**Research Proposal**

**Name**

**Surname**

**MBA Number**

**Date**

**Topic**

**Contact Number**

**Email**

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* **Draft Covering Letter to Respondents**
* **Letter of Permission to conduct study (from the organisation under study**
* **Draft Questionnaire**
* **Ethical Clearance Form (Signed)**

**CHECKLIST**

**Please ensure that the following documents are included in your proposal before submission and that all headings above are adhered to.**

|  |  |
| --- | --- |
| **Documents to be included** | **Cross (x)** |
| **Ethical Clearance Form** |  |
| **Permission Letter from the Company** |  |
| **Draft Questionnaire (5 point Likert Scale)** |  |

**REGENT BUSINESS SCHOOL**

**ETHICAL CLEARANCE FORM**

**Section 1 : Personal Details**

|  |  |
| --- | --- |
| * 1. Full Name and Surname |  |
| * 1. Student Number |  |
| * 1. Contact Details: * Telephone Number * Cell Number * Email: |  |
| Supervisor’s Details:   * Name: * Telephone Number * Email |  |

**Section 2: Dissertation Description**

|  |
| --- |
| 2.1 Dissertation title |

**2.2 Proposed work plan**

|  |  |
| --- | --- |
| Steps  Chapter One  Chapter Two  Chapter Three  Chapter Four  Chapter Five | Dates |

**Section 3 : Ethical Issues**

The RBS Research Ethics Policy applies to all members of staff and post graduate student who are involved in research on or off the RBS campus. In addition any person not affiliated with RBS who wishes to conduct research with RBS students and/ or staff is bound by the same ethics framework.

All students and staff members are to familiarise themselves with and sign an undertaking to comply with RBS’s “Code of Conduct for Research”

**Question 3.1**

|  |  |  |
| --- | --- | --- |
| Will data collection involve any of the following | Yes | No |
| Access to confidential information without prior consent of participants |  |  |
| Participants being required to commit an act which might diminish self respect or cause them to experience shame, embarrassment or regret |  |  |
| Participants being exposed to questions which may be experienced as stressful or upsetting, or to procedures which may have unpleasant or harmful side effects |  |  |
| The use of stimuli, tasks or procedures which may be experienced as stressful, noxious or unpleasant |  |  |
| Any form of deception |  |  |

|  |
| --- |
| If “YES” explain and justify. Explain what steps you will take to minimise the potential stress/ harm. |

**Question 3.2**

|  |  |  |
| --- | --- | --- |
| Will any of the following instruments be used for purposes of data collection | YES | No |
| Questionnaire |  |  |
| Survey schedule |  |  |
| Interview schedule |  |  |
| Assessment instruments |  |  |

|  |
| --- |
| If “YES” attach a copy of the research instrument |

**Question 3.3**

|  |  |  |
| --- | --- | --- |
| Will the autonomy of participants be protected through the use of and informed consent form, which specifies [in language respondents will understand] | YES | NO |
| The nature and purpose/ s of the research |  |  |
| The identity and institutional association of the researcher and supervisor/ project leader and their contact details |  |  |
| The fact that participation is voluntary |  |  |
| The responses will be treated in a confidential manner |  |  |
| Any limits on confidentiality which may apply |  |  |
| The anonymity will be ensured where appropriate [e.g. coded/ disguised names of participants/ respondents/ institutions] |  |  |
| The fact that participants are free to withdraw from the research at any time without any negative or undesired consequences to themselves |  |  |

|  |
| --- |
| If NO, this needs to be explained and justified. The measures to be adopted to ensure that the respondents fully understand the nature of the research and the consent that they are giving. |

**Question 3.4**

|  |
| --- |
| Storage and Disposal of Research Data  Data collected must be scanned and copied onto a CD and sent to RBS for storage. This data will be kept by RBS for a period of at least FIVE years. |
| How will the research data be disposed of? Please provide specific information e.g. shredding of documents, incineration of videos, cassettes etc. |

**Question 3.5**

|  |
| --- |
| In the subsequent dissemination of your research findings – in the form of a finished dissertation, publication etc – how will the anonymity/ confidentiality be protected |

**Question 3.6**

|  |
| --- |
| Has any organisation/ company participating in the research or funding the project , imposed any conditions to the research : YES/NO |
| If YES, indicate what the conditions are: |

**SECTION 4 : FORMALISATION OF THE APPLICANT**

**APPLICANT**

|  |
| --- |
| I have familiarised myself with RBS’s Code of Conduct for Research and undertake to comply with it. The information supplied above is correct to the best of my knowledge. |
| Signature of Applicant: Date: |
| [Ensure that the check list on this form is complete] |

**SUPERVISOR**

|  |
| --- |
| Ensure that the applicant has completed the attached check list and that the form is forwarded to the RBS’s Research Dept |
| Signature of Supervisor: Date: |

**RECOMMENDATION OF THE RESEARCH DEPT**

**The Applicant is:**

|  |  |
| --- | --- |
|  | Approved |
|  | Recommended and referred to the Ethics Committee for further consideration |
|  | Not Approved, referred back for revision and resubmission |
| Name of Head: Signature  Date: | |

**REGENT BUSINESS SCHOOL**

**RESEARCH DEPARTMENT**

**ETHICAL CLEARANCE APPLICATION FORM**

**Checklist for Application**

**[Please tick]**

|  |  |
| --- | --- |
| 1. The form has been fully completed and all questions have been answered |  |
| 2. Questionnaire attached [where applicable] |  |
| 3. Informed consent document attached |  |
| 4. Approval from relevant authorities obtained [and attached ] where research involves data/ facilities or other institutions/ organisations |  |
| 5. Signature of Supervisor |  |
| 6. Application forwarded to the Research Dept for recommendation |  |