charge of the research proposal/ the one in-charge to take the lead in the conduct of the research  Name of Team members (maximum of 3 only including team leader)  Ex: Claven Erodias – Team Leader (STELA)  Gloria Nicua (Dean’s office secretary) |
| 1. **Research Area** (please identify using the List of priority research areas forwarded to the different schools/ departments)   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. **Objectives** \*\*for technical (IT and purely applied studies) this may not be present   Statement of general objective of the study l and the specific problems, which the researcher/s aim/s to solve/ offer solution to/address.  Ex: The objective of this study is to evaluate the extent of involvement of the Engineering students in the non-classroom based activities such as outreach, OSA-sponsored activities, CCSD-sponsored activities and organizational activities in order to design a plan of action for the holistic education of the students. Specifically, it seeks to answer the following specific problems:  1. XXXXXXXXXXXXXXXXXXXXXXXXXXXXX  2. XXXXXXXXXXXXXXXXXXXXXXXXXXXXX  3. XXXXXXXXXXXXXXXXXXXXXXXXXXXXX  4. (Output-based problem – after answering SOP 1-3, what would you like to create in order to address the salient findings?) |
| 1. **Significance**   Justification or rationale for doing the research; the proposed research must address an immediate concern/issue. Utilization of the expected output, socioeconomic benefits, and its impact on the users, beneficiaries, and country (if any) must be described briefly (no citations or references here). |
| 1. **Literature Review**   Related researches conducted. Provide at least 3 studies related to the topic. Do not include theories, concepts, facts... these will be included in the background for the full proposal. |
| 1. **Methodology**   Comprehensive discussion on research design, participants, data collection method, sampling design, instrumentation, statistical tools to be used (if any), and treatment of data. A narrative description of how ethics in doing research will be observed must be provided. In qualitative, experimental and IT-related studies, provide descriptions of materials to be used. |
| 1. **Data Gathering Tool**   Attach a copy of the questionnaire, checklist, interview schedule, FGD questions … whichever is/are applicable. |
| 1. **Budget for the research** (if necessary/applicable)   This includes a detailed/itemized breakdown of the total project costs and the source/s of funds or the estimated budget in the conduct of the research. |

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| 1. **Work Plan**  |  |  | | --- | --- | | Month/Week | Activity (e.g. approval of the research proposal/research budget/ data gathering, etc.) | | 1 |  | | 2 |  | | 3 |  | | 4 |  | | 5 |  | |
| 1. **Expected Output**   Results to be generated from the conduct of the study – processes, knowledge, product, technology… |
| 1. **References** |
| 1. **­­­­­­Information about the researchers** to establish credibility and expertise of the researchers involved in the ­study. Attach your profile using the UB format (contents: Personal Information, Educational Background, Awards related to research, Seminars/trainings attended related to research or the topic being studied, Publications, Research-related professional engagements such as speakership, paper presentation |

Researchers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature over printed name of lead researcher)

Noted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature over printed name of RAP) (Signature over printed name of Dean)

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director of Research and Development Center