MINI RESEARCH GUIDELINES – 2024

Research Management Cell (RMC)

United College

Kumaripati, Lalitpur

May 2024

Outlines	

Overview

United College (UC) is committed to conducting mini-research to enhance academic excellence, improve institutional efficiency, and address pressing community issues. Conducting mini-research by faculty, administrative staff, and students holds significant benefits for the institution, its management, and the surrounding community. It empowers students and faculty members to engage in investigative activities that generate practical insights and innovative solutions tailored to the college's unique challenges and opportunities. This research fosters a culture of inquiry and continuous improvement, enhancing academic programs and institutional practices. Additionally, it allows for evidence-based decision-making, ensuring that strategies and policies are grounded in real data. By addressing both internal and external issues, such as community needs and institutional effectiveness, mini research helps to strengthen the college's overall performance and its role within the wider community. Ultimately, it supports a dynamic and responsive educational environment that benefits all stakeholders involved.

Vision

The vision of conducting mini research is to advance knowledge and foster educational growth through focused mini research projects that support student and faculty development, address pressing societal challenges, and enhance the institution's reputation and funding prospects.

Mission

The mission of conducting mini research to encourage interdisciplinary collaboration, provide dedicated resources, and engage all stakeholders in the research process is to execute impactful mini research projects that drive innovation, support faculty and student development, and contribute to societal progress and institutional success.

Objectives

- To encourage creative exploration and the development of new ideas and methodologies.
- To provide faculty and students with practical experience in research design, execution, and analysis.
- To strengthen collaboration between faculty and students through joint research efforts.
- To support scholarly activities that contribute to the professional growth of both faculty and students.
- To promote research that integrates knowledge from multiple disciplines for comprehensive solutions.
- To enhance the college's reputation by producing high-quality, impactful research outcomes.
- To disseminate research findings through academic publications, conferences, and institutional platforms.
- To establish a strong research culture within the college, supported by grants and dedicated to academic excellence.

Research areas

● Corporate social responsibility	● Tourism
● Human resource management	● Language
● Ethics	● Information system
● Business and Management	● Data analytics
● Marketing	● Cybersecurity
● Information Technology	● E-commerce
● Business Communication	● Operation management
● Psychology	● Financial technology (FinTech)
● Economic policies	● ICT policies

Types of research grant

UC has introduced two types of mini research grants designed to support and incentivize research activities among its faculty and students. These grants are structured to encourage both faculty and collaborative research projects involving multiple stakeholders.

S/N	Types of research grant	Funding	No. of research	No of investigators	Time
1	Faculty research grant	Small	3	Minimum 2 faculty in each research	Maximum 4 months
2	Collaborative research grant	Small	2	Minimum 1 faculty and 1 student in each research	Maximum 4 months

Eligibility

1. **Faculty research grant**
▪ To be eligible, applicants must meet the following criteria:
▪ Principal investigator must be a full-time faculty member at UC for at least one year.
▪ Must have completed a Master's thesis.
▪ Must have at least one research article published in a peer-reviewed journal.

2. **Collaborative research grant**
▪ To be eligible, both faculty and student participants must meet the following criteria:
   Faculty:
   ✓ Principal investigator must meet the requirement of a faculty research grant applicant.
   Students:
   ✓ Must be a current student either of bachelor or master level at UC.

Selection criteria

The selection criteria for mini research proposals involve a detailed evaluation framework totaling 100 points, distributed across ten key indicators, each worth 10 points. The criteria for evaluating include identifying a significant issue or gap in the field, clearly defining the research question, setting measurable objectives, providing a thorough literature review,

employing an appropriate methodology, demonstrating feasibility, outlining realistic and impactful outcomes, and presenting a well-organized proposal with a skilled and experienced research team. Proposals will be scored based on these indicators, and the top five proposals with the highest scores will be selected. Three will be chosen for faculty collaborations, requiring the involvement of at least two faculty members. The remaining two will be selected for faculty-student collaborations, necessitating participation from at least one faculty member and one student, ensuring a balance of interdisciplinary and academic engagement.

S/N	Indicators	Assigned marks	Obtained marks
1	The proposed study identified a critical issue or void in the field	10	
2	The research question is clearly defined and unambiguous.	10	
3	Objectives are clear, measurable, and achievable within the scope of a mini project.	10	
4	The review of existing literature is comprehensive and identifies gaps that the research will address.	10	
5	The design and methodology are well-suited to answer the research question.	10	
6	The research can be realistically conducted within the constraints of time, resources, and scope.	10	
7	The expected outcomes and potential benefits are clearly defined and realistic.	10	
8	The research has the potential to make a meaningful contribution to the field or address a real-world issue.	10	
9	The proposal is well-organized, logically structured, and clearly presented.	10	
10	The team has the relevant skills, experience, and expertise necessary for the research.	10	
	Total marks	**100**	

Evaluation

This process is overseen by the Research and Extension Committee and the Research Management Cell (RMC), which are responsible for maintaining rigorous standards and aligning research initiatives with institutional goals. The evaluation process is designed to be thorough and transparent, ensuring that each proposal is assessed fairly and according to predefined criteria.

1. **Proposal submission:** Researchers begin by submitting their mini research proposals to the Research and Extension Committee and the Research Management Cell (RMC). This submission marks the start of a structured evaluation process designed to assess the quality and potential of each proposal. The RMC oversees the process, ensuring that each proposal adheres to institutional guidelines and objectives.

2. **Initial evaluation:** The RMC conducts an initial review of all submitted proposals. Each proposal is evaluated based on predefined criteria including the significance of the research topic, the clarity of the research question, feasibility, methodology, and potential impact. Proposals are scored out of 100, with 10 indicators, each worth a maximum of 10 marks. To advance to the next stage, a proposal must achieve a minimum pass mark of 40 out of 100, ensuring that only those meeting a baseline level of quality are considered further.

3. **Scoring and ranking:** During the scoring phase, proposals are assessed for how well they address gaps in the field, the robustness of their methods, and the qualifications of the research team. The RMC compiles these scores to rank the proposals. This ranking process helps in identifying the proposals with the highest merit and potential, setting the stage for the next step of shortlisting.

4. **Shortlisting:** Based on the compiled scores and rankings, the RMC creates a shortlist of proposals demonstrating exceptional merit. This shortlist represents the most promising projects that have met or exceeded the evaluation criteria and are deemed capable of significant impact.

5. **Final Selection:** From the shortlist of five proposals, three are selected for faculty-faculty collaborations, and two are chosen for faculty-student collaborative research. This final selection ensures that funding is allocated to projects with the highest potential for impact and successful execution, aligning with the college's goals of advancing research excellence and innovation.

Limitation on research proposal submission

Each faculty member is permitted to submit no more than one grant proposal per application season of UC, regardless of the capacity in which they are involved, whether as a principal investigator or a co-investigator. This restriction is designed to prevent over commitment and ensure that each proposal receives adequate attention and resources. Additionally, if a faculty member is currently an investigator on a funded research project or program of UC, they are ineligible to apply for another grant or program until they have submitted the final report for their existing project. This policy ensures that ongoing

projects are completed and reported on time, thereby maintaining the integrity of the research process and allowing for accurate assessment and evaluation of completed work.

Plagiarism test

After completion of research work, researchers must submit a soft copy of their work. The Research Management Committee (RMC) will review the submission using iThenticate software to check for plagiarism. The acceptable threshold for plagiarism is 10%. Reports with more than 10% similarity will not be accepted, as exceeding this limit indicates a significant level of copied content. Researchers are strongly advised to carefully review and edit their reports to ensure originality and reduce any potential for plagiarism.

Funding and disbursement

For the mini research projects, Research Management Committee (RMC) will formally approach the College Executive/Management Committee (CMC) to secure funding for the approved research proposals. The CMC will review and decide on the grant amounts allocated to each project based on its merits, scope, and requirements. The funding allocated for the mini research project report is Rs. 50,000 (NPR). Funding will be disbursed to researchers in two installments to ensure proper utilization and accountability. The first installment, constituting 60% of the total grant, will be provided upon the acceptance of the research proposal, enabling researchers to initiate and progress with their work. The remaining 40% of the grant will be disbursed upon the successful submission of the final research report, provided that all stipulated criteria and conditions have been met.

Procedure

The procedure for a mini research project report adheres to a standardized process, where each step is crucial for maintaining the quality, integrity, and dissemination of research findings within the scientific community. This structured approach ensures that the research is conducted systematically and that the findings are effectively communicated and validated, contributing to the overall reliability and impact of the research outcomes.
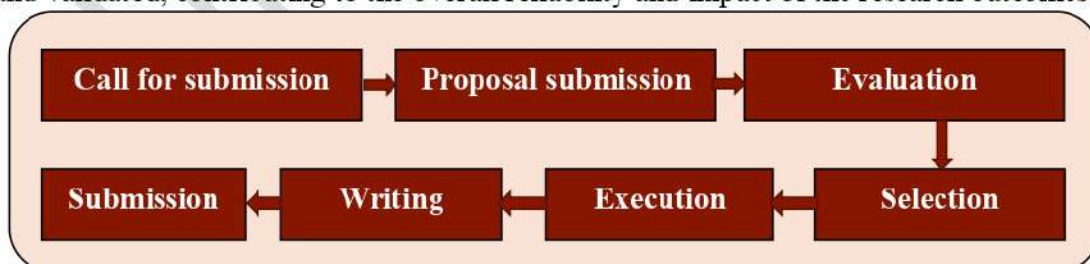
1. **Call for submission:** The college issues a call for mini research proposals, inviting faculty and students to submit their research ideas. This announcement includes detailed guidelines, application procedures, submission deadlines, and information about available funding.

2. **Proposal submission:** Interested faculty and students prepare and submit their research proposals according to the specified guidelines. Proposals must be submitted to RMC by the stated deadline and should include all required documentation, such as research objectives, methodology, and expected outcomes. This stage ensures that the proposed research is well-planned and aligns with the college's research priorities.

3. **Evaluation:** The RMC conducts a thorough evaluation of all submitted proposals. This evaluation is based on predefined criteria, including the significance of the research topic, clarity of the research question, methodology, feasibility, and potential impact. The RMC assesses each proposal to determine its scientific merit and alignment with the college's research goals.

4. **Selection:** Following the evaluation, the RMC selects the most promising proposals for funding. Successful applicants are notified and provided with further instructions. The selection process ensures that only high-quality and impactful research projects receive support.

5. **Execution:** Researchers proceed with their mini research projects according to their approved proposals. This phase involves conducting experiments, collecting data, and analyzing results while adhering to the project timeline and budget.

6. **Writing:** Upon completion of the research, researchers prepare a comprehensive report detailing their findings, methodologies, and conclusions. The report should demonstrate how the project addressed the identified issues.

7. **Submission and presentation:** Researchers must submit the final report in both formats—two hard copies and a soft copy—to the Research Management Committee (RMC) for review. Following this, researchers are required to present their findings (power point presentation, PPT). The Research and Extension Committee, along with the RMC, will evaluate the report to ensure it meets all project requirements and adheres to established standards. Once both the report is approved and the presentation is completed, the mini research process will be deemed complete, and the results will be disseminated in accordance with the college's guidelines.

Writing guidelines	
Word count	▪ **Mini research proposal**, with a word count requirement of 2,000 to 2,500 words, including all sections from preliminary to supplementary.

	▪ **Mini research project** with a word count requirement of 18,000 to 22,000 words, including all sections from preliminary to supplementary.
Language	Manuscript must be submitted in English language.
File format	Manuscript files should be submitted as Microsoft word documents i.e. DOC format. Microsoft word file should not be locked or protected.
Title	The title should be no more than 20 words.
Font	Times New Roman, standard font size – 12. Limit manuscript sections and sub-section to 3 heading levels. ▪ Heading:14, Alignment: Center; ▪ Sub-heading:13, Alignment: Left; ▪ Body: 12, Alignment: Justification
Spacing	The usual recommended spacing for article writing is 1.5.
Page number	Font: Arabic Number, Alignment: Bottom center.
Table and figure	Captions should be preceded by the appropriate label in Table and Figure, for e.g., 'Table 1' and 'Figure 1'. Footnotes can be included below the table.
Reference and citation	References and citation (A.P.A. 7th Ed.) must be followed.
Plagiarism check	Author should ensure that information provided by him/her is plagiarism-free, with appropriate citations and references wherever another author's information is used. Manuscript should be tested with validated plagiarism checker software (Preferable - iThenticate).
Ethics	Authors should submit only original work that is not plagiarized, and has not been published or being considered elsewhere.
Submission	▪ For proposal, one hard copy should be submitted to RMC. ▪ For report, two hard copies with soft copy should be submitted to RMC

Reference and citation

Citation

Citations within your research report are crucial for acknowledging the sources of information and ideas you use. In APA 7th Edition style, citations should be incorporated throughout your text to provide clear attribution to the original authors and researchers.
General Guidelines

▪ **Parenthetical citations:** This format places the citation information within parentheses at the end of the sentence. For example: (Author, Year). If citing a specific page, include it as follows: (Author, Year, p. Page Number).
The use of digital tools in education has significantly increased engagement among students (Smith, 2020). The study showed significant results (Smith, 2020, p. 45).

▪ **Narrative citations:** In this format, the author's name is integrated into the text of the sentence, with the publication year appearing in parentheses immediately after. For example: According to Author (Year), the research shows…
According to Smith (2020), the use of digital tools in education has significantly increased engagement among students.

Book	**Journal article with three or more authors**
Book with one author *Parenthetical Citation:* (Smith, 2020) *Narrative Citation:* Smith (2020) discusses the impacts of climate change on coastal cities.	*Parenthetical Citation:* (Johnson et al., 2021) *Narrative Citation:* Johnson et al. (2021) found significant….
Book with two authors *Parenthetical Citation:* (Doe & Roe, 2019) *Narrative Citation:* Doe and Roe (2019) explore the effects...	**Website with author** *Parenthetical Citation:* (Lee, 2022) *Narrative Citation:* Lee (2022) discusses recent advancements in artificial intelligence.
Website with no Author *Parenthetical Citation:* ("Impact of Technology," 2022) *Narrative Citation:* According to "Impact of Technology" (2022), advancements in AI are	**Newspaper article** *Parenthetical Citation:* (Brown, 2023) *Narrative Citation:* Brown (2023) reports that the new policy will affect thousands of families.
Interview *Parenthetical Citation:* (J. Doe, personal communication, March 15, 2023) *Narrative Citation:* J. Doe (personal communication, March 15, 2023) mentioned that the ………	**Video** *Parenthetical Citation:* (National Geographic, 2021) *Narrative Citation:* National Geographic (2021) explores the effects of climate change on polar ice caps.

References

References should be arranged first alphabetically and then further sorted chronologically if necessary. In reference list, include only those sources that are cited in the research work. These should be done by following APA, 7th Edition style. Please follow Appendix 1 for APA, 7th Edition

Book	Last name of author, First letter of first name. (Date). *Name of book.* Name of Publisher Example, Smith, J. A. (2020). *Environmental Science.* Green Press.
Journal article	Surname of author, First alphabet of first name. (Year). Article title. *Journal name*, Volume (Issue), Page range Example Xyz, C. (2016). Health benefits. *Primary Health Care, 26(8),* 34-42.
Journal article with DOI or URL	Surname of author, First alphabet of first name. (Year). Title of article. *Title of the journal*, Volume (Issue), Page range. DOI or URL Example, **DOI** Smith, J. A. (2023). The impact of climate change on biodiversity. *Journal of Environmental Studies*, 15(2), 45-60. https://doi.org/10.1234/ jes.2023.001 Example, **Website** Smith, J. A. (2023). The impact of climate change on biodiversity. *Journal of Environmental Studies*, 15(2), 45-60. Retrieved from https://www. journal website.com/full-article-url
Webpage	If **date is available** Title of the Webpage. (Year, if available). Website Name. URL Example, Prabhu Bank, (202). Profile of bank. *https://www.prabhubank.com /profile/profile-of-bank* If **date is not available,** Title of the Webpage. (n.d). Website Name. URL Prabhu Bank, (n.d). Profile of bank. *https://www.prabhubank.com /profile/profile-of-bank*

Proposal outlines

The proposal outline provided is a comprehensive framework designed to organize a research proposal effectively. Here's an expanded explanation of each section:

Title page: This initial page serves as the cover of the proposal and typically includes the title of the research project, the researcher's name, their affiliation with the institution, and the date of submission. It provides essential identifying information about the proposal and sets a professional tone.

Table of contents: This section lists all the major headings and subheadings within the proposal along with their corresponding page numbers. It acts as a roadmap for the reader, making it easier to locate specific sections and navigate the document efficiently.

1. **Background of the study:** This part provides the contextual foundation for the research topic. It includes relevant historical, social, or academic information that helps in understanding the research problem. By setting the stage with comprehensive background information, this section highlights the importance of the study and the context within which the research will be conducted.

2. **Problem statement:** Here, the specific issue or problem that the research intends to address is clearly articulated. This section is critical as it defines the focus of the study, specifying what the research aims to solve or explore. It provides a precise and concise description of the problem that justifies the need for the research.

3. **Research questions:** This section outlines the key questions that the study seeks to answer. These questions are derived from the problem statement and guide the research process. They help in shaping the study's objectives and methodology, ensuring that the research is focused and directed towards answering these queries.

4. **Objectives of the study:** This part details the specific goals or aims that the research is intended to achieve. Objectives provide a clear understanding of what the researcher hopes to accomplish through the study and outline the expected outcomes or impacts of the research.

5. **Hypothesis (if any):** If applicable, this section presents any hypotheses or predictions that the research will test. Hypotheses are statements that can be tested through data collection and analysis, and they provide a basis for the research design and methodology. This section is included if the study involves hypothesis testing.

6. **Rationale of the study:** This section explains the significance and relevance of the research. It provides justification for why the study is important and what contributions it will make to the field. The rationale highlights the potential impact of the research and its value in addressing the identified problem or filling a gap in existing knowledge.

7. **Limitation of the study:** Here, any constraints or limitations that may affect the research outcomes or scope are described. This includes factors such as limited resources, time constraints, or methodological limitations. Understanding these limitations helps in assessing the study's validity and reliability and provides transparency about potential weaknesses in the research.

8. **Literature review (LR):** This section provides a comprehensive review of existing research and literature related to the study's topic. It synthesizes key findings from previous studies, highlighting relevant theories, methodologies, and gaps in

knowledge. The LR establishes the academic context of the research, demonstrating how the new study will contribute to or build upon existing knowledge.

9. **Theoretical framework:** This part outlines the theoretical perspectives or models that underpin the research. It explains the theories or concepts that will guide the study and informs the interpretation of findings. The theoretical framework provides a lens through which the research problem is analyzed and understood, offering a structured approach to examining the study's questions.

10. **Research gap:** This section identifies the specific gaps or areas of insufficient research in the existing literature. It justifies the need for the current study by demonstrating how it will address these gaps. By highlighting what has not been explored, this section clarifies the novel contributions of the research.

11. **Research methodology:** This comprehensive section details the methods and procedures that will be used to conduct the research. It includes:

    11.1 **Research approach:** Describes the overall approach or strategy for the research, such as qualitative, quantitative, or mixed methods.

    11.2 **Research design:** Explains the design of the study, including the type of research (e.g., descriptive, exploratory) and how it will be structured.

    11.3 **Population and sample, and sampling design:** Defines the target population, sample size, and sampling techniques used to select participants or data sources.

    11.4 **Sources of data and data collection instrument:** Details the sources of data (e.g., surveys, interviews, existing datasets) and the tools or instruments used for data collection (e.g., questionnaires, interview guides).

    11.5 **Reliability and validity test:** Describe how the reliability and validity of the data collection instruments and methods will be ensured.

    11.6 **Methods of data analysis:** Outlines the techniques and procedures for analyzing the collected data, including statistical methods.

    11.7 **Expected outcomes:** Specifies the anticipated results or findings of the research and how they will contribute to the field.

    11.8 **Research framework and definitions of variables:** Provides a clear framework for understanding the research, including definitions and explanations of key variables and their relationships.

    11.9 **Action plan (Time schedule plan of completing report writing):** Presents a timeline or schedule for completing various stages of the research.

12. **References:** This section lists all the sources and references cited in the proposal. It follows a specific citation style and provides complete bibliographic details for each source. This section ensures academic integrity and allows readers to locate the original sources of information used in the proposal.

Mini research project report outlines

Title page
Certification of authorship
Approval sheet
Plagiarism test report
Acknowledgement
Abstract
Table of contents
List of tables
List of figures
Abbreviations

Chapter 1: INTRODUCTION

1.1 Background of the study
1.2 Problem statement
1.3 Research questions
1.4 Research objectives
1.5 Hypotheses (if any)
1.6 Rationale of the study
1.7 Limitations of the study

Chapter 2: LITERATURE REVIEW

2.1 Conceptual review
2.2 Empirical review
2.3 Theoretical framework (if any)
2.4 Research gap

Chapter 3: RESEARCH METHODOLOGY

3.1 Research approach
3.2 Research design
3.3 Population and sample
3.4 Sources of data and data collection instrument
3.5 Reliability and validity test
3.6 Methods of data analysis
3.7 Research framework and definitions of variables
3.8 Ethical consideration

Chapter 4: RESULTS AND DISCUSSION

4.1 Presentation of results and analysis
4.2 Findings
4.3 Discussion

Chapter 5: SUMMARY AND CONCLUSION

5.1   Summary

5.2   Conclusion

5.3   Recommendation

REFERENCES

APPENDICES

Particular	Explanation
Title page	This is the first page of your research document. It includes the title of research, name of researcher/s, institution, and possibly other details like the date of submission.
Certification of authorship	Include a signed declaration page by the author affirming that the work is original, has not been submitted elsewhere, and complies with the ethical guidelines of the institution.
Approval sheet	Attach a page documenting approval of research committee members.
Plagiarism test report	Attach a report confirming that the research work has been tested for plagiarism and meets the institution's standards.
Acknowledgement	Acknowledge individuals and organizations that have contributed to the research process.
Abstract	Give a concise summary of the research, including the research purpose, methodology, key findings, and recommendations.
Table of contents	List all the sections and subsections of the dissertation along with their page numbers.
List of tables	Include a list of tables used in the document, with corresponding page numbers.
List of figures	Include a list of figures used in the document, with corresponding page numbers.
Abbreviations	Provide a list of all abbreviations in report used and their full forms.
Chapter 1: INTRODUCTION	
1.1 Background of the study	▪ Provide the context for your research. Include information about the broader subject area and the specific topic you are investigating. ▪ Justify why your research is relevant, what has been done in the past, and what gaps or issues exist that your study aims to address.
1.2 Problem statement	▪ Articulate the specific issue or challenge that your research seeks to explore and address.

	▪ Clarify the gap in knowledge or the problem within the existing literature that your research intends to contribute to or solve.
1.3 Research questions	▪ Mention queries that your study seeks to answer. They guide the focus and scope of your research. ▪ Align question/s with the problem statement and contribute to filling the identified gap in knowledge.
1.4 Research objectives	▪ Clearly state the main aim and specific goals of your research. ▪ Ensure each objective is concise, measurable, and aligned with the research question. ▪ Present objectives in a logical order, from general to specific, using bullet points or numbered lists.
1.5 Hypotheses (if any)	▪ Formulate clear, testable hypotheses that directly relate to your research objectives. ▪ Distinguish between null (H0) and alternative (H1) hypotheses, providing a rationale for each. ▪ Explain how these hypotheses will be tested, including key variables and analytical methods.
1.6 Rationale of the study	▪ Explain why your research is important and why it matters. ▪ Justify the significance of addressing the identified problem or gap and explains how your study contributes to existing knowledge.
1.7 Limitations of the study	▪ Define what aspects of the topic are included and excluded, helping to manage the scope of your study. ▪ If any, briefly outline any limitations in your research design, sampling, or data collection methods. ▪ If any, summarize issues related to data quality, analysis methods, and potential biases. ▪ If any, highlight the extent to which your findings can be applied to other populations or settings.
Chapter 2: LITERATURE REVIEW	
2.1 Conceptual review	▪ Define the key concepts relevant to your research topic, explaining their significance. ▪ Next, critically analyze existing literature to identify relationships between these concepts and highlight any gaps or inconsistencies that your study aims to address.
2.2 Empirical review	▪ Reviews previous research studies and findings related to topic. ▪ Focuses on empirical evidence, data, and outcomes of studies that are pertinent to your research.

2.3 Theoretical framework (if any)	▪ Identify and summarize the key theory/ies and concepts that underpin your research, then explain how these theories relate to and support your research objectives and hypotheses. ▪ Ensure to highlight the relationships between the variables and provide a clear rationale for their selection based on existing literature.
2.4 Research gap	▪ Identifies the gaps or limitations in the existing literature. ▪ Describes how your research intends to address these gaps and contribute to the current body of knowledge.
Chapter 3: RESEARCH METHODOLOGY	
3.1 Research approach	▪ Indicate whether it is qualitative, quantitative, or mixed-methods, and provide a brief rationale for why this approach is suitable for your research topic. ▪ Explain how the chosen approach will help achieve the research objectives and address the research questions.
3.2 Research design	▪ State the research design (exploratory, descriptive, correlational, casual-comparative, experimental) followed in the study and justify the choice.
3.3 Population and sample	▪ Define the population targeted for the study. ▪ Explain the sampling technique(s) used to select participants. ▪ Discuss the sample size and justify it with reference to relevant statistical or practical considerations.
3.4 Sources of data and data collection instrument	▪ Identify the primary and secondary data sources. ▪ Describe the tools and instruments used to collect data (e.g., surveys, interviews, observation). ▪ Explain the validity and reliability of the instruments.
3.5 Reliability and validity test	▪ Detail the steps you will take to ensure consistency in your data collection instruments. ▪ Describe the methods you will use to ensure your instruments accurately measure what they are intended to.
3.6 Methods of data analysis	▪ Outline statistical methods (qualitative or quantitative) used to analyze the data. ▪ Provide a rationale for the choice of methods. ▪ Include any software or tools used for the analysis.
3.7 Research framework and definitions of variables	▪ Present conceptual framework guiding the study. ▪ Define and operationalize the key variables used in the research. ▪ Explain how these variables will be measured and analyzed.

3.8 Ethical consideration	▪ Explain how you will obtain informed consent from participants, including how you will provide them with information about the study and their rights. ▪ Describe the measures you will take to ensure participants' data remains confidential. Explain how you will secure data storage and prevent unauthorized access. ▪ Discuss how you will ensure participants' well-being throughout the research process. Include information on how you will address any potential risks or discomforts. ▪ State that you will seek approval from the relevant ethics committee or institutional review board and outline the process you will follow for obtaining this approval.
Chapter 4: RESULTS AND DISCUSSION	
4.1 Presentation of results and analysis	▪ Present and analyze the collected data to extract their meaning. ▪ Tables, and figures are useful for meaningful presentation of data. ▪ In some studies, (e. g. a descriptive type of study), simple percentage analysis or a ratio analysis would suffice. ▪ Others may require simple to complex statistical analyses. For inferential statistical tests (e. g., t, F, and $\chi 2$ tests), include the obtained value of the test statistic, the degree of freedom, etc. ▪ This section should seek to answer all the research questions and test the hypotheses.
4.2 Findings of the study	▪ Summarize the key findings of your study based on the data analysis. Clearly state the results without interpretation. ▪ Relate the findings to the research objectives and questions.
4.3 Discussion	▪ Interprets and analyzes the results in the context of the research questions and objectives. ▪ Discusses the implications of the findings and relates them to existing literature and theory.
Chapter 5: SUMMARY AND CONCLUSION	
5.1 Summary	▪ Cover a very brief introduction and justification of the study. ▪ Then give the general objective of the study and describe the methods followed in the research process. ▪ Then report key findings based on the analysis and discussion section.

	▪ Organize findings in a purposeful manner so that they answer research questions, support or negate the hypotheses, and lead to conclusion.
5.2 Conclusion	▪ Wrap up things by telling readers what was learned from the research. ▪ Draw the conclusion only from the findings of the study. Number of findings may lead to one conclusion. ▪ Use interpretation of the findings and give meaning to them.
5.3 Recommendation	▪ Based on the study's findings, offer practical recommendations for stakeholders, practitioners, or policymakers. These should be actionable and relevant. ▪ Suggest areas for further research that could build on your study's findings or address any limitations encountered. ▪ If applicable, provide recommendations on how the findings can be applied in practice or how they could influence current practices or policies.
REFERENCES	▪ Lists all sources cited in dissertation using APA citation style.
APPENDICES	▪ Includes additional materials that are supplementary to the main text, such as raw data, survey instruments, or extended information that supports the dissertation.