

## **Format for Research Proposal**

The Research Management Cell (RMC) at Mahendra Ratna Campus (MRC) emphasizes the necessity for research proposals submitted for acceptance and financial grants to adhere to the prescribed format. The primary goal of this requirement is to ensure that all essential elements are presented in a detailed and appropriate manner. While it may be challenging to strictly confine all research proposals to the specified descriptions and categories, the following format outlines significant aspects that must not be overlooked in the proposal. We hope this provides broad guidelines for drafting a research proposal, but it does not limit the size or content if the researcher believes additional relevant details should be included. Generally, the research proposal should encompass a comprehensive description of all aspects of the intended work. The following items should be included in the writing of a research proposal:

- 1. Researcher's Personal Information**

Include personal information on the cover page, including name, designation, mobile number, email address, subject, and department. The second page should contain the title of the research proposal along with the introduction, objectives, etc.

- 2. Title of the Study**

The title should accurately reflect the nature and scope of the proposed study.

- 3. Introduction / Background of the Study**

Start this section by providing a context for the research problem and explaining the key issues, trends, or gaps in knowledge that have led to the study. Introduce the topic clearly and discuss relevant previous research or developments in the area. Highlight why the proposed research is necessary, showing its relevance. Ensure this section offers a thorough understanding of the research context, indicating theoretical, social, or practical considerations. Connect it to the statement of the problem by demonstrating how existing knowledge is insufficient and why further investigation is needed. This sets the stage for outlining research objectives and questions.

- 4. Statement of the Problem**

It serves as the foundation for your study, clearly outlining the specific issue or gap your research aims to address. In quantitative research, include a measurable problem that can

be addressed through statistical analysis, highlighting any necessary relationships between variables. For qualitative research, focus on exploring a deeper understanding of complex issues, emphasizing context and experiences. In mixed-methods research, identify a problem requiring both numerical data and contextual understanding to justify an integrated approach.

**5. Purpose of the Study / Objectives of the Study**

It outlines the specific goals the research seeks to achieve, guiding the direction and scope of the study. In quantitative research, objectives should be precise and measurable, focusing on testing hypotheses or examining relationships. In qualitative research, objectives aim for in-depth insights and understanding the complex phenomena. In mixed-methods research, combine both quantitative and qualitative goals to address different aspects of the research problem comprehensively.

**6. Review of Literature**

Conduct a thorough review of existing literature to identify previous work related to your research problem. This helps avoid redundancy and prevents the use of ineffective methods. Use the review to deepen your understanding of the topic, providing a solid foundation for your study. Gather comparative data to interpret your findings within the broader context of existing knowledge, and let this process inspire new hypotheses. Cite all references to uphold academic integrity.

**7. Conceptual / Operational Definitions (if needed)**

Clearly define key concepts to ensure conceptual clarity, which is crucial for the validity and reliability of your research.

**8. Testing Hypotheses (if needed)**

When developing a hypothesis, propose a relationship between two or more variables based on the problem statement and objectives. Your hypothesis should balance specificity and generality, clearly articulating the nature of the relationship. Classify your hypotheses as null (asserting no relationship) or alternative (asserting a relationship), which will facilitate statistical testing and interpretation of findings.

**9. Theoretical Framework / Conceptual Framework**

This section outlines the key concepts, variables, and theories underpinning your study. Define primary concepts, explain their relationships, and integrate existing theories to

support your research objectives. This framework will guide your investigation and contextualize your findings within the broader field, highlighting gaps your research aims to address.

#### **10. Methodology**

Clearly outline specific approaches and procedures for conducting your study based on the type of research. For quantitative research, detail the research design, sampling methods, data collection techniques, and statistical analyses. For qualitative research, focus on the research design, participant selection, data collection methods, and data analysis techniques. In mixed-methods research, integrate both components, detailing their implementation and rationale for a comprehensive approach.

#### **11. Gantt Chart**

A Gantt chart visually represents the project timeline and task durations. List tasks on the vertical axis and establish a timeline on the horizontal axis, dividing it into intervals like days or weeks. Draw horizontal bars for each task to represent their start dates, durations, and end dates, organizing them sequentially or in parallel. Highlight dependencies with arrows and include milestones to mark key deadlines for effective progress tracking and resource allocation.

#### **12. Budgeting/Estimate of Expenses**

In the "Budgeting/Estimate of Expenses" section, list all anticipated costs, including personnel, materials, travel, and data collection. Categorize them into direct and indirect expenses, assigning estimated amounts based on research or past experiences. Provide a clear justification for each cost to demonstrate its necessity for successful project completion. Summarize the total budget clearly.

#### **13. Arranging References and Footnotes**

Organize the list of reviewed literature and sources used for concepts and quotations sequentially at the end of the proposal, adhering to APA 7th edition style guidelines.

#### **14. Appendix/Annex (if needed)**

Include all data charts, tools, and resources utilized in preparing the proposal, ensuring systematic organization and proper source citation.

**Mahendra Ratna Campus, Tahachal, Kathmandu**  
**Research Management Cell (RMC)**

**Collaborative Research Grant Proposal Evaluation Form 2025-2026**

Applicant's Code:

Title of the Proposal:

<b>1. Evaluation of the Proposal</b>							
INDICATORS		Rating (please circle the number OR give your own mark)					SCORE
		Absent	Poor	Fair	Good	Excellent	
a)	Research Title <i>(Specific, clear)</i>	0	1	2	3	4	
b)	Background, Problem Statement <i>(Adequate, relevant, well-stated)</i>	0	1	3	4	5	
c)	Literature Review and Research Gaps <i>(Adequate, relevant, and gaps identified)</i>	0	1.5	3	4.5	6	
d)	Theoretical/Conceptual Framework, Hypotheses/Research Questions <i>(Well-framed)</i>	0	1.5	3	4.5	6	
e)	Research Objectives <i>(Academically interesting, adequate, achievable)</i>	0	3	5	8	10	
f)	Study Design, Methods, Tools and Data analysis <i>(Faultless, advanced, well-suited, and skillful)</i>	0	3	5	8	10	
g)	Gantt Chart <i>(Well-planned)</i>	0	1	2	3	4	
h)	Budget Allocation for the Study <i>(Detailed budget breakdown in alignment with the proposed activities)</i>	0	1	2	3	4	
i)	Organization, Format <i>(Clear language, well-organized, standard format followed, uniformity)</i>	0	1	2	3	4	
j)	In-text Citations and References <i>(Followed the APA 7<sup>th</sup> Style)</i>	0	1.5	3	4.5	6	
k)	Nature of Collaboration <i>(All the researchers' roles and responsibilities are stated clearly)</i>	0	1.5	3	4.5	6	
l)	Involvement of student(s)	5					
Total score (out of 70) =							
<b>4. Result</b>		Pass (35 marks or more)		Fail (less than 35 marks)			

**2. Reviewer's comments and recommendations (Mandatory)**

A. Major Strengths of the Proposed Study:

B. Major Weaknesses of the Proposed Study:

C. Suggestions for the Improvement/Revision of the Proposal:

I acknowledge the importance of maintaining confidentiality and commit to protecting all sensitive information, including policies, records, reviewer assignments, author identities, and submissions. I agree not to disclose such information to any unauthorized individuals without prior approval from the Research Management Cell, MRC. I understand that any breach of this confidentiality agreement may result in immediate dismissal from my role as a reviewer.

Reviewer

Signature:

Full Name:

Institution:

**Bank Details**

**Full Name:**

**Bank Name/Branch:**

**Account Number:**

**PAN Number:**

Date: