**Masters and Doctoral Proposal Checklist**

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| ***Title*** | ***Check (√*** |
| *Title must tell reader: where the study is taking place; who is being studied* |  |
| *Should be concise (avoid unnecessary words; avoid repetition)* |  |
| *Should avoid abbreviations or acronyms etc.*  |  |
| *Should be grammatically correct*  |  |
| *Should be logical*  |  |
| ***Keywords*** |  |
| *This is a list of words or phrases that could be used as search terms to find your study on the Internet – usually similar to but not the same as the title; alphabetical order)* |  |
| ***Abstract*** |  |
| *Provide a brief introduction or background to the study* |  |
| *State the aim or purpose or goal of the study* |  |
| *State the design and theory* |  |
| *Describe the population and sampling* |  |
| *Describe the data collection and analysis* |  |
| *State the rigour and/or trustworthiness of the study* |  |
| *Describe what ethical principles will be upheld* |  |
| ***Declaration*** |  |
| ***Table of contents*** |  |
| ***Introduction*** |  |
| *Introduce the study briefly.*  |  |
| *Describe briefly what you will discuss in the proposal.* |  |
| *This introduction should not be more than half a page in length.* |  |
| ***Background*** |  |
| *The background should be approximately 4-5 pages in length*  |  |
| *The majority of sources should be less than 5 years old* |  |
| *Be careful of plagiarism* |  |
| ***Rationale (optional)*** |  |
| *State briefly ( ±300 words) why are you doing this study? (see REC-H)* |  |
| *No more than 5 key scientific references may be included.*  |  |
| ***Problem Statement*** |  |
| *Describe the ideal situation (it should ideally be in a few sentences).* |  |
| *Describe the problem to be investigated (in a few sentences).* |  |
| *Contextualize the problem to your area of work (if possible).* |  |
| *One or two anecdotal examples of the problem are useful (if this is possible - refer to informal conversations or personal communications).* |  |
| *Provide statistics that speak directly to the problem.* |  |
| *Refer to existing studies to underpin and justify the problem.* |  |
| ***Research question*** |  |
| *The problem statement must lead to the research question.* |  |
| *The research question is an open-ended question.* |  |
| *Ensure it is congruent with the title and aim/objectives.* |  |
| *It should begin with How? or What?* |  |
| ***Purpose/Aim/Goal*** |  |
| *Sum up in one sentence what the purpose of your study is about.* |  |
| *Be clear – what you plan to do (overall goal)* |  |
| *Indicate that the results will be used to make recommendations/guidelines* |  |
| *Be closely linked to the research question of the study* |  |
| *Be closely linked to the title of the study* |  |
| *Indicate who is involved with the study* |  |
| ***Objectives*** |  |
| *Demonstrate how the aim will be achieved.* |  |
| *Be in line with the research question(s) of the study* |  |
| *Be in line with the title of the study* |  |
| *Use words like explore; examine; assess; evaluate; determine etc.* |  |
| ***Concept clarification*** |  |
| *Be drawn from your title or purpose.* |  |
| *Be defined using a source such as a textbook or dictionary etc.* |  |
| *Be applied to your study* |  |
| ***Research methods*** |  |
| ***Population*** |  |
| State what a research population is using a relevant source. |  |
| Explain who your research population consists of. |  |
| State the approximate size of your research population. |  |
| ***Sampling*** |  |
| *Describe the sampling method that will be employed (selection).* |  |
| *State the eligibility criteria, (i.e.) the inclusion and exclusion criteria.*  |  |
| *Describe the recruitment process.* **[also see REC-H 1(n)]** |  |
| *Describe in detail the manner in which individual human subjects/ participants will be identified and approached for inclusion in the study.*  |  |
| *Keep in mind the ethical aspects* |  |
| ***Sample size*** |  |
| *State the minimum and maximum number of participants involved.* **[also see REC-H 1(o)]** |  |
| *In the case of a mixed methods approach being used, for each data collection phase/method/technique/participant grouping, list the phase/method/technique/ participant grouping and indicate the required number of participants for the relevant phase/method/technique/participant grouping in the appropriate places below.* |  |
| *Sampling strategy.* ***[also see REC-H 1(p)*** *Provide a detailed motivation as to how the minimum and maximum sample sizes are determined. Reference may be made to key scientific sources.]* |  |
| *In quantitative research you can use certain formulae or software to determine your sample size. In qualitative you need to refer to data saturation. However, the REC-H forms still wishes researchers to indicate the minimum and maximum number that is anticipated for the sample.* |  |
| ***Recruitment*** |  |
| *Enrolment process.* ***[REC-H 1(q)*** *Describe in detail the manner in which volunteers will be selected and enrolled for participation. Include in the description any strategies to be used should the minimum number of participants not be reached.]* |  |
| *What information will be offered to the participant at the point of enrolment (i.e. when they consent to participate)? (Attach written information given as (Appendix 13a) and any oral information given as (Appendix 13b)).* **[REC-H 5(d)]** |  |
| *Who will provide this information to the participant? (Provide name and role)* **[REC-H 5(e)]** |  |
| ***Data collection*** |  |
| ***[REC-H 1(r)*** *Describe in detail the procedure to be followed while collecting data from participants. Copies of all data collection instruments to be included as Appendix 11.] In other insert the questionnaire or interview schedule in the appendix or annexures.* |  |
| *[Will data collected be stored in any way? If YES, please specify\*:* *By whom? How many copies? For how long? For what reasons? How will the data be secured from unauthorised access? How are the consent/assent forms stored in relation to all other data collected? What will become of the data upon conclusion of the study (how will the data be disposed of)?* **[REC-H 6(c)]** |  |
| *Data collection instrument (questionnaire for quantitative and interview guide for qualitative)* |  |
| ***Data analysis*** |  |
| **[REC-H 1(s)** Describe the data analysis, stages of data analysis and who will do it, as well as which method will be used to analyze the data.] |  |
| *Data analysis for quantitative*: Explain what variables are being investigated and what relationships will be explored; as well as what statistical analyses will be used (e.g.) ANOVAs;  |  |
| *Data analysis for qualitative*: Explain what data analysis method will be used (e.g.) Tesch; Braun and Clarke; Saldhana; Van Kaam; Giorgi, etc. |  |
| ***Pilot study*** |  |
| *Describe how you will pilot your survey/questionnaire/interview.* |  |
| *Sample size for the pilot study.* |  |
| ***Reliability and Validity/Trustworthiness*** |  |
| *Quantitative: Describe how you will enhance the reliability and validity of the study Qualitative: Describe how you will ensure authenticity and trustworthiness of your study*  |  |
| ***Ethical considerations*** |  |
| *Give a short description of why ethics is important in research and then give a definition and then the application of each of the following ethical principles:**Respect for persons; beneficence and justice (Belmont Report)* |  |
| *Is there any risk of harm, embarrassment or offence, however slight or temporary, to the participant, third parties or to the community at large? If YES, state each risk. And for each risk state: i) whether the risk is reversible, ii) whether there are alternative procedures available and iii) whether there are remedial measures available.* **[REC-H 2(a)]** |  |
| *ist any ethics training acquired by the PRP in the past 3 years. List any ethics training acquired by the PI (if not also the PRP) in the past 3 years.* **[REC-H 2(c)]** |  |
| *Are any benefits (temporary, permanent or otherwise) expected to be transferred to the participant as a result of the data collection procedure (e.g. improved health, mental state, financial etc.)?* **[REC-H 2(d)]** |  |
| *Describe the level to which the study endeavours to promote social and/or ethical value, in particular to the benefit of the community from which participants are drawn.* **[REC-H 2(e)]** |  |
| *Describe the process to be followed in the case of any incidental findings relevant to individual participants.* **[REC-H 2(h)]** |  |
| *Is there any risk of harm, however slight or temporary, to the researcher while conducting the data collection exercise?* *If YES, state each risk and for each risk state i) whether the risk is reversible, ii) whether there are alternative procedures available and iii) whether there are remedial measures available.* **[REC-H 2(i)]** |  |
| ***Dissemination of results*** |  |
| *Indicate how the research results will be made public: Workshop; poster; article*  |  |
| *Will feedback be given to participants?* *If YES, specify whether feedback will be written, oral or by other means and describe how this is to be given (e.g. to each individual immediately after participation, to each participant after the entire project is completed, to all participants in a group setting, etc.). If NO, motivate reasons why it is not possible to provide participants with feedback.*  |  |
| ***Work and Time Schedule*** |  |
| *A realistic time frame is very important - use a table* |  |
| ***Budge****t* |  |
| *Costs involved in the study (i.e. literature, statistics, equipment, binding, printing, stationary, transport) – use a table* |  |
| ***Conclusion*** |  |
| *Describe briefly what the proposal discussed.* |  |
| ***References*** |  |
| *All the references included in the reference list must correlate with references in the text. It is the responsibility of the student to ensure the correctness of the reference list and that all the references correlate with the list (especially related to the spelling of author names, dates, pages).* |  |
| ***Annexures*** |  |
| *Annexure 1: Letter requesting a participant to participate in a study*  |  |
| *Annexure 2: Participant consent form*  |  |
| *Annexure 3: Participant questionnaire or Interview questions* |  |
| *Annexure 4: Departmental review form/minutes* |  |
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