**Concept proposal format for the projects / research study**

Components of the proposal

* Details of the investigator and Guide.
* Title of the proposed research
* Background and Justification for the study
* Aim and Objectives
* Method and materials (Participants, criteria for selection, tools, tests, equipment etc, data collection method, sample size) (inclusion criteria age to be defined as per WHO classification?)
* Ethical considerations (participant information sheet/ consent form/ verbal, written, oral, online , expressed or implied consent)
* Results (statistical methods which will be used and why)
* Management of the research across time
* Problems anticipated (while study, data collection, analysis, and for reporting the results)
* References (APA 7th Edition format)
* Annexure (all forms, questionnaire samples, consents, demographic details which will be collected)

Guidelines for each component

1. **Details of the investigator and guide:**

* Include full name and designation of the candidate, lead researcher, corresponding author / guide
* Affiliation of all authors should be included
* Year and duration of the proposed study

1. **Title of the proposed research:**

* Should be specific to the study not general for the field
* Should convey the main purpose of the research and mention the target population
* Should reflect the aim of the study
* Title of proposal should be accurate, short, concise, and identify
* Carry maximum information about the topic in a few words; it is a good practice to keep the title to within 12-15 words

1. **Background and Justification:**

* The background to the proposal should be concise and refer to the subject straightforwardly.
* In writing the review, attention should be drawn to the positives, negatives and limitations of the studies quoted
* Introduction is concluded by explaining how the present study will benefit the community.
* The literature review should logically lead to the statement of the aims of the proposed project and end with the aims and objectives of the study.
* The review should include the most recent publications in the field and the topic of the research is selected only after completing the literature review and finding some gaps in it.
* Introduction should briefly answer the importance of the topic, the gaps/lacunae in the literature, the purpose of the study and benefits for the society, from the study.
* The research question should be described precisely and concisely. It is going to be the basis of designing the project. The definition of the problem should be clear so that a reader can straightforwardly recognize the real meaning of it.

1. **Aim and objectives:**

* The aims should be explicitly stated.
* Aims should be logical and coherent, feasible, concise, realistic, considering local conditions, phrased to clearly meet the purpose of the study.
* Aims should be logically linked and arranged according to the hypothesis statement.
* The objectives should be (SMART): Specific, Measurable, Achievable, Relevant and Time based.
* It is good practice not to include too many aims in the study (2-5 best); too many objectives often lead to inaccurate and poorly defined results
* The objectives should be stated in action verbs that illustrate their purpose: i.e., to determine, to compare, to verify, to calculate, to reduce, to describe, etc.
* ‘Research genie’ app can be used to frame the objectives.

1. **Method and material:**

* It should describe in detail the ‘Where’, ‘Who’, ‘How’ the research will be conducted.
* Use operational definitions for main parts of the aim and objectives
* Should include details of study design, study population, and sample size calculation, sample estimate and sampling technique.
* It explains the study design and procedures and techniques used to achieve the proposed objectives.
* It is the main part of the research proposal.
* It should list out the steps in research, protocol selected, what is measured, how it is measured and what precautions are taken to reduce bias or error in research.

Should include:

1. Participants: Selection criteria- inclusive and exclusion criteria. Number of subjects and criterion used to decide on the number. Age and selection criteria should be included
2. Test Material / tools / equipment: to be used in the study, with the details of author and publication.
3. Type of data collection procedure, Steps in data collection - flowchart if possible.
4. Expected data types and how the analysis will be done (statistics)

6. **Ethical considerations:**

* The benefits and risks for the subjects involved. The physical, social and psychological implications of the research.
* Details of the information to be given to the study patients
* Informed consent from the participants to be taken in their languages should be provided.
* Confidentiality, and voluntary participation of the participants should be declared

7. **Results:**

* briefly highlight the expected results
* list out the expected outcomes for society, clinical application, field of study. If the test is developed, whether norms are applicable to which population.
* If the clinical population is being tested, what is the expected outcome and why it is seen in that population.

**8. Management of the research across time:**

* A work plan is an outline of activities of all the phases of the research to be carried out according to an anticipated time schedule.
* Proper time table for accomplishing each major step of the study should be defined.
* Use Gantt chart to explain the timeline of the study.

8. **Problems anticipated:**

* Mention the strengths or limitations of the study, i.e., what study can achieve or cannot achieve is important, so as to prevent wasteful allocation of resources.
* Anticipate what can be the obstacle in the study and in which phase and what solution if available.

9. **Implications of the study:**

* Societal, clinical and academic implications of the study should be mentioned

10. **References:**

* The common references of the studies included in background and method should be included using APA 7th edition references format.
* Plagiarism check using authentic software for the full document should be provided

11. **Annexure:**

* Can include the letter of informed consent, the participant information sheet
* standardized questionnaires or any tool being used.