**Research Project Proposal Guidelines**

**Research Project (AQ 399)**

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**RESEARCH PROPOSAL GUIDELINES**

You are required to write a Research Proposal using **UDSM format**. You are also required to submit a completed draft for peer review. The proposal/project is your own original work and does not duplicate any other previously projects, including your own previously work.

Research Proposals Must Include All of the Following: **Title page, Table of Contents, Introduction, Materials and Methods, Other Information and References**.

**Title/cover Page:** This should contain an institutional information, your names, supervisor’s names and proposed title.

* **Title-** It should be concise and descriptive. It must be informative and catchy. An effective title not only prick’s the readers interest, but also predisposes him/her favorably towards the proposal. Often titles are stated in terms of a functional relationship, because such titles clearly indicate the independent and dependent variables.

**Table of contents:** Provide a list of sections, figures, tables etc.

* **Note:** **No page numbers** for title page while table of contents must have a **roman page number**.

**1.0 Introduction:** This section must include the following and must have Arabic page numbers;

**1.1 General introduction** (Min. 2 pages).

* Present your logic for your study including what has been found in past research studies i.e., general background information about you research topic.
* In your introduction you should summarize the **key available literature and cite** the most current and important previous studies that are relevant to the current research (mostly academic literature). Show the most important gaps, inconsistencies and/or controversies in the literature that your study will address. At this stage you should be able also to explain the study’s main contribution in such a way that the benefits to the reader are accentuated. Readers of your proposal are expected to start having a feel of the core research problem/question to be addressed in the study.

As such, the introduction must grab the reader’s attention by stimulating attention, interest, desire and action. In writing your introduction you should make sure you state the broad theme or topic of the study. Then show its academic and practical importance (whenever possible) has to be explained. In short, you should provide a convincing answer to the question: “Why should anyone take his/her time to read your work?

**1.2 Statement of Research Problem** (Max. 1 page).

* In writing problem statement, it should include (a) a clear statement that the problem exists, (b) evidence that supports the existence of the problem, (c) evidence of an existing trend that has led to the problem, (d) probable causes related to the problem, and (e) a specific and feasible statement. (d) what have been done about the problem (e) what is the gap that need to be filled/state what is yet to be investigated (f) then state what are you going to investigate.
* It is important to note that this is an area of conflict, concern, or controversy (a gap between what is wanted and what is observed). **Include the most recent/relevant reference that supports the claim.** 
  1. **Objectives of the study.**
* The objectives are very important part of a research proposal because they outline where the project is headed and what it will accomplish.
* In many research proposals, the proper format is a general objective followed by a few specific ones. The general objective is essentially what you hope to achieve with the project. The specific objectives are the building blocks of that general goal. Divide the two categories for a well-focused and planned research project.
* Objectives should directly address the problem mentioned in the problem statement. They should be specific: the more specific it is the better to design activities, indicators and the logical framework analysis.
  1. **Hypotheses/ Research questions.**
* Hypothesis is an assumption regarding the value or relationship of variables that needs to be tested. It provides the basis for investigation and ensures the proper direction in which the study should proceed. It helps one to arrive at appropriate conclusions, suggestions and observations. Hypothesis should be clear, precise and specific.
* So, formulate testable hypothesis(ses), use specific objectives to state hypothesis/research questions and use directional alternative hypotheses.
  1. **Significance of the study.**
* Significance of the study is basically the importance of your research. While stating the significance, you must highlight how your research will be beneficial to the development of science and the society in general. You can first outline the significance in a broader sense by stating how your research will contribute to the broader problem in your field and gradually narrow it down to demonstrate the specific group that will benefit from your research.
  1. **Literature Review** (Min. 3 pages).
* Provide a critical look at the existing research that is significant to the work that you are carrying out. The aim is: to provide background information about a research topic, to establish the importance of a topic, to demonstrate familiarity with a topic/problem and to “carve out a space” for further work and allow you to position yourself in a scholarly conversation, i.e., identifying a research gap.
* In addition to fulfilling the purposes outlined above, an effective literature review provides a critical overview of existing research by; outlining important research trends, identifying potential gaps in knowledge and establishing a need for current and/or future research projects.

1. **Material and methods.**

* The material and methods section is very important because it tells your research committee how you plan to tackle your research problem. The guiding principle for writing the material and methods section is that it should contain sufficient information for the reader to determine whether the methodology is sound. You should indicate the methodological steps you will take to answer every question or to test every hypothesis illustrated in the questions/hypotheses section. It is vital that you consult a **biostatistician** during the planning stage of your study to resolve the methodological issues before submitting the proposal.
* In this section, the methodology to be used should be clearly explained, including relevant references, such that another person can repeat the procedures. Sampling methods must be well elaborated. **This section must include all of the following.**
  1. **Study site.**
* Precisely describe the location and **conditions** of your study sites, you may include a map.
  1. **Experimental design.**
* Step by step description of where and how the experiment/study will be conducted so it can be replicated; include description of stimulus; state exactly what data will be recorded.
* Present a detailed plan of how you propose to carry out your study. Include a description of your participants, materials and apparatus, design of the study and procedure. Be sure you include appropriate control groups in your design.
  1. **Sampling design and data collection.**
* Very precisely explain the method and technique will be used to collect data. If you are using a method that has been validated cite the author and describe the measure. If it is a new technique, describe it in details.
* A short description of the protocol of data collection, frequency and timeframe
  1. **Data analysis.**
* In a research proposal, it must be clear what method of analysis is capable of answering the research hypothesis.
* Data analysis is the most crucial part of any research. Data analysis summarizes collected data. It involves the interpretation of data gathered through the use of analytical and logical reasoning to determine patterns, relationships or trends.
* In writing your data analysis, describe the statistics you will use to test each of your hypotheses (descriptive and inferential). The description should include the design of the analysis form, plans for processing and coding the data and the choice of the statistical method to be applied to each data.
* **You may need different statistics for different hypotheses.**

**3.0 Other information.**

**3.1 Work plan.**

* A work plan is a schedule, chart or graph that summarizes the different components of a research project. What should be included in the work plan? The tasks to be implemented, the start and end date of each task.
* So, you should include an outline of the various stages and corresponding time lines for developing and implementing the research.

**3.2 Budget.**

* Financial budget will include money that will be needed to conduct and complete the study. Total amount of money should be broken up into different heads and sub-heads.

**4.0 References.**

* The reference section must contain an alphabetical list of all references mentioned in the text. Please use ***Tanzania Journal of Science*** to cite and write your reference list.
* All sources cited in your proposal must appear on your reference page.

**The last page of your hard copy must have a certification form**

# **CERTIFICATION FORM**

Student’s name:……………………………….. Signature: ………..…….. Date: ……….…

Supervisor’s comments: …………………………………………………………

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Supervisor’s name:…………………………..

Signature: …………………….. Date: ………………………….

* Any proposal **without supervisor’s signature** will not be accepted.

1. **Formatting and Other Report Requirements.**
2. **Line spacing and Font size:** The entire proposal must be **double spaced** and **justified** in Times New Roman with **12 font size**.
3. **Direct Quotes.** These should be kept to a minimum (maximum of 2). Overuse or unnecessary use of direct quoting is not allowed. Instead, paraphrase and give credit to source with a citation.
4. **Proposal** **Submission Instructions and Due Date.**

* Your proposal submission is due on **February 04, 2022 at 16:00 hrs**.
* You will need to provide me with the following on or before **February 04** at 16:00 hrs.

1. **ONE HARD COPY** of your proposal signed by your supervisor.
2. Submit the same report online using your **LMS account** in a pdf format.
3. Both formats of your proposal submission (hard copy and soft copy) must be completed by the due date.

* **NOTE:** If any of these items are missing the proposal will be considered **un-submitted.**
* Both formats of your paper submission (hard copy and soft copy) must be completed **by the due date or you will incur** a LATE PAPER MARKS REDUCTION which is **100%**.
* Proposals will **NOT BE ACCEPTED** via WhatsApp, email, slipped under office door, etc.

1. **ACADEMIC HONESTY.** Academic honesty is an essential component of the academic process. Students are expected to “live up to the highest ethical standards with respect to the origin of ideas, the accuracy of data, and like matters”. The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. Academic dishonesty will result in **discontinuation.**