[Title of the study]

A basic 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, and the decision the study can inform

The numbers that show the problem: its size, where and since when

Source: the data set or report, and its year

Show what earlier studies found, and where they disagree or stop

Study 1

Author and year; who and where; what it found

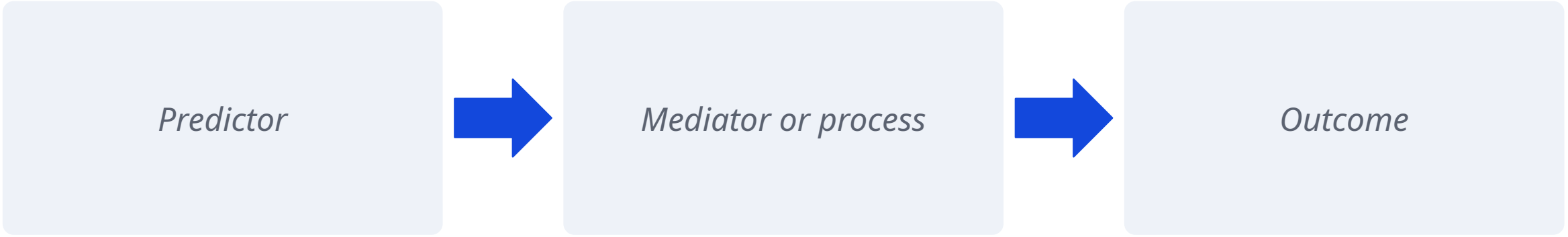
Study 2

Author and year; who and where; what it found

Study 3

Author and year; who and where; what it found

Draw the conceptual framework: what leads to what



The gap: what the studies leave open, which this study fills

Ask questions that name their variables, place and period

1. *Research question 1, with its variables*
2. *Research question 2*
3. *Research question 3, if any*

Hypotheses

The null hypotheses, if the design tests any, and the significance level

Say what the study covers and what it cannot conclude

Scope

The division, grades, schools and school year covered

Limitations

What the design cannot show, such as cause from a correlation

Show how the sample is drawn and how its size was computed

000 *respondents (replace with yours), drawn from …*

Population and frame

Who the findings speak for, and the list the sample comes from

Size and method

The calculation, its inputs, and the response rate expected

Match each instrument to the question it answers

Instrument	Answers	Source, validity and reliability	When
Questionnaire	*RQ 1, RQ 2*	*Author, year, permission; expert review; pilot; reliability*	*Month*
Test or records	*RQ 3*	*Source; access request; coded data*	*Month*

Show how and when the data will be collected

Permits and clearance

Week or month; who does it

Pilot test

Week or month; who does it

Data collection

Week or month; who does it

Follow-up of nonrespondents

Week or month; who does it

Protect the participants: consent, privacy and data

Consent and assent

Who signs, and how minors agree

Privacy

Codes in place of names; small groups not reported

Data

Where the data is kept, who can open it, and when it is destroyed

Name the method for each research question, and its assumptions

Research question	Data	Method	Software
RQ 1	*Scale scores*	*Means and confidence intervals*	*jamovi, R or Python*
RQ 2	*Scores by group*	*Comparison of groups; effect size*	
RQ 3	*Several variables*	*Correlation or regression; clustered errors*	

Place the work in the months 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			
Domestic travel			
Communication expenses			
Total			

Say who should act on the findings, and how they will hear them

Who

The office that decides, and the schools that took part

How

A policy brief, a forum, a research journal

When

The month after the report is accepted

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