 <b>UNIVERSITY OF Baguio</b>	University of Baguio Research and Development Center	UBRDC-CRP Doc No. 01	Version Number: 02	Version Date: 06.24.2015
	<b>CAPSULE RESEARCH PROPOSAL FORM</b>	Effectivity Date: 06.01.2019		Page 1 of 1
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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)

**2. Research Area** (please identify using the List of priority research areas forwarded to the different schools/ departments)

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**3. Objectives** \*\*for technical (IT and purely applied studies) this may not be present  
Statement of general objective of the study I 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. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

2. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

3. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

4. (Output-based problem – after answering SOP 1-3, what would you like to create in order to address the salient findings?)


**4. 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).

**5. 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.

**6. 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.

**7. Data Gathering Tool**  
Attach a copy of the questionnaire, checklist, interview schedule, FGD questions ... whichever is/are applicable.

**8. 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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**9. Work Plan**

Month/Week	Activity (e.g. approval of the research proposal/research budget/ data gathering, etc.)
1	
2	
3	
4	
5	

**11. Expected Output**

Results to be generated from the conduct of the study – processes, knowledge, product, technology...

**12. References**

**13. 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