



RESEARCH PLAN APPLICATION FORM

Name: _____ Degree Sought: _____ Date: _____

Proposed Title: _____

Instructions to the Thesis/Dissertation Committee

Signature on the line below indicates the following:

1. You have approved the research plan document and allow the student to do the research plan presentation.
2. You are available on the proposed date and can be present during the research plan presentation.

Research Chair: _____
Name Signature Date

Methodologist: _____
Name Signature Date

Member: _____
Name Signature Date

Instructions to the Student

Part 1. The Research Plan should include the following sections:

1. The title of your thesis/dissertation
2. The background of the study
3. The research gaps
4. Contribution to knowledge or practice
5. Statement of the problem
6. Purpose of the study
7. The research questions
8. Literature review plan
 - (a) Literature review plan (e.g., broad scan, focused review, comprehensive critique). Outline how you will do each step. If you are using another literature review framework, do the same.
 - (b) Literature review outline (not detailed)
 - (c) Broad scan, focused review, and comprehensive critique matrices or other evidences of literature review either as an appendix or soft copy shown to the Thesis/Dissertation Committee
9. The methodology:
 - (a) Research approach
 - (b) Research design
 - (c) Research context
 - (d) Sampling procedure
 - (e) Sample – Who are the participants, selection criteria
 - (f) Data collection methods (survey, in-depth interview, observation, etc.) with triangulation matrix (when applicable)
10. How your study supports the Graduate School or Seminary research agenda
11. References
12. Progress Timeline (chart and tabular form)

Part II. Filing for Research Plan Presentation: Once your research plan is approved by your Thesis/Dissertation Committee, do the following:

1. File an application for a research plan presentation at the department resource assistant office by filling out the application form, securing the signatures of your Thesis/Dissertation Committee and the department chair, and arranging the date for your topic request presentation.
2. Once the application form is filled out and signed and the date agreed, return it to the department resource assistant. Also, send to her your research plan in Word document.
3. The department resource assistant will send notifications and the link to the persons involved.
4. Get an orientation from your researcher advisor how to prepare for your research plan presentation.
5. You will receive an email from your research advisor confirming the result of your research plan presentation, with the recommendations from your Thesis/Dissertation Committee.