

Minimum Standard for Proposal Report

Recommended number of pages : 30-40 pages (excluding references and attachments)

Consists of 3 chapters

Follows UTM thesis writing format

What should be in a proposal?	Expectations	Minimum standards / requirements
Research Title		
Title	Must reflect the research in one concise statement	Not exceeding 15 words No abbreviations or semi colons etc
Chapter 1 : Introduction		
Introduction	General view of the focus area of study	a. philosophical view b. scenario c. purpose of study
Background of Study	Argument leading to the research problem - Highlight research gap - Discussion of the arguments should be able to answer questions of 'what', 'when', 'where', 'why', 'who' (5Ws)	a. Contemporary issues b. Research gap c. Evidence and support (data)
Statement of Problem	Statement that reflects the research topic, variables and objectives of the study.	Research gap
Research Objectives	a. Must be related to the background b. Must be educational and research setting c. Objectives should be viable and do-able	

Research Questions	Match the objectives of the study and must be written in question forms.	
Hypothesis	Depends on the requirement of the research	
Importance of the study	Contribution of the study to the researched population/ people involved in the study, stakeholders, area(s) of study or knowledge discipline	
Scope and limitation of the study	<ul style="list-style-type: none"> a. Scope : the areas of study; b. Limitation : sampling, location/place of research, statistical methods 	
Theoretical and conceptual framework	<ul style="list-style-type: none"> a. Has conceptual framework/theoretical framework b. Presented in the form of a diagram. c. Diagrams and explanations should be related to the theory(ies)/concept(s) involved in the study d. Must relate with the research objectives 	<ul style="list-style-type: none"> a. Must have a conceptual framework b. Theoretical framework is optional c. Must be presented in the form of diagram. d. Explanations of the framework should highlight connection with the variables.
Definition	<ul style="list-style-type: none"> a. All variables/ constructs studied must be defined : conceptual and operational definitions for each word/ phrase b. Operational definitions of variables must align with the theory and instrument used in the study 	

Chapter 2: Literature Review		
Literature review	a. Preview and review of related literature : <ul style="list-style-type: none"> - Relevant theories/ models - Previous research related to the objectives of the study. b. Aligned with the objectives, keywords and constructs and research area	a. Previous studies reviewed must be based on recent publications unless the studies are really significant / rare. b. Must be able to critically analyse the literature c. Must include in text citations
Chapter 3: Methodology		
Research design	Explain the research design and approach	<ul style="list-style-type: none"> - Explanation and justification of the research design and approach - The research design should be able to lead to the investigation that can answer the research questions.
Population and sample	Population, Sample size and sampling method Explain how? why?	Descriptions and justifications of population, number of sample/ participants and sampling method

Instrumentation	<ul style="list-style-type: none"> a. Instrument(s) used b. Validity and reliability of the instruments c. Administering data collection 	a. Draft of instruments/tools/inventory/ intervention program (few constructs and items are enough)
Data collection procedure	<p>Data collected using the instrument(s) in appropriate manner</p> <p>– technically and ethically</p>	Diagram (optional) and explanation
Data analysis	<ul style="list-style-type: none"> - Explanation and justification of the technique of analyses planned to be used to answer the research questions - Software / tools planned to be used 	
Research planning	Planning of research until completion	Gantt chart (duration)