



Republic of the Philippines  
**Department of Education**  
REGION XIII – CARAGA  
SCHOOLS DIVISION OFFICE OF SURIGAO CITY

Attachment: BERF Research Proposal Format

## **ANNEX 2: Minimum Requirements of the Research Proposal**

### **A. BASIC RESEARCH PROPOSAL TEMPLATE**

- I. Introduction and Rationale
- II. Literature Review
- III. Research Questions
- IV. Scope and Limitation
- V. Research Methodology
  - a. Sampling
  - b. Data Collection
  - c. Ethical Issues
  - d. Plan for Data Analysis
- VI. Timetable / Gantt Chart
- VII. Cost Estimates
- VIII. Plans for Dissemination and Advocacy
- IX. References

### **B. ACTION RESEARCH TEMPLATE**

- I. Context and Rationale
- II. Action Research Questions
- III. Proposed Innovation, Intervention, and Strategy
- IV. Action Research Methods
  - a. Participants and/or other Sources of Data and Information
  - b. Data Gathering Methods
  - c. Data Analysis Plan
- V. Action Research Work Plan and Timelines
- VI. Cost Estimates
- VII. Plans for Dissemination and Utilization
- VIII. References

