



**RESEARCH PROPOSAL FORMAT  
(Information Technology)**

**A. BASIC INFORMATION**

- I. Research Title
- II. Proponent(s)
- III. Implementing Agency(ies)
- IV. Collaborating Agencies
- V. Project Duration
- VI. Proposed Budget
- VII. Research Agenda

**B. PROJECT PROPOSAL PROPER**

- I. Introduction(Rationale, background, and significance of the study)
  - *What is the study all about?*
  - *What do other authors say about the study?*
  - *What are the existing gaps?*
  - *How do you intend to address the gaps?*
- II. Overview of the Current System and Related Systems
  - Current System
  - Related Systems
- III. Objectives of the Study
- IV. Methodology (Design of the Study)
  - Purpose of the Study
  - Methods
    - Sources of Information
    - Procedures
    - System Design
    - Architectural Design
    - Database Design
    - Procedural Design
    - Statistical Treatment of Data
- V. Reference:(Use APA Format)
- VI. Work Schedule (Gantt chart)
- VII. Expected output/ Deliverables
- VIII. Budgetary Requirement

Personnel Services (PS)  
Maintenance & Other Operating Expenses (MOOE)  
Transportation & Travel  
Supplies & Materials  
Trainings & Seminars  
Other Services

**TOTAL**