

**JOINT CUHAS-BMC RESEARCH & ETHICS COMMITTEE (REC) - January 2015**

*Research Proposal format: Font: Times New Roman, 12 pt, double spacing, except for Reference List*

- i. *Title page* which should include
  - a. Title of the study (including subtitle).

The title should be concise and descriptive. It should make clear the objective of the study and the population. Once approved, the title cannot be changed without written consent of the REC.

- b. Author
- c. Research proposal submitted in partial fulfillment for .....
- d. Date of submission

- ii. *Table of contents*
- iii. *Abbreviations*
- iv. *List of Figures (If applicable)*
- v. *List of Tables (If applicable)*
- vi. *Operational definitions*
- vii. *Abstract or summary*

The abstract should contain 200-300 words. It should clearly and concisely state:

- The nature of the problem
- The measurable objectives
- The procedure for implementation of the research (including methodology)
- The anticipated results and their significance
- The beneficiaries

It is suggested that you write this item last!

- viii. *Part one: Introduction.* This is Page 1 of the proposal. Before this section, the pages are numbered with roman numbers or i,ii,iii, etc.
  - a. *Background*
  - b. *Problem statement*
  - c. *Rationale of the study*

This section should anticipate the benefits of the project and show how the results of the research will be reaching the end users. 3-5 pages. It should contain references to the existing literature.

- d. *Hypothesis/ Research question*
- e. *Objectives, broad and specific*

This section should clearly specify the research question and contain SMART objectives. 1- 2 pages.

ix. *Part two: Literature review.* Can be subdivided in sub-sections.

This section should reflect a thorough survey of the existing state of knowledge. It should show your knowledge of the problem and your understanding of the theoretical issues related to your problem. It should show your ability to critically evaluate literature information and your ability to synthesize information (4-5 pages).

x. *Part three: Materials and Methods (Methodology)*

- a. *Study design and project duration*
- b. *Study area*
- c. *Study population*
- d. *Inclusion and exclusion criteria*
- e. *Sample size and sampling procedure*
- f. *Data collection procedure*
- g. *Data analysis procedure and statistical analysis*
- h. *Study variables*
- i. *Ethical considerations*

The whole part three should be contained in 5-8 pages. An example of written consent form is given at the same location of this website.

- j. *Dissemination of results*
- k. *Study limitations*

xi. *References (Vancouver style).* Please refer to the following web address: [www.library.uq.edu.au/training/citation/vancouv.pdf](http://www.library.uq.edu.au/training/citation/vancouv.pdf). Depending on the nature of the work, 20-30 references are recommended.

xii. *Appendices (If applicable).* This section may contain English and Kiswahili version of questionnaires and consent forms, checklists, budget, timeframe, any other supporting document.

The English and Kiswahili versions of the questionnaires and of the consent forms should reflect a similar content.

The budget should be itemized as follows:

1. Direct costs
  - A. Personnel
  - B. Equipment
  - C. Materials/Supplies/Services
  - D. Travel
  - E. Other (Communication, publication, printing, etc.)
2. Indirect costs (Facilities and administrative costs)