



## Suggested Format of Thesis and Dissertation Proposal

---

### **PART I. SUMMARY OF PROPOSAL**

- A. Thesis/Dissertation Title:
- B. Name and Address of Grantee:
- C. Department and University
- D. Name and Address of Adviser/Supervisor:
- E. Brief Description of the Research: (General objectives of the project, its significance, output expected and major activities envisioned under the project.)
- F. Total Project Cost
- G. Time Frame: (Project duration in weeks and approximate starting and completion dates.)

### **PART II. TECHNICAL DESCRIPTION**

- A. Objectives of the Research: (Problem area/s to be investigated, objectives of the study and expected results.)
- B. Significance of the Research: (Relevance and usefulness of the research to issues and problems in national or regional development.)
- C. Survey of past and current research on the subject: (Brief synthesis of past and current research findings and recommendations on the problem being investigated.)
- D. Methodology:
  - 1. Conceptual Framework of the Study: (General description of the conceptual framework of the study.)
  - 2. Sources of Data: (Sources of available data and the methods to be used in gathering data which are not available.)
  - 3. Analytical Tools. (Techniques and tests to be used in analyzing the data.)

### **PART III. WORK PLAN AND FINANCIAL PLAN**

- A. Schedule of Activities: (Sequence and estimated time to be spent for the various phases or activities envisioned in the study, e.g., preparation of research instruments, data gathering, tabulation and analysis of data, etc. Please see outline below and Enclosure 1: Work Schedule Chart.)

Activity	Duration in Weeks	Remarks

B. Budget: (Estimated financial requirements of the study. Please see Enclosure2: Suggested Guide in Preparing Financial Plan.)

1. Total Budget:
2. Financial Plan:

Item	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Data gathering (including payment for enumerators /interviewers and encoders)				
Transportation				
Supplies and materials				
Computer time and services				
Typing services				
Printing services				
Others:				

**Enclosure I: Work Schedule Chart (please copy and paste this enclosure on a landscape file)**

Activity	1	2	3	4	5	6	7	8	9	10	11	12

**Enclosure II: Suggested Guidelines in Preparing Financial Plan**

Item	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Tabulation and analysis of data 1. Transportation 2. Office Supplies and Materials 3. Computer use and services 4. Others				
Preparation of research instruments				
Total				

