



KABRIDA HAR UNIVERSITY

Research, Publication and Technology Transfer Directorate

Research Proposal Format and Guideline

February, 2021

Kabridahar, Ethiopia

1. GENERAL CONTENT AND FORMAT OF THE RESEARCH PROPOSAL

1.1. General Contents of a Research Proposal

All research proposals that are going to be submitted to Kabridahar University should have the following contents. Each of the contents should start on a new page and should be written in capital letters.

N.B: The Alphabetical order given below is only to show the chronological order but should not appear on the proposal

A. Title Page

The title page or the cover page should contain:

- The name as well as the logo of the University.
- Title of the research proposal (it should be clear, informative, specific, concise and easily understandable).
- Name of the concerned research theme and sub-theme, and
- Details of the researcher(s) (name, academic qualification, status in the proposed research project (i.e., whether he/she is principal investigator, co-investigator etc.), affiliations (college, schools/department, and program), and addresses (email, phone number etc.).

B. Abbreviations/Acronyms (if any)

All the abbreviations/acronyms in the proposal must be listed in alphabetical order and should be followed by a full description of their contents. In the narrative, each abbreviation and acronym should be defined in full when they are first used in the body. Standard Scientific International (SSI) units do not need to be listed in the abbreviation part.

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C. Table of Contents

All of the headings and entries in the table of contents should correspond exactly in wording, font and case with their headings or entries that appear in the text of a particular document. Researchers should not use “title” and “page” at the top of the page in the table of contents. Also, there should be no dotted lines (or other forms of tab leaders) connecting headings and the respective pages. Subdivisions of the headings should not exceed four levels.

D. List of Tables

Where tables are used in the proposal, they should be listed and displayed indicating the page numbers on which they are found in the proposal.

E. List of Figures

Where figures are used in the proposal, they should be listed and displayed indicating the page numbers on which they are found in the proposal.

F. Summary

Summary is a quick way for readers or evaluators to understand the research project without reading the proposal in its entirety. It offers a succinct, but clear presentation of a proposal’s organization, emphasis, and content. An ideal proposal summary provides relevant information on the background, the questions to be addressed, significance, objectives, materials and methods, the expected outcome, and the potential beneficiaries of the proposed research. It should usually be a paragraph based summary of the research proposal (350-400 words). It can be presented in a single block paragraph or it can be sub-categorized into the main contents of the research. It should be written in single line spacing.

1. Introduction

This section should be HEADING 1 and sub-contain the background information of the research, statement of the problem, significance of the research, research questions and objectives of the research. The maximum pages for introduction should be four.

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- 1.1. Background:** The background focuses on the overall issue, problem, or question that the research addresses. An ideal background provides readers sufficient context and background regarding the issue of the research.
- 1.2. Statement of the problem:** Statement of the problem includes the nature, symptoms, and extent of the problem and variables influencing the problem. It is a place where the researcher indicates research question and formulates hypotheses that lead to a clear set of research objectives.
- 1.3. Significance of the study:** This is a place where researchers offer a brief and realistic explanation about the outcome of the research, the role of the research in overcoming the existing problem and generating new knowledge or information.
- 1.4. Research Questions:** This is where the researcher tries to present the questions of his research. The questions that were first asked by the researcher and then caused the start of developing this proposal should be mentioned in here.
- 1.5. Research Objectives:** This is a place where researchers specify the goals of their research, outline research questions to be answered and/or formulate research hypotheses to be tested.
- 2. Literature Review:** The literature review is a summary of critical analysis of relevant body of literature on the research topic. The literature review might systematically lead to the development of a conceptual/research framework for the proposed research. This section should not exceed eight pages in the proposal.
- 3. Methodology/Materials and Methods:** The methodology/materials and methods section is a place where researchers describe the processes, approaches, methods and steps and procedures they are about to use for their research. A research should be based on appropriate sampling methods, study design, study area, measures, and analytical procedures/processes.

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4. **Ethical Consideration:** Ethical considerations are critical to the completion of any research. Researchers must consider the ethical issues in their specific areas of research. As deemed necessary, ethical clearance must be obtained from the authorized bodies. This is *mandatory for research conducted on humans or animals*.
5. **Work Plan:** Work plan should clearly display the major research activities and their corresponding time frames in a table.
6. **Budget Breakdown:** The budget breakdown section should clearly indicate required expenses for personnel, transportation, equipment, supplies and materials, laboratory analysis and any associated services in a table format. The budget should be prepared following the government's financial rules, regulations, and provisions.

Budget breakdown may not be necessary for undergraduate research projects unless the project receive funds from university or any other organizations.

N.B: Do not give number for References and Appendices

References: The references section is a place where researchers list the other works they have cited in the text of their research proposal, report or manuscript. All references appearing in the references section must only be the ones cited in the narrative following the Harvard Referencing style.

Appendices: Appendices (if any) should appear as the last chapter of the proposal. Among others, appendices may include drafts of questionnaires in English and other languages, participant consent forms, observation checklists, pictures and specifications of equipment or

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measurement tools to be used in the research, mathematical formula or derivations, a detailed description of the procedures followed during the sample selection and dummy tables.

1.2. Format of the proposal

Font type: Times New Roman font is required throughout the document. It should be Bold in the title, headings and the 1st sub headings.

Font Size: The font size should be 14 for the title and for first headings, 13 for heading 2 and 12 for heading 3 and the body text.

Margins: A margin of 1.5 cm on the left and 1 cm each on the right, top and bottom of the page is required. The same margins should be applied to all pages including those of the figures and tables.

Line Spacing and Paragraph Format: The line spacing for all the narratives is 1.5 although single line spacing is to be applied to captions of tables and figures. An extra line (1.5 spacing) should be kept between the paragraphs, above and below all headings, sub-headings and captions. All paragraphs should be in block paragraph format.