

# Appendix 3: Guideline for Proposal Preparation

## UNIVERSITY OF IRINGA



### GUIDELINES FOR PREPARING DETAILED RESEARCH PROPOSAL

The following should appear on the cover page

- i. **Name of Student:** .....
- ii. **Name of Supervisors:** .....
- iii. **Department and Faculty:** .....
- iv. **Degree Programme:** .....
- v. **Title:** The title should be concise and clear. From the title, the reader should be able to predict fairly accurately what the dissertation will be about.

#### 1. INTRODUCTION

##### 1.1 Background information:

A proposal should contain an introduction section that gives background information and a setting to the problem of the proposed research. It is in this section that a student comprehensively reviews the literature pertinent to the problem: to show what other people have published on the problem (citing specific authors where appropriate), what gaps of knowledge still exist, and what additional research needs to be done. It is also in this section that the candidate demonstrates his/her mastery of the theoretical subject matter in the research area, and where he/she presents the hypotheses to be tested in the proposed research. Often it is useful for the applicant to divide the Introduction Section into sub-headings to include:

1.2 **Statement of the Problem:** Delineation or identification of the problem.

1.3 **Objectives:** State the general and specific objectives.

1.4 **Hypotheses/Research questions:** State the expected questions to be answered in the proposed research and/or presenting a clear rationale for each hypothesis or research question. For every hypothesis, variables to be measured/tested should be clearly stated

- 1.5 **Significance of the study:** Elaboration of the importance of the study and advantages to be derived.
- 1.6 **Scope of the study:** Elaboration of the content and geographical coverage of the study.
- 1.7 **Definition of key terms:** Define the key terms used for the study

## **2. LITERATURE REVIEW:**

**2.1 Theoretical Literature review:** Focus on the theories that underpin your study

**2.2. Empirical Literature review:** Focusing attention of the relevant literature on the problem, including findings by other researchers.

## **3. METHODOLOGY**

**3.1 Area of the study:** State the location(s) where the proposed research will be carried out should also be given in this section.

**3.2 Research approach:** State the approach to be used in the proposed study

**3.3 Research Design:** State the design(s) to be used in the proposed study

**3.4 Sample size and sampling techniques:** Clearly state your sample size and explain how you will sample your respondents for the proposed study

**3.5 Types and Sources of Data:** Describe the type of Data for the study and their sources to be obtained

**3.6 Data collection methods:** Explain how you will collect the data by clearly describing the instruments and procedures to be used

**3.7 Data Analysis:** The data analysis plans should also be detailed i.e. in case of inferential analysis all analytical models are used must be clearly shown and elaborated.

**3.8 Validity and reliability:** Explain how you will ensure validity and reliability of instrument used for data collection.

**3.9 Ethical considerations:** Make sure that all the ethical procedures are clearly explained i.e.

## **4. FINANCIAL ARRANGEMENTS**

This section should give the budget required for the proposed research and source of funds *(the detailed budget should place in the appendix section)*

## **5 DURATION OF THE STUDY**

This section should give the amount of time within which the research is expected to be completed and also a timetable showing the sequence of the research activities, in the form of activity plan chart. *(The detailed plan of work should place in the appendix section)*

**6. REFERENCES**

This is a section where the list of all the references cited in the text are placed. The candidate should present the reference in an acceptable manner, i.e. beginning with the authors’ surnames and arranging them in an alphabetical order, and giving full details of the publication such as the year of publication the title for the work, the publisher, etc.

- i. All sources cited in the text should be included in the list of references.
- ii. References should be arranged in alphabetical order at the end of the thesis/dissertations, beginning with author’s sir name.
- iii. In text citation and referencing style shall follow the American Psychological Association (APA) style. Students and supervisors are required to consult the current edition of the APA manual for citation and referencing. For Law and Theology students, a Chicago style should be used.
- iv. The references cited should be current i.e. within 10 years, unless a reference is for theories, history or special reasons.

Student Name: .....

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

**I. Supervisor’s Comments**

a. Supervisor 1

.....  
.....

Name: .....

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

b. Supervisor 2

.....  
.....

Name: .....

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

**II. Comments by Head of Department**

.....  
.....  
Name: .....  
Signature: ..... Date: .....

**III. Comments by Dean of Faculty**

.....  
.....  
Name: .....  
Signature: ..... Date: .....

**7. APPENDICES**

Appendices should be arranged by starting with tools prepared for the study (*e.g. Questionnaire, Interview guide, Focus Group Discussion Guide etc.*)

