

Elements of a Research Proposal (Sample)

Use the following to help prepare a comprehensive research proposal.

1. Title of the study
2. Participants
 - a. Means by which principals/teachers/students will be informed about and participate in the research study.
 - b. Appropriate language for the population intended. This may require Spanish translation as well as readability level.
3. Timeline (Starting date, duration, and expected date of final report.)
4. Purpose of the study (test, review, or answer)
 - a. School(s) and classes – or departments – in which data are to be collected.
 - b. Methods and criteria for study sample selection.
 - c. Designation and definition of variables, as appropriate.
 - d. Data collection plan and schedules.
 - e. Instruments to be used.
5. Information/literature/previous research considered important to the proposed study
6. Benefits, risks, assumptions and/or limitations
 - a. A description of any reasonably foreseeable risks or benefits.
 - b. An explanation of how risks or limitations will be handled.
 - c. An explanation of how participation is voluntary and the subject may discontinue at any time.
 - d. An explanation of the procedures to allow withdrawal from the research.
 - e. A statement that significant new findings developed during the research, which may relate to the subject's willingness to continue participation, will be provided to the subject.
7. Data analysis
8. Disbursing data/sharing results
9. Confidentiality