

Format for Preparing a Proposal for a Bibliographical and Documentation Project

- Title:** The Title of the project should be concise (with sub-title, if any) reflecting the scope of the investigation.
- Aim of the Project:** The broad Aim of the project emphasizing the overall aim of the proposed work should be clearly mentioned.
- Statement of the Problem:** The problem to be investigated should be clearly enumerated.
- Overview of Literature:** The problem identified should be logically linked to other studies on the theme in the literature delineating the need for the present investigation.
- Conceptual Framework:** The concepts to be used, their relevance and applicability to the study and their operationalisation should be indicated.
- Research Questions or Hypotheses:** The research questions to be answered/ addressed need to be unequivocally stated.
- Research Methodology**
 - (a) Coverage:** The proposal should clearly indicate the universe of the study, sampling frame, sampling methods, sampling size, units of observation etc. wherever applicable.
 - (b) Data Collection:** The proposal should indicate sources of data types of data, tools and techniques for collection of various categories of proposed data.
 - (c) Data Analysis:** It should indicate the statistical techniques, if any, proposed to be used in data processing, specific packages for data analysis, content analysis, indices/scaling techniques proposed to be used etc.
- Implications:** The proposal should state whether this research would bring forth any implication for policy making either for the region concerned or the country, any methodological innovations or contribute to theory building.
- References:** The proposal should include a 'List of References' mentioned in the text along with other important recent additions to the literature on the theme. The references should indicate the author, title, publisher and year of publication.
- Duration of the Project:** The **duration** of the project can be estimated depending upon the scope and size of the project but **should not exceed two years**. It should indicate the time needed for various tasks such as preparation of schedules, pilot study (if any), data collection, data analysis, report writing etc.

- Personnel** : It should indicate the number and category of personnel needed for various tasks, their qualifications and the man-months needed with adequate justification.
- Budget**: This should indicate the cost of personnel, travel (no. of days and places with justification), data processing, stationery and printing, books, journals, equipment, contingency and any other items.
- Summary: Five copies** of Summary of the Research Proposal (about 1000 words) indicating the statements of the problem, objective of the study, research questions or hypothesis or both, sample size (if any) and research methodology should be provided.

