



## Undergraduate Research Proposal Writing Guidelines

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The proposal should be written on size A4 paper using Times New Roman with size of 12 with double line spacing. The margin should be 1" (2.5 cm) on top and bottom, 1 ½" (3.5 cm) on the left and 1" (2.5 cm) on the right. Page numbers should be indicated in the middle of the bottom of a page.

### Research Proposal Structure

The research proposal should have the following structure:

#### < Front Pages >

- i. Title page **[no page number]**
  - Name of the university
  - Name of the school
  - Title of the research including sub-title if any
  - Student's name and registration number
  - Supervisor's name
  - "Research Proposal Submitted in Partial Fulfillment for the Award of [Doctor of Medicine / Bachelor of XXXXXXX] Degree of the Catholic University of Health and Allied Sciences"
  - Date of submission (Month, Year)
- ii. Declaration **[Page i: roman numeral]**
  - By the student and supervisors that the work presented is original and has not been published or submitted elsewhere for the same or other purposes.
  - Signatures
- iii. Table of contents
- iv. Abbreviations
  - Terms used **frequently** (more than three times) throughout the proposal should be in alphabetical order (A to Z)*
- v. Operational definitions
  - In alphabetical order (A to Z)*

#### < Body >

- Introduction **[page 1: Arabic numeral]**
  - Background information (min 1 page up to 1 ½ pages) \*citations needed
  - Problem statement (1 paragraph) \*citations needed
  - Rationale of the study (1 paragraph)
  - One Research question/ One research hypothesis
  - Research objectives
    - One (1) Broad Objective which is broken down into:-
    - Two or three (2-3) Specific Objectives
- Literature review (min 2 pages up to 2 ½ pages) \*citations needed
- Methodology (in future tense). 1 ½ to two pages in total
  - Study area
  - Study design and project duration
  - Study populations



# Catholic University of Health and Allied Sciences

- Selection criteria
- Sample size and Sampling procedure \*citations needed
- Data collection procedure
- Data analysis procedure and statistical analysis
- Ethical considerations
- Limitations of the study
- References (5-10)
  - Present all the references used in the study
  - Use Vancouver reference style  
[www.library.uq.edu.au/training/citation/vancouv.pdf](http://www.library.uq.edu.au/training/citation/vancouv.pdf)
- Appendices (Use Appendix I, II, III, IV, etc.)
  - All tools to be used during data collections, consent forms in English and in Swahili if needed.
  - Work plan
  - Budget (personnel, equipment, materials/supplies/services, travel, communication/printing)