



“IA AO SAMOA”

LE IUNIVESITE AOA O SAMOA NATIONAL UNIVERSITY OF SAMOA

University Research & Ethics Committee

Research Proposal Template

Approved 20 November 2014

On the first page

I. RESEARCH PROPOSAL

TITLE OF PROJECT: _____
PRINCIPAL RESEARCHER¹: _____
FACULTY/CENTRE: _____
ASSOCIATE RESEARCHER (S)²: _____
FACULTY/CENTRE: _____
RESEARCH SUPPORT STAFF³: _____
DURATION OF PROJECT⁴: _____

DATE OF SUBMISSION⁵: _____

ENDORSED AND SIGNED BY DEAN OF FACULTY / SCHOOL

Name _____

Signature _____

Date _____

¹ Who will assume financial responsibility?

² If any, must be members of the University staff.

³ If any, give number required, names and qualifications, if known. If not known at this time, the names and qualifications must be included on Progress or Final Reports.

⁴ Give estimate in months.

⁵ Month, year.

II. SUMMARY OF BUDGET⁶

Travel	_____
Subsistence & Accommodation	_____
Equipment & Consumable	_____
Research support staff	_____
Miscellaneous	_____
TOTAL	_____

PREVIOUS PROJECTS⁷: _____

Followed by the following text sections*

III. Problem Statement

- Project introduction and summary of the research problem. Written in non-technical language for the widest representation of readers.
- Objectives of project – tied realistically to the problem, usually expressed in a numbered list.
- Explain link between the proposed research and the associated faculty/centres' research priorities.

IV. Literature Review

- Reviewing the literature is a process that continues throughout a research project, but it is best begun shortly after you develop the research idea (i.e. finding information about how to implement your idea).
- Literature review shows the gap or connection of relevant past work in the subject area and the proposed project; if appropriate, to show how the proposed approach differs from the other researchers.
- A good literature review should accomplish two main goals; (1) avoids duplication of Effort, and (2) avoids conceptual and procedural problems.

V. Methodology

⁶ Give total figure in each of the categories shown, where appropriate. A detailed budget must also be provided in a later section of the proposal.

⁷ Undertaken by principal researcher using UREC funds, give year, title, code number, amount spent and publications emanating from the research. This information may, if substantial, be included in an appendix to the proposal. In this case, a reference to the appendix should be made on the first page.

- Explain in detail the proposed methodology underlying the study, and research methods and techniques to be used in its conduct.
 - If interview, focus group or survey questionnaires are used, provide these in the appendix.
 - If sampling is used, explain how the sample population will be identified (i.e. provide calculations and figures where appropriate)
 - The roles of each staff involved in the project should be clearly defined.
- VI. **Data to be collected**
- Explain the data to be collected (i.e. demographic, economic, social etc).
 - If the study involves human participants, participant information sheets and consent forms should be provided in the appendix.
- VII. **Data Analysis**
- Explain how the data to be collected will be analyzed by the researcher (s) (i.e. statistically, quantitatively, qualitatively etc).
- VIII. **Implications of the proposed research**
- What are the implications of the proposed research and its anticipated findings?
 - What is the significance of the project to the researcher(s)' field(s) of study; if appropriate, how will this research help courses taught at the University.
 - What is the project's contribution to knowledge in the field of study?
 - How will the researcher(s) manage any possible negative implications arising from the research?
- IX. **Logistics**
- How will the project be carried out? This section will usually apply only when travel is involved. The methods of travel, and the subsistence and accommodation costs given in the detailed budget should be discussed.
- X. **Time Frame**
- State the duration of project (not more than one year).
 - Provide a realistic and achievable set of dates for completion of various stages of project (i.e. work schedule).
- XI. **Researchers**
- Provide a brief background of the researcher(s) in the subject area.
 - Ensure all researchers' CVs are included in the appendix/
- XII. **References**
- Reference all literature cited throughout the proposal.
- XIII. **Detailed Budget**
- Provide a detailed breakdown of costs taking into account consideration approved UREC standardized rates as detailed below.

Note.

In writing the text sections of the proposal, researchers should appreciate that it is in their best interests to be concise and avoid jargon wherever possible in order to be intelligible to those

who do not necessarily share the researcher's detailed knowledge of a particular field of study. The final research proposal must be typewritten and should include all references, diagrams and appendices referred to in the text.

Layout of a detailed budget

A. Overview:

A summary of the major items of the budget for a research proposal should be given on the first page of a proposal. The detailed budget should be the last item in the proposal and should be set out in the following way.

	\$
Travel	_____
Subsistence & Accommodation	_____
Equipment & Consumable	_____
Miscellaneous	_____
TOTAL⁸	_____

If funds are required for any of the categories listed above, details of allocations should be provided under the appropriate heading (as are outlined below).

Contingency costs should not be expressed separately. Such costs should be factored into the appropriate category of expenses.

Acceptable expenditure in each of the categories is given below and unacceptable uses of University Research funds will be decided by the Committee.

B. Travel Costs:

Travel costs may be claimed at the cheapest convenient rates. If a researcher wishes to drive a private vehicle, perhaps the researcher's own, may be used and reimbursed at the standard rate. University vehicles for which only mileage charges are payable are reimbursed at the same rate. Bus services are expected to be used otherwise for travel on land and, only where a clear case is made, will the Research Committee consider the hire of a car. In the case of the latter, the daily/weekly hire costs and petrol cost should be clearly stated. For short boat journeys of twelve hours or less, the UREC will pay only the standard or cheapest fare unless a special case is made.

⁸ Sub-totals should be used where appropriate

For air travel, the cheapest flight between two points should be taken and the researcher is expected to take advantage of special deals, such as round-trip fares, wherever possible. Except by special arrangement, air tickets must be purchased by the researcher using a warrant issued by the Bursary.

UREC provides funds for travel only within the Samoas.

C. *Subsistence and accommodation:*

The maximum per diem payable must be in line with current University guidelines. This is intended to cover the cost of food and accommodation when the researcher is conducting research away from home base. Check with Finance personnel for these rates. Researchers are requested not to apply for the maximum amount automatically where this is not genuinely needed.

The UREC provides funds for subsistence and accommodation only within the Samoas.

D. *Equipment and consumable:*

Full details of major items of equipment required for the research should be given. Where these need to be ordered from overseas, the costs of insurance and freight should be provided separately. Any other non-consumable items of equipment or research tools should be listed in the greatest possible detail.

All equipment purchased with UREC funds, worth SAT\$500 and over must be declared to UREC and to the Finance Registrar, to be included in (a) the UREC asset register and (b) the NUS asset register.

All orders for non-consumable items of equipment should be placed through the purchase system of the Faculties/Centres with which the researcher is associated. The total cost of equipment and other requirements of the research should not exceed the approved maximum amount for researches.

The costs of consumables, such as stationery, computer components and paper, chemicals and camera films, should be itemized and the (estimated) quantities of each stated.

E. *Research support staff:*

Research support staff are those people who would be employed by the researchers(s) to assist in the research project. There are five categories of research support staff.

- a) ***Full-time student research assistants*** – are full-time students of the University, paid as approved by the Committee, a sum which includes their

subsistence and accommodation costs. Note that University students may only be employed full-time outside the University semesters.

- b) **Full-time non-student research assistants** – are not full-time students for the University and may be employed at any time of the year. The rate of pay is as approved by the Committee as in (1) above. Appointments of such assistants for periods exceeding four weeks in total or three consecutive weeks should be made through and subject to the regulations of the University.
- c) **Part-time research assistants** – should, wherever possible, be full-time students of the University, paid at the rate as in (1) above. Full-time students should not be employed as part-time researchers during semesters for more than a few hours a week. Care must be taken to ensure that the academic progress of these students is not affected, and advice should be sought from the Dean/Director of the Faculty/Centre in which the student is registered before that student is offered a part-time research assistantship.
- d) **Technical assistants** – should, wherever possible be full-time non-academic staff of the University, who have a particular skill not possessed by the Researcher(s), and who requires payment for working outside of their normal working hours. The advice of the UREC Chairman should be sought before including a request for technical assistance in a proposal budget. A standard overtime rate approved by the Committee will be paid.
- e) **Consultants** – should, wherever possible, be full-time non-academic staff of the University, who possess a high degree of expertise in a particular field not shared by the researcher(s). Potential consultants should be engaged in already or have had considerable experience of similar consultancy work. A standard consultancy rate will be paid.

It should also be noted that research support staff should not be responsible for the greater part of the work involved in a research project. Reasonable estimates of the number of hours/weeks for which research support are required should be given in a proposal budget and justified in the text of a research proposal.

All payments to research support staff should be made through the Finance Registry and not directly by the researcher(s).

- F. **Photocopying** – reasonable amounts for photocopying shall be approved by the Committee. Where a larger sum is requested, justification for it must be given in the research proposal.

- G. **Traditional gifting** –UREC will fund a reasonable amount for traditional gifts when these are necessary. Any other expenditure should be itemized and justified as appropriate.

Terms and Conditions for a Researcher to follow
As approved on 5th October 2001

1. The project shall be carried out within a period of 12 months and at such time a detailed report of its implementation and outcome shall be provided to the Committee.
2. The Committee may at any time require a progress report from the researcher.
3. A copy of the completed research must be deposited with the Centre for Samoan Studies upon completion of the research.
4. The Researcher shall be accountable to the Committee for the funds given by providing receipts or other evidence of expenses and a log book of activities for the duration of the research.
5. The Researcher shall not publish the whole or any part of the outcome of the research without the written approval of the Committee being obtained.
6. The Researcher agrees to be bound by universal ethics and good practices of research and a code of research ethics that may be adopted by the National University of Samoa and amended from time to time.
7. The Researcher declares that the funding granted by the University is the only funding which he/she will receive to fund what is being sought and approved for this research.
8. The Researcher declares that the funds will be used for the purposes stipulated and detailed in the research budget unless an alternative use is approved by the Committee or the Director of the Centre for Samoan Studies.
9. Acceptance by the researcher of the offer comprises acceptance of all the conditions expressed and implied by this offer.
10. No monies shall be disbursed before acceptance of the offer by the researcher has been effected and a plan for the disbursement of funds is lodged with the Director of the Centre for Samoan Studies and the Finance Registrar.
11. In the event of the researcher breaching any of the terms and conditions of the funding hereby provided the Committee may take whatever action is necessary against the researcher including demanding that the researcher repays to the University all or part of any funds disbursed for the project.

Relevant factors in considering proposals
As approved on 5th October 2001

The Committee in considering applications for research grants shall have regard to the following factors:

1. The main objectives of the University as prescribed under the Act
2. The Strategic Plan
3. Any policies or directions by Council, Senate or Management
4. Where the research is to be undertaken
5. National or local
6. Reputation and potential of researcher/s
7. Workload of staff member
8. Viability of proposal
9. Outcome and potential use
10. Previous research funded
11. Other research undertaken
12. Field trips of full time researchers
13. Peer review
14. Facilitate research by amendments
15. Cost of research (\$10,000 maximum)