Research Proposal Format Template

1. Title Page (1 Page)

The title page presents the basic details of your research proposal.

Include:

- Research proposal title
- Student's name
- Institution name
- Course name
- Instructor's name
- Submission date

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2. Abstract (150–300 Words) *(Required for PhD or Grant Proposals)*

The abstract provides a brief summary of the entire proposal.

Include:

- Research problem
- Main objective of the study
- Methodology to be used
- Expected outcomes or significance

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3. Introduction (300–500 Words)

The introduction explains the background of the study and why the research is important.

Include:

- Background of the topic
- Problem statement
- Research objectives
- Research questions or hypothesis
- Significance of the study

4. Literature Review (400–700 Words)

This section reviews previous research related to your topic.

Include:

- Key theories and concepts
- Summary of relevant studies
- Research gaps in existing literature
- How your research contributes to the field

5. Research Methodology (400–600 Words)

This section explains **how the research will be conducted**.

Include:

- Research design (qualitative, quantitative, or mixed methods)
- Data collection methods (surveys, interviews, experiments, etc.)
- Sampling method and participants
- Data analysis techniques
- Ethical considerations

6. Expected Outcomes (150–250 Words)

This section describes the **possible results and contributions** of the research.

Include:

- Expected findings
- Potential impact of the research
- Contribution to academic knowledge or real-world applications

7. Timeline (100–200 Words) *(Usually Required)*

This section outlines the **schedule for completing the research project**.

Example:

Research Stage	Time Frame
Topic selection	Week 1
Literature review	Weeks 2–3
Data collection	Weeks 4–5
Data analysis	Week 6
Final report writing	Weeks 7–8

8. Budget (100–200 Words) *(Only for Grant Proposals)*

This section explains the **estimated costs required for the research**.

Possible expenses include:

- Data collection tools
- Software or equipment
- Travel costs
- Printing and materials

9. References (Varies)

List all sources cited in the proposal using the required citation style (APA, MLA, Chicago, etc.).

Example (APA):

Smith, J. (2022). *Social media and youth behavior*. Journal of Social Research, 15(2), 45–60.

✅ This **format works well for:**

- Undergraduate research proposals
- Master's proposals
- Early PhD proposals (with longer sections)