Guidelines for the proposal summary

Font - (Times New Roman, double line spacing, font size 12)

1. Introduction
2. Background, purpose, statement of the problem, justification, significance of the study
3. Aim(s) and objectives: Outline the main aim(s) and objectives of the study and research questions.
4. Literature review
5. Methodology

6. Research Design (describe how the research will be carried out including plans for data analysis and dissemination)
   a. Study population and sampling procedure (give details of the study population and how you will carry out the sampling procedure and NOT general meanings of population and sampling methods)
   b. Inclusion/exclusion criteria (state who qualifies for selection and who does not)
   c. Devices, Tests, Questionnaires, and Interview Guides:
   d. Research participants/subjects
      • State the total number of human participants to be enrolled
      • State the source(s) of recruitment (e.g. hospitals, schools, etc.)
      • Age range and sex of participants to be recruited.
      • Special or vulnerable populations (state if vulnerable populations e.g. pregnant women, adolescents, children, prisoners, refugees etc are involved)
      • Payment (if any) to be paid to each participant
      • Informed Consent Procedure (describe how this will be carried out)
   e. Potential Benefits of the research (Describe the benefits of the study both to the participants and to the community)
   f. Potential Risks
      • Describe any potential risks, discomforts or harms that may be experienced by the participants. These may be physical, psychological, social, legal, economic or other and state procedures to minimise these.
      • Management of Risks (describe how these risks will be managed/mitigated)
   g. Confidentiality/privacy (give details of how these will be maintained)
   h. Investigator Experience/qualifications (describe any experience or training/courses that the investigator has/has taken that put him/her in good stead to carry out the study)

7. Explain how research results are going to be disseminated to participants
8. Reference List
9. Attachments
   • Approval letter from College Supervisor (if you are a student)
   • Data collection instruments (Include anything you will be using to gather data from human subjects e.g. Tests/Questionnaires/Observation Checklists/interview guides/ FGDs guides etc.)
   • Informed Consent Forms or assent (informed consent form guide is available from AUREC)
   • Budget and timeframe
   • Proof of payment of the review fees.