THE RESEARCH PROPOSAL TEMPLATE

This document has been set up to assist students in preparing the text for their research proposal. It is NOT intended as a document to guide you through your research proposal development, but to assist you in setting out the proposal, in terms of text layout, section headings and sub-sections.

The Research Proposal is a complete description of the intended research, developed under the supervision of the assigned supervisor. Through the full proposal, the student needs to demonstrate convincingly that the study will make a contribution to a public health issue or problem. The full research proposal must be between 5 and 10 pages and should present the following:

- Title
- Brief Introduction
- Background and statement of the problem (this in the light of a thorough literature review)
- Research question or hypothesis, aim and objectives
- Study design (type of study)
- Study population and sampling
- Data collection methods and instruments
- Data analysis methods – if applicable statistical planning must be fully addressed, or the candidate should provide evidence that statistics are not required.
- Mechanisms to assure the quality of the study – e.g. control of bias, safe storage of data
- Study period - Timetable for completion of the project
- Participants in the study – all people involved in the study, and the role they play, should be identified.*
- Ethical considerations
- Resources required for the study, including budget if applicable
- References
- Appendices (copy of questionnaire, consent forms, etc.)

How to use this template:
The template provides ALL the sections, headings and subheadings that you will require in your proposal, as well as the line and paragraph spacing, page breaks, page numbering, referencing system and referencing styles. You should simply edit the text where appropriate and insert your own text as per your proposal, i.e simply type into the document. Do not attempt to change the styles for the headings or subheadings, and do not attempt to use more than three level headings (i.e A main heading, a sub-heading and a sub-sub-heading).

WHEN YOU ARE DONE, DELETE THIS FRONT INSTRUCTION PAGE FROM YOUR PROPOSAL

If you feel you are sufficiently computer literate, you could add this template to your Templates directory in your Office system files. This will allow you to select this template at any time in the future when you prepare proposals. To do this, go to the "Menu Bar", select File > Save As…, when the dialog box appears, at the bottom, under "save as type", select "Document Template". The MS Office Templates directory automatically appears. You could name your file "Proposal Template" (which should appear as a default in the dialog box, at the bottom, under "Save As"). Your template is now saved in the C:\Documents and Settings\User\Application Data\Microsoft\Templates directory.

When you next wish to use this template, click on File > New, the "task pane" that appears on the right side of your screen will prompt you to use a template, click on "on my computer…", and from the dialog box that appears, select your template "Proposal Template". This brings up the template with all its saved fonts, paragraph settings etc. Once again, simply insert your text, and this time, save your file normally, and NOT as a template!

When you have finished typing, then return to the Contents Page, place your cursor on the greyed out section, right click with the mouse, and select "Update entire table"

TYPE THE TITLE OF YOUR PROJECT HERE

STUDENT NAME:	Type your name here
STUDENT NUMBER:	Enter your student number
COURSE NAME:	Masters in Public Health (Occupational Hygiene)
DEPARTMENT:	Department of Occupational and Environmental Health
COURSE CODE:	OCEH8V1
SUPERVISOR:	Type your supervisor's name here
DATE OF SUBMISSION:	DD MMMM 20YY

CONTENTS

ABSTRACT

Background

Methods

Results

Discussion and Conclusion

Do not use abbreviations or insert tables, figures or references into your abstract. You abstract generally should not exceed about 300 words.

INTRODUCTION

USE HEADING 1 FROM THE SELECTION ABOVE FOR YOUR MAIN HEADING. USE ALL CAPS, DO NOT USE ANYTHING ELSE AS THE TABLE OF CONTENTS HAS BEEN AUTOMATED TO USE THIS SETTING

Sub Heading

Use Heading 2 from the selection of styles on the menu bar above. Do NOT use all capitals, but write as is shown above. Do not use anything else as the Table of Contents has been automated to include this style for a subheading.

Sub-Sub-Heading

Use Heading 3 from the selection of styles on the menu bar above. Do NOT use all capitals, but write as is shown above. Do not use anything else as the Table of Contents has been automated to include this style for a sub-subheading.

Referencing

When do your referencing, use the automatic system provided by Microsoft Word. To use this, from the Menu bar, go to Insert > Reference > Footnote. Now select Endnote > end of document. For the options, select Number format > 1, 2, 3; Custom mark > leave blank; Start at > 1; Numbering > continuous. If you do this, you will see a superscript inserted at the point of your cursor, as in this example, with the cursor automatically going to the end of your document for you to insert your reference details[1]. This keeps a continuous numbering system as you progress through your proposal. Once you are done, you could move this from the last page to the last page before the Appendices.

PROBLEM STATEMENT

Overview

Research Question/Hypothesis

OBJECTIVES AND AIMS

Overall Objective

Specific Aims

BACKGROUND AND SIGNIFICANCE

This is your literature review. Use Headings 2 and 3 to provide sub headings in your review

RESEARCH DESIGN AND METHODS

Overview

Use headings 2 and 3 as appropriate, and use these headings if appropriate.

Population and Study Sample

Sample Size and Selection of Sample

Sources of Data

Collection of Data

Exposure Assessment

Data Management

Data Analysis Strategies

Ethics and Human Subjects Issues

Timeframes

STRENGTHS AND WEAKNESSES OF THE STUDY

PUBLIC HEALTH SIGNIFICANCE

BUDGET AND MOTIVATION

REFERENCES

Use the Vancouver Style of referencing. This is found at this website:
http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=citmed.TOC&depth=2 or a less detailed website:
http://www.nlm.nih.gov/bsd/uniform_requirements.html

References should be numbered consecutively in the order in which they are first mentioned in the text. Identify references in text, tables, and legends by Arabic numerals in parentheses. The titles of journals should be abbreviated according to the style used in Index Medicus. Consult the list of Journals Indexed for MEDLINE, published annually as a separate publication by the National Library of Medicine. The list can also be obtained through the Library's web site..

APPENDICES

Appendix 1: Questionnaire

Appendix 2: Patient List

[1] Naidoo R. Showing you how to do automatic referencing. Proposal Template. 2008