

Full Title of the Paper

First Name M.I. Last Name of Author (Note: no title distinction, just your name)

Name of Institution/School

Table of Contents

Title

Page.....

Table of Contents.....

Context and Rationale.....

 Research Questions.....

 Hypothesis (if study requires only).....

 Significance of the Study.....

 Scope and Limitations.....

Method.....

 Type of Research

 Respondents

 Sampling Method.....

 Proposed

 Innovation/Intervention/Strategy.....

 Instrument/s

 Data Collection Procedure

 Ethical Considerations

 Data Analysis

 Work Plan

 Cost Estimates

 Plan for Dissemination and Utilization

References

Appendices

 A. Instrument/s

 B. Consent and Assent Letters

- C. Research Proposal Application Form and Endorsement of Immediate Supervisor..
- D. Declaration of Anti-Plagiarism and Absence of Conflict of Interest
- E. Memorandum of Agreement

Research Paper's Full Title

Context and Rationale

Research Questions

Hypothesis

If the study requires only.

Significance of the Study

Scope and Limitations

Method

Type of Research

Respondents

Sampling Method

Proposed Innovation/Intervention/Strategy

Instrument/s

Data Collection Procedure

Ethical Considerations

Data Analysis

Work Plan

Contains the research timelines –when will the project begin and how long will it take for it to be completed; include time estimates for each step in the research process

RESEARCH PROCESS	TIMELINE		
	Date Started	Duration	Date Completed

Cost Estimates

(Sample only)

PARTICULARS	AMOUNT
● Implementation of the Approved Research Proposals	
● Supplies and Materials for Conducting Research	
● Local Transportation for Validation/Pilot Testing of Instrument and Gathering data	
● Reproduction of Research Instruments	
● Results Dissemination	
● District/Cluster Research Congress/ Colloquium	
GRAND TOTAL	

Plan for Dissemination and Utilization

References

Indicate all information sources cited in the paper; font size is 12, in alphabetical order, double spaced, and indented. Author's names are inverted (family name, initial first name). APA requires certain formats in creating a reference list for different information sources. Here are some of the commonly used information sources and how they should appear in the reference list; for more sources, refer to APA Publication Manual 6th ed.:

For books:

General format: Author. (Year). *Title of the Book*. Place of publication: Publisher.

Articles in Periodicals:

General format: Author. (Year). Title of the article. *Title of Periodical where the article was found*, vol. #(issue #), page no/s.

Appendix A

Letter of Request

Appendix B

Instrument(s)

Appendix C

Research Proposal Application Form and Endorsement of Immediate Supervisor

I. RESEARCH PROPOSAL APPLICATION FORM AND ENDORSEMENT OF IMMEDIATE SUPERVISOR

A. RESEARCH INFORMATION

RESEARCH TITLE	
SHORT DESCRIPTION OF THE RESEARCH	
<p>RESEARCH CATEGORY (check <u>only one</u>)</p> <p><input type="checkbox"/> National <input type="checkbox"/> Region <input type="checkbox"/> Schools Division <input type="checkbox"/> District <input type="checkbox"/> School</p> <p>(check <u>only one</u>)</p> <p><input type="checkbox"/> Applied Research <input type="checkbox"/> Action Research</p>	<p>RESEARCH AGENDA CATEGORY (check <u>only one</u> main research theme)</p> <p><input type="checkbox"/> Teaching and Learning <input type="checkbox"/> Child Protection <input type="checkbox"/> Human Resource Development <input type="checkbox"/> Governance</p> <p>(check up to one cross-cutting theme, if applicable)</p> <p><input type="checkbox"/> DRRM <input type="checkbox"/> Gender and Development <input type="checkbox"/> Inclusive Education <input type="checkbox"/> Others (please specify): _____</p>
FUND SOURCE (e.g. BERF, SEF, others)*	AMOUNT

TOTAL AMOUNT	

**Indicate also if proponent will use personal funds*

B. PROPONENT INFORMATION

LEAD PROPONENT/INDIVIDUAL PROPONENT

LAST NAME:	FIRST NAME:	MIDDLE NAME:
BIRTHDATE (MM/DD/YYYY)	SEX:	POSITION/DESIGNATION:
REGION/DIVISION/SCHOOL (whichever is applicable) MABALACAT CITY		
CONTACT NUMBER 1:	CONTACT NUMBER 2:	EMAIL ADDRESS:
EDUCATIONAL ATTAINMENT (DEGREE TITLE) Enumerate from bachelor's degree up to doctorate degree	TITLE OF THESIS/RELATED RESEARCH PROJECT	
Bachelor of Science in Elementary Education		
SIGNATURE OF PROPONENT:		

PROPONENT 2 (if applicable only)

LAST NAME:	FIRST NAME:	MIDDLE NAME:
BIRTHDATE (MM/DD/YYYY)	SEX:	POSITION/DESIGNATION:
SCHOOL/OFFICE ADDRESS:		
CONTACT NUMBER 1:	CONTACT NUMBER 2:	EMAIL ADDRESS:
EDUCATIONAL ATTAINMENT (DEGREE TITLE)	TITLE OF THESIS/RELATED RESEARCH PROJECT	

<i>Enumerate from bachelor's degree up to doctorate degree</i>	
Bachelor of Elementary Education	
Master in Educational Management	
Doctor of Education	
SIGNATURE OF PROPONENT:	

Endorsement of Immediate Supervisor

I hereby endorse the attached research proposal. I certify that the proponent/s has/have the capacity to implement a research study without compromising his/her office functions.

Name and Signature of Immediate Supervisor

Position/Designation: _____

Date: _____

Name and Signature of Immediate Supervisor

Position/Designation: _____

Date: _____

Name and Signature of Immediate Supervisor

Position/Designation: _____

Date: _____

Appendix D

Declaration of Anti-Plagiarism

1. We, _____, understand that plagiarism is the act of taking and using another's ideas and works and passing them off as one's own. This includes explicitly copying the whole work of another person and/or using some parts of their work without proper acknowledgement and referencing.
2. We hereby attest to the originality of this research proposal and has cited properly all the references used. I further commit that all deliverables and the final research study emanating from this proposal shall be of original content. I shall use appropriate citations in referencing other works from various sources.
3. We understand that violation from this declaration and commitment shall be subject to consequences and shall be dealt with accordingly by the Department of Education and (insert grant mechanism)

PROPONENT 1:

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____

PROPONENT 2:

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____

Appendix E

Declaration of Absence of Conflict of Interest

1. We, _____, understand that conflict of interest refers to situations in which financial or other personal considerations may compromise our judgment in evaluating, conducting, or reporting research.¹
2. We hereby declare that I do not have any personal conflict of interest that may arise from the application and submission of my research proposal. We understand that my research proposal may be returned to us if found out that there is conflict of interest during the initial screening as per (insert RMG provision).
3. Further, in case of any form of conflict of interest (possible or actual) which may inadvertently emerge during the conduct of my research, we will duly report it to the research committee for immediate action.
4. We understand that we may be held accountable by the Department of Education and (Basic ERF) for any conflict of interest which we have intentionally concealed.

PROPONENT 1:

PRINTED NAME:

SIGNATURE:

DATE:

PROPONENT 2:

PRINTED NAME:

SIGNATURE:

DATE:

¹ Office of Ethics and Compliance, University of California, San Francisco, retrieved from <http://coi.ucsf.edu/>

Appendix F

Memorandum of Agreement

This Memorandum of Agreement (MOA) is entered into in the Mabalacat City, Pampanga, Philippines by and between:

_____ of
Division/Division of Mabalacat City / Region III from P. Burgos St., Poblacion, Mabalacat City, hereinafter referred to as **GRANTEE**.

and

DEPARTMENT OF EDUCATION Division of Mabalacat City with office address at P. Burgos St., Poblacion, Mabalacat City, represented by the chairman of the Research Committee, MA. IRELYN P. TAMAYO, Ph.D., OIC-Schools Division Superintendent, hereinafter referred to as **DEPED Division of Mabalacat City**.

WITNESSETH

WHEREAS, DEPED aims to promote an environment conducive to the ideal of evidence-based decision-making through the conduct of various research initiatives across all governance levels;

WHEREAS, DEPED has instituted the Basic Education Research Fund (BERF) as a funding facility for potential research studies to be conducted by eligible DepEd personnel;

WHEREAS, DEPED has evaluated and approved all submitted research proposals to ensure the quality and relevance of potential research studies and has informed the research proponents of the results of the evaluation;

WHEREAS, the research proponents, known as the "GRANTEE", have been oriented on the systems and processes of the BERF facility.

NOW, THEREFORE, DEPED AND the "GRANTEE" (collectively known as the PARTIES) agree as follows:

ARTICLE I SCOPE AND DURATION OF THE AGREEMENT

Section 1.1 All the activities in the approved research proposal to be conducted will be division in scope. The work plan of the approved research proposal is attached as Annex 1 of this agreement.

Section 1.2 The implementation of the research study will last for six months to one year depending on the scope and the approved timeline as approved.

Section 1.3 Any deviation from the original and approved research proposal will be immediately communicated to the Division Research Committee by the GRANTEE. All major changes warrant the approval of the Research Committee. The approved research topic cannot be changed by the GRANTEE at any point during the study.

Section 1.4 In the event that the GRANTEE see the need for an extension, a letter of request for extension with justification will be submitted to the Division Research Committee. Valid reasons for extension which will be decided by the Regional Research Committee include illness of the grantees, calamities, disasters, and other extenuating circumstances. The request of extension will be approved provided there will be no additional cost to DEPED. The GRANTEE will be allowed NOT exceeding one (1) year.

Section 1.5 In cases where unforeseen circumstances force the cessation of the implementation of the research, the GRANTEE shall write a letter to the Research Committee with justification and documentary support.

ARTICLE II OBLIGATIONS OF THE PARTIES

Section 2.1 The total cost of the approved research proposal is _____ Pesos (Php _____). DEPED will release payment to the GRANTEE in three (3) tranches provided that the GRANTEE will submit all the expected outputs. The Table of deliverables per tranches is outline in Annex ___ of this MOA.

Section 2.2 The GRANTEE will be responsible for the following:

- a) conduct the research as approved in his/her research proposal;
- b) submit all the required outputs to DEPED as per approved timeline;
- c) ensure that the conduct of research will follow the highest standards of ethics to protect our learners and the community;
- d) disclose any conflict of interest (possible or actual) that may arise during the conduct of the research;
- e) ensure that all funds provided will be spent as per approved cost estimates;
- f) disseminate completed research on the appropriate venue.

Section 2.3 DEPED will be responsible for the following:

- a) ensure timely release of research funds for the GRANTEE;
- b) evaluate thoroughly the submitted deliverables of the GRANTEE;
- c) provide technical assistance to the GRANTEE as per monitoring and evaluation results and as requested by the GRANTEE;
- d) monitor the progress of the research proposal;
- e) conduct due diligence in evaluating and approving deliverables; and
- f) assist in providing venues for dissemination of the completed research.

ARTICLE III SPECIAL PROVISIONS

Section 3.1 Authorship and Ownership. The GRANTEE will be sole authors of the research. (The study funded under BERF will be co-owned by the author/s and DepEd.) Written permission from the Regional Research Committee is required when the research will be presented in research conferences, forums, and other related events, or be published in research journals and bulletins. Also, in these presentations or publications, the GRANTEE must duly acknowledge the funding source/s for the study.

Section 3.2 Plagiarism, Fraud and Conflict of Interest. The GRANTEE will ensure that the research proposal and final report submitted are original works. Appropriate referencing and citation must be included in the submitted deliverables. Further, the GRANTEE will ensure that there will be no conflict of interest during the conduct of the research. The GRANTEE have submitted declarations of anti-plagiarism and absence of conflict of interest.

Any act of fraud and plagiarism will be dealt with accordingly. Further, if the GRANTEE committed plagiarism or any form of fraud, s/he will be blacklisted from availing any other research grant mechanism in the Department.

Section 3.3 Failure to Complete Research Proposal. In the event that the GRANTEE failed to complete and submit the deliverables, the research proponents will be required to return amount of research fund s/he has received during the course of the implementation.

Section 3.4 Effectivity and Termination of MOA. The MOA will take effect on the date of signature of both the GRANTEE and DEPED and will end upon the submission of all deliverables and release of the funds. This MOA shall also be terminated under sections 1.5, and 3.2 and 3.3 or any circumstances that will lead to the non-completion of the research.

IN WITNESS WHEREOF, the parties have affixed their signature on _____ at _____

GRANTEE

DEPED

Researcher

MA. IRELYN P. TAMAYO, Ph.D.
(Research Committee Chair)

WITNESSED BY:

(Secretariat member)

WITNESSED BY:

ROGER L. NUQUI, Ed.D.
(any Research Committee member)