PROPOSAL TEMPLATE

Instructions

1. Use the template for the Proposal document.
2. Font type: Century Gothic, font size: 12, line-spacing: 1.5, layout: Justified.
3. Referencing style: IEEE.
4. Page numbering: No page number on the Cover page. Roman numerals be used for the abstract e.g., i of iv, ii of iv and table of contents. The other sections must use Arabic numerals. e.g., 1 of 10, 2 of 10 etc.
5. The Cover page section, abstract section and table of contents section should be separate pages from the rest of the sections.
6. The proposal document is described in future tense.

Cover Page:

Contains the name of the student, student registration number, name of the project, date of submission, name of the supervisor, document version. Preferably, the title should be short but make sure it reflects the overall idea of the research/project that resonates with the outlined objectives.

Abstract

The abstract forms the reader's initial impression of the work, and therefore plays a big role on whether the study/project is funded. The abstract speaks for the proposal when it is separated from it, provides the reader with his or her first impression of the request, and, by acting as a summary, frequently provides the reader their last impression. Some reviewers read only the abstract, e.g., a foundation board of directors' member who votes on final funding decisions. Thus, it is the most important single element in the proposal.

To present the essential meaning of the proposal, the abstract should summarize the significance (need) of the work, the hypothesis and major

objectives of the project, the procedures to be followed to accomplish the objectives, and the potential impact of the work. Though it appears first, the abstract should be edited last, as a concise summary of the proposal. Should be at least half a page (250 words) but not more than a page.

Table of Contents

Provide major headings and page numbers. The page footer should contain the page number ("Page x of y").

8.3.1 Introduction
8.3.1.1 Background

This section provides the background information of project, a brief description of current operations, area under study, scope of the project, and deliverables.

1.2 Problem statement
You explain the root causes of the problem(s).

1.3 General Objective(s) and Specific Objective(s)

List out the general and specific objectives in this section. The general objective is usually what the researcher wishes to achieve by conducting research. The specific objectives help to achieve the main objective in-line with the methodology chosen.

Objectives have to be specific and quantifiable; it will be more helpful. For example, 100 women will have access to newer sources of livelihood. Also limit your objectives to 3 or 5 – the lesser number of objectives, the more practical the approach will be. Thus, in this section you will find the general objective(s) and specific objective(s).

1.4 Contribution/benefit/significance of the study (this is part of the methodology section)
Clearly explain the uniqueness of your research and what you anticipate to be the expected benefit/contribution of the study. The contribution could be in form of:

1. Theoretical/knowledge contribution.
2. Practical/policy contribution.
3. Methodological contribution.

2.0 Literature Review

The review of the literature provides the background and context for the research problem. It should establish the need for the research and indicate that the writer is knowledgeable about the area. Demonstrate to the reader that you have a comprehensive grasp of the field and are aware of important recent substantive and methodological developments. Delineate the "jumping-off place" for your study. How will your study refine, revise, or extend what is now known? Avoid statements that imply that little has been done in the area or that what has been done is too extensive to permit easy summary. Statements of this sort are usually taken as indications that the writer is not really familiar with the literature. The literature review is generally brief and to the point. Be judicious in your choice of exemplars—the literature selected should be pertinent and relevant. Select and reference only the more appropriate citations. Make key points clearly and succinctly.

Literature review help in the following ways:

A. It shares with the reader the results of other studies that are closely related to the study being reported.
B. It relates a study to the larger, ongoing dialogue in the literature about a topic, filling in gaps and extending prior studies.
C. It provides a framework for establishing the importance of the study, as well as a benchmark for comparing the results of a study with other findings.

3.0 Research methodology and project plan
3.1 Methodology
The methodology describes the broad philosophical underpinning to your chosen research. Explain clearly the methodology that will be used to execute

your study/research i.e., research design, research method, sampling strategies, instrumentation/tools, data analysis procedures. You explain the conceptual framework in which you plan to operate with reference to the key texts on that approach/framework.

3.2   Project plan
In this section include the following:

a. Project cost.
b. Project schedule.

Use tools such as Pert and Gantt charts to indicate the project schedule.

4.0   References
List any sources of information/reference material consulted in the production of the document. Include at least 5 references and they must be most recent not later than 5 years from the current year.

5.0   Appendices
Include any information that will help readers to understand this document e.g., Glossary.