MODULE 5
THE RESEARCH REPORT
A typical research report contains the following:

1. Title Page
2. Acknowledgement Page
3. Table of Contents
4. Chapter I Introduction
   4.1. Brief background of the study
   4.2. Statement of the Problem
   4.3. General and Specific Objectives of the Study
   4.4. Significance of the Study
   4.5. Review of Related Literature
   4.6 Conceptual Framework
   4.7. Methodology: Data Collection, Data Analysis
   4.8. Scope and Limitations
5. Chapter II Presentation and Analysis of Data

This is the body of the report. In addition to your text, in this part are also found the other ways for showing and organizing data, and presenting your analysis of them, e.g., tables, graphs, charts, illustrations, maps, and photos.

You are required to acknowledge the sources of all material that is not original in your research paper – including tables, graphs, charts, illustrations, maps, and photos that you did not generate yourself. “Acknowledgment is in the form of documentation where you tell the readers the author, title, publication information, and if the source is in print, the exact page where you located the material” (Roth, 1989, p.192).
The Publication Manual of the American Psychological Association, 3rd ed. (Washington: APA, 1983) is the standard for most of the social sciences, and which is currently the accepted format for documenting source materials.


6. Chapter III Summary, Conclusions and Recommendations
   In Chapter I you stated a set of objectives; in Chapter II you present and analyze data in order to arrive at the objectives you set for yourself. Have you?

7. Bibliography or References Cited
MODULE 5
THE RESEARCH PROPOSAL
Normally, the funding agency to which we send a proposal will have its own format to which a proponent needs to comply – or risk automatic rejection. That means that there is no template that will apply to all funding agencies.

For the purpose of you writing a refined draft research proposal what we shall do is to work on it based on an outline containing the typical requirements of a funding agency. We will follow this outline in drafting the research proposal which you are to present at the plenary session on 6 November.
We brought some samples for you to look at:

(1.) IDRC “Idea for an IDRC Grant”,
(2.) Toyota Foundation’s Research Grant Program on the “Search for the Richness of Human Life and Activity”,
(3.) SEASREP Comparative and Collaborative Research Grants,
(4.) Proposal sent to the WB Development Marketplace Grant Competition,
(5.) Health Research Proposal to IFAD,
(6.) The proposal “Issues in Governance and Public Policy in the Cordillera”, and
(7.) The format of a feasibility study: “The Feasibility of Putting Up a Secondary School in the Interior Community of Sual, Pangasinan”.

Please borrow from and return to the Secretariat.
Parts of a Typical Research Proposal

- Brief background of the proposed study
- Statement of the Problem
- General and Specific Objectives of the Study
- Significance of the Study: Why is it important to study the problem/issue that you propose to investigate, to whom are answers to the problem/issue important, who are the potential beneficiaries and how will they benefit from the results
- Review of Related Literature
- Conceptual Framework
- Methodology: Data Collection, Data Analysis
- Scope and Limitations
time frame: how long is the project duration? Funding agencies do not like to see you being dependent on them for your center’s survival. State a clear output deliverable at some future determinable date.

calendar of activities: agencies prefer to see a work schedule with clear deliverable output at the end of a target date (end of semester, end of quarter, end of month). It is easier to monitor your progress, so funds release may depend on work done vs. funds spent.

proposed budget: be realistic with your request. Funding agencies usually have the price per item per country vis-s-vis promised output.
budget categories: typically they are personnel, capital outlay, and maintenance and operating expenses. Funding agencies like to see personnel budget going to research staff, not to administrators and office staff. Some agencies allow purchase of equipment, inc. vehicle/s; others allow construction of infrastructure. Most do not. The rest should go to travel, insurance, accommodation, rental, supplies and materials directly used in the research.

proponent’s or partner’s counterpart/s: funding agencies like to see that you have a partner who is also contributing some counterpart funds to the project – it shows that you have some track record, that others trust you. They also like to see that your agency stakes some of your resources to the project.
project administration: the funding agency wants some assurance that the funds are going to be managed prudently by experienced people; that the researchers have the skill, training, and experience in doing research. Track record is important, and so you are usually asked for evidences of your trustworthiness, honesty and for delivering respectable work, on time, within budget.
Are we ready to go to work on a draft Research Proposal?

Yes, so then let’s do it.