[Title of the study]

An action research proposal

[Researcher 1, position] · [Researcher 2, position]
[School], [Schools Division Office]
[The call for proposals and its year]

State the problem with its number, as a sentence (21 of 38 Grade 4 learners read at the frustration level)

Your baseline data as a chart or a small table: how many learners, out of how many, measured with what and when

Source: the assessment, the sections or grade, and the month and year

Say what has been tried and what it left undone

What the school has tried

Each step already taken, with when and for whom

What it left undone

What the earlier steps did not reach: the learners, the skill or the time

Ask the questions your data can answer

1. *Research question 1, word for word from the proposal*
2. *Research question 2*
3. *Research question 3, if any*

Success means

The change you expect, in the measure you use, set before any data comes in

Describe the intervention in one sentence: what, for whom, how often, for how long

1 Before the session

What the learners and the teacher do, with minutes

2 During the session

What the learners and the teacher do, with minutes

3 After the session

What the learners and the teacher do, with minutes

Show why the intervention can work, and where it may not

Study or program 1

Who, where, and the gain it found

Study or program 2

Who, where, and the gain it found

Its limits

Learners it may not help, and the rule for missed sessions

Name who takes part, how many, and why them

21 *learners at the frustration level, Grade 4 Rizal and Mabini (replace with yours)*

Why these participants

The rule that picks them and why action research needs them

Consent and assent

Parents' or guardians' written consent, the learners' own assent, and the right to stop

Match each instrument to the question it answers

Instrument	Answers	Source and validation	When
Pretest and posttest	*RQ 1*	*Table of specifications; expert review; tryout*	*Week 1 and week 10*
Observation checklist	*RQ 2*	*Adapted from …; two raters*	*Weekly*
Interview guide	*RQ 3*	*Reviewed by …*	*Week 10*

Show when each piece of data is collected

Baseline

Week or month; who does it

Intervention weeks

Week or month; who does it

Posttest

Week or month; who does it

Interviews

Week or month; who does it

Name the method for each research question, and why it fits the data

Research question	Data	Method	Software
RQ 1	*Paired scores*	*Paired t test, or Wilcoxon signed-rank; effect size*	*Excel or jamovi*
RQ 2	*Weekly checklist*	*Counts and percentages by week*	*Excel*
RQ 3	*Interview transcripts*	*Thematic analysis; second coder*	*By hand or a coding tool*

Place the work in the school calendar, from approval to the report

Activity	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Approval, orientation and agreement						
Instruments and permits						
Data collection						
Analysis						
Report and dissemination						

Shade the months of each activity; mark the examinations, breaks and holidays of the school calendar.

Itemize the cost: every item eligible, the total within the grant

Item	Quantity	Unit cost (PhP)	Total (PhP)
Supplies and materials			
Reproduction and printing			
Communication expenses			
Total			

Say where the results will go and who will use them

Who

Teachers of the grade, the school head, parents

How

A LAC session, the School Governing Council, a division forum

Then

What the school does if it works: the Annual Implementation Plan

Thank you. We welcome the committee's questions

Key references (APA 7)

The three to five sources the committee will ask about, in APA 7; the full list stays in the proposal.

Contact

Each researcher's name and DepEd email address