

APPENDIX A



**RESEARCH PROPOSAL FORM**

A. Research Title

\_\_\_\_\_

B. Proponent

\_\_\_\_\_

Co-proponent(s)/Members

\_\_\_\_\_

\_\_\_\_\_

C. Research Project Appraisal

(Comments of the department chairperson and/or senior faculty on the proposed project)

D. Evaluation of department's/college's need for the proposed project

Is the proposal in line with the department's/college's research thrusts?  Yes  No

E. Recommendation

For Approval

Recommended Number of Research Units: \_\_\_\_\_

For conditional approval (specify conditions): \_\_\_\_\_

\_\_\_\_\_

**Approval:**

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Center for Research

\_\_\_\_\_  
Date

\_\_\_\_\_  
VPAAR

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

*\* Please accomplish in triplicate copies*

cc: Acctg Office, Dean's Office, CfR

**APPENDIX B  
SUGGESTED PROPOSAL FORMAT**

<b>Part of the Proposal</b>	<b>Description</b>
1. Title Page <ul style="list-style-type: none"> <li>a. Title of Research Proposal</li> <li>b. Proponents                             <ul style="list-style-type: none"> <li>• Project Leader</li> <li>• Members</li> </ul> </li> <li>c. College/Department</li> <li>d. Estimated Project Duration</li> <li>e. Total Budgetary Requirement</li> </ul>	
2. Introduction	
a. Background/Rationale	Brief explanation of the context and why the research problem is worth studying and may make a significant contribution to the body of already existing knowledge
b. Review of Related Literature	A survey of important articles, books, and other sources pertaining to the topic and a brief summary of the theories and/or past studies related to the research problem to set the stage for research
c. Statement of the Problem and Objectives	<ul style="list-style-type: none"> <li>• Problem Statement – identification of the problems that needs to be answered</li> <li>• Research Objectives – specification of what the study would like to achieve</li> </ul>
d. Conceptual Framework with Diagram	Definition of the variables according to the theory used in the study and the relationship between them, accompanied by a diagram illustrating this section.
e. Theoretical Framework	Discussion of the theory used as framework of the study
3. Methodology	Discussion of the design, sampling, procedures, instruments and analysis that will be utilized to accomplish the objectives
4. Work Plan/Schedule of Activities	An approximate schedule of the required research activities. This is conveniently presented using a Gantt chart
5. Budget Proposal	Itemization of expected/estimated expenses to be incurred during the conduct of the research. Includes the personnel and maintenance and operating expenses
a. Maintenance and Operating Expenses <ul style="list-style-type: none"> <li>• Travel and transportation</li> <li>• Communication</li> <li>• Supplies</li> <li>• Other services (e.g. photocopying, computer and/or video rentals)</li> </ul>	
b. Personnel Services/Honoraria <ul style="list-style-type: none"> <li>• Project Leader</li> <li>• Members</li> <li>• Statistician</li> <li>• Encoder/Transcriber</li> </ul>	
6. References	List of the references used in the study. BU adopts the use of the APA Documentation Style. Please refer to the APA Publication Manual
7. Appendices	Copy of pertinent written documents used in the study such as: Questionnaire/s or Instrument/s to be used in the study.
8. Curriculum Vitae of Proponent/s	Background of the proponent/s to include present position, educational background, researches, publications and other pertinent information.





APPENDIX D



**BALIUAG UNIVERSITY**  
CENTER FOR RESEARCH

**RESOURCE PLAN**

**I. Work plan**

- Duration of the entire project (number of terms) \_\_\_\_\_
  
- Number of hours per week proponent(s) expect to work on the project:  
(Number of person-hrs/week = sum of number of hrs per week per person)
  - Proponent 1: \_\_\_\_\_ hrs./week
  - Proponent 2: \_\_\_\_\_ hrs./week
  - Proponent 3: \_\_\_\_\_ hrs./week
  - Proponent 4: \_\_\_\_\_ hrs./week
  - Proponent 5: \_\_\_\_\_ hrs./week

Total \_\_\_\_\_ hrs./week
  
- Number of weeks/months needed for each activity, **including report writing.**  
(Please provide a Gantt chart, use 8.5 x 11 size paper).

**II. Financial Plan** (include **details** of the items)

	Amount
A. Personnel: (research assistant/s, transcriber, fabricator, consultant, artist, etc. Please provide a detailed job description for each position)	P_____
B. Materials and Supplies:	_____
C. Research-related Travel and Transportation:	_____
D. Materials Reproduction: (Instruments, report/reference materials and the cost)	_____
E. Others (specify): (Computerization, testing fee, insurance, etc.)	_____
<b>TOTAL</b>	P_____

## APPENDIX E

### Research Proposal Eligibility Guide

CRITERIA	Categories		
	Yes	No	Remarks
A. The proposal corresponds with one or more of the listed university or college research priorities.			
B. The research proposal addresses needs in the local/national setting.			
C. The research proposal fits the qualifications of the proponents.			
D. The research proposal possesses novelty; it is not just a replication.			
E. The proposal addresses at least one of the four goals of CHED-NHERA.			
F. The work plan includes a description of each activity in the study including the date of completion.			
G. The financial plan and budgetary outlay are adequate and present an itemized breakdown of the total projects costs and source/s of funds.			



APPENDIX G



**Proponent** (*Indicate Team Leader and Members as Status*)

		<b>Status</b>			
		Full-time	Part-time	Probationary	Contractual
Team Leader :	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Members :	1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Department :	_____				

**Nature of the Research Project**

Is the proposed research project  Basic  Applied

Part of a large research program?  Yes  No

Proposed Publications where research output will be submitted: \_\_\_\_\_  
(e.g., *journal article, monograph, book, etc.*)

Signatures of Proponent(s):

_____ Printed Name/Date	_____ Printed Name/Date
_____ Printed Name/Date	_____ Printed Name/Date
_____ Printed Name/Date	_____ Printed Name/Date