



Application Number:
to be filled by office of AVP

SECTION A:

A1: DETAILS

Name of Applicant(s):		I.D. No.:	
College/ Department:		Job title:	
Office:		Phone:	
Email:		Mobile:	
Proposed research title:			

Research is under a RUW Research theme: YES / NO

If yes, please specify the research theme:

Rationale for research project:

Expected Research Output

- Journal Article
- Book Chapter
- Book
- Conference paper
- Other, please specify _____

A2: PRIMARY OR SECONDARY RESEARCH

Primary research involves gathering new information from interviews, observation or questionnaires. This includes research done face-to-face, by telephone or email. Secondary research involves using publicly available information that has already been collected by other people, organisations or academics.

Is your research to be based solely on secondary information? YES / NO

SECTION B:

B1: DESCRIPTION OF STUDY

Briefly describe the study:

We need a short overview (approximately 200 words) of the subject area in order to put the proposed methodology into context.

Please note that researchers should not accept contractual conditions that are contingent upon a particular outcome from a proposed inquiry.

Please provide information on the following:

- Purpose and objectives of the study (problem statement, hypothesis or aims)
- Brief literature review; theoretical or conceptual framework
- Significance of the study (any contribution to knowledge, importance of study in the relevant field and/or any impact on the respective field or education, researchers, students etc.
- Scope and limitations



Description of the study:

B2: RESEARCH APPROACH AND METHODOLOGY

This section discusses the nature of the primary research, discussing the research strategy and framework.

Please provide information on the following:

- Research approach and methodology (e.g. quantitative, qualitative or mixed; critical theory research or interpretive).
- Population, sampling technique, sample frame and size.
- Participant selection (in case of qualitative research)
- Research instrument (explain the research instrument to be used i.e. survey questionnaire, interviews, focus group etc.)

Data analysis and/or interpretation (explain how the data will be analysed or interpreted in the case of qualitative and critical research)

Research Approach and Methodology

Research Ethics Requirements

Prospective researchers should undertake to abide by provisions of section C, and may choose to spell out further specific ethical considerations here.

B3: BIBLIOGRAPHY

This section includes a representation of 8 - 10 of the materials and sources to be used for the research project. The bibliography and/or references should include - recent publications.



Bibliography:

B4: WORK PLAN

This section should provide information on the activities to be accomplished within a relevant timeframe (use Gantt chart). It should also refer to any relevant expenses that are likely to be incurred when carrying out this project. It may provide information on the following:

- Personnel requirement
- Materials and supplies
- Communication services
- Amount of fieldwork necessary to collect data
- Other operating expenses (i.e. research-related travel and transportation etc.)

Work Plan:

B5: FINANCIAL PLAN

You must at least include RUW library resources you will be using for the research; include cost estimate if known; (please also include a brief justification/description of why you require these funds)

Brief Justification for funds:

Type of request for Research Funding: (please mark ✓)

Equipment, tools / machinery:	*Cost in BD:	Library Resources:	*Cost in BD:
<input type="checkbox"/> Purchase of machinery/tools		<input type="checkbox"/> Purchase of books	
<input type="checkbox"/> Renting of equipment		<input type="checkbox"/> Subscription to scientific journals	
<input type="checkbox"/> Maintenance of equipment		<input type="checkbox"/> Subscription to databases	
<input type="checkbox"/> Repair of equipment		<input type="checkbox"/> Other, please specify (including RUW library resources to be used) _____.	
<input type="checkbox"/> Replacement of equipment			
<input type="checkbox"/> Purchase of computers			
<input type="checkbox"/> Purchase of computer software/hardware		Publication of faculty research:	*Cost in BD:
<input type="checkbox"/> Upgrade of computer software/hardware		<input type="checkbox"/> Publication fees	
<input type="checkbox"/> Purchase of biological/chemical/physical substances		<input type="checkbox"/> Shipping & Handling of publications	
<input type="checkbox"/> Other, please specify _____.		<input type="checkbox"/> Other, please specify _____.	
Renovation of facilities:	*Cost in BD:	Consultancy / outsourced services:	*Cost in BD:
<input type="checkbox"/> Renovation of facilities		<input type="checkbox"/> Preparation / renovation of facility	
<input type="checkbox"/> Purchase of furniture		<input type="checkbox"/> Outsourced service costs	
<input type="checkbox"/> Replacement of furniture		<input type="checkbox"/> Consultancy fees	
<input type="checkbox"/> Staff assistance		<input type="checkbox"/> Provision of furniture	
<input type="checkbox"/> Other, please specify _____.		<input type="checkbox"/> Staff assistance	
		<input type="checkbox"/> Other, please specify _____.	



Total estimated cost:

SECTION C:

APPLICANT'S DECLARATION

C1: I agree that written information will be available for all participants and that written consent will be obtained from all participants.

C2: I agree that this written permission WILL BE provided along with the final copy of the research output to be submitted to RUW.

C3: Research in Organizations (if applicable)

i. Do you intend conducting research in: private firms, public sector organisations, charities or NGOs?
YES / NO (If NO, proceed to C4)

ii. If known, give the name of the organisation(s) in which you will be conducting your research.

iii. I agree to get written permission from an appropriate senior manager if I intend collecting data from employees in any organisation.

C4: Minors and vulnerable groups (if applicable)

A clear definition of vulnerable groups is difficult: minors are an obvious example, but in some cases groups are vulnerable because of their situation, not because they are vulnerable per se. So, for example, migrant workers, not in their home countries, would be vulnerable; workers who are possibly in a country illegally would be vulnerable; people living in one country, who are encouraged to express political or social views at odds with their home government, could be vulnerable.

Do you intend including minors and/or member of other vulnerable groups? YES / NO

Please note that if the answer is YES you will be required to present a justification report to the Graduate Studies and Research Committee.

C5: Anonymity and Confidentiality

The anonymity and confidentiality of respondents must be preserved. This involves not only withholding their names and addresses, but also other information provided by or about them which could in practice identify them (for example, their company and job title) must be safeguarded.

Do you agree to preserve the anonymity and confidentiality of participants both individuals and organisations?

YES / NO

If the answer is NO, discuss with your line manager and/or the Graduate Studies and Research Committee and detail reasons:

C6: I understand that my research should not proceed under RUW affiliation until my application has been approved and an approval received.

C7: I understand that if the application is approved the research will be published under RUW affiliation.

C8: I understand that the opinions expressed in the research are the personal views of the author and RUW is not responsible for the content. In addition, I understand that I will abide by the RUW Code of Practice for Research Ethics.

Table with 2 columns: Signature of applicant(s), Date

SECTION D:

COLLEGE COUNCIL APPROVAL DECISION (PLEASE TICK ✓)

Table with 2 columns: Approval options (Accepted, Accepted with conditions, Referred), checkboxes

COMMITTEE COMMENTS (if any)



Empty rectangular box for text input.

Signature of College Dean: _____ Date: _____

The applicant has read and accepted the conditions as laid out above: *(if applicable)*

Name of Applicant(s): _____

Signature of Applicant(s): _____ Date: _____

SECTION E:

GRADUATE STUDIES AND RESEARCH COMMITTEE DECISION (PLEASE TICK ✓)

- Accepted
- Accepted with conditions *(see below)*
- Referred *(see below)*

COMMITTEE COMMENTS (if any)

Large empty rectangular box for committee comments.

Signature of GS&R Committee Chair: _____ Date: _____

The applicant has read and accepted the conditions as laid out above: *(if applicable)*

Name of Applicant(s): _____

Signature of Applicant(s): _____ Date: _____

Empty rectangular box for text input.

SECTION F:

ACADEMIC VICE PRESIDENT DECISION (PLEASE TICK ✓)

- Accepted
- Accepted with conditions *(see below)*
- Referred *(see below)*

COMMITTEE COMMENTS (if any)

Large empty rectangular box for committee comments.

Signature of AVP: _____ Date: _____

The applicant has read and accepted the conditions as laid out above: *(if applicable)*

Name of Applicant: _____

Signature of Applicant: _____ Date: _____

Empty rectangular box for text input.



SECTION G:

SENIOR MANAGEMENT COMMITTEE DECISION (PLEASE TICK ✓) (if funding is required)

→ Accepted	<input type="checkbox"/>
→ Accepted with conditions (<i>see below</i>)	<input type="checkbox"/>
→ Referred (<i>see below</i>)	<input type="checkbox"/>

COMMITTEE COMMENTS (if any)

Signature of SMC Chairperson:		Date:	
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The applicant has read and accepted the conditions as laid out above: (*if applicable*)

Name of Applicant:	
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Signature:		Date:	
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