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RESEARCH PROPOSAL OUTLINE



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Research Proposal Outline (Word)

A clean structure aligned to common university expectations and ready to edit.

Introduction

Use this template as a starting point for academic, institutional, or applied research proposals. It includes the core sections usually expected in a proposal, while also making room for practical sections such as timeline, expected outputs, and implementation value. Edit the prompts to match your topic, institute format, and supervisor guidance.

Editable proposal structure

Section	What to write	Prompt / guidance
Title	State the topic clearly	Keep it specific: population + issue + context.
Background	Introduce the topic	Explain why the topic matters in 1-2 short paragraphs.
Problem statement	Define the exact problem	Move from general issue to the precise concern your study addresses.
Research gap	Show what is missing	Identify what current studies have not addressed well enough.
Aim	State the overall purpose	Write one clear sentence beginning with “To examine”, “To assess”, or similar.
Objectives	Break the aim into steps	Use 3-5 measurable objectives aligned to your study.
Research question(s)	Ask what the study will answer	Keep them focused, clear, and limited in number.
Methodology	Explain how the study will be done	Mention design, sample, tools, data collection, and analysis.
Expected significance	State why the study matters	Explain academic, practical, or policy relevance.
Timeline / work plan	Show when tasks will happen	Add key phases such as review, data collection, analysis, and writing.
References	List cited sources	Use the required citation style only.

Quick writing prompts

Section	What to write	Prompt / guidance
Background prompt	What is happening?	Describe the wider issue and your specific study context.
Gap prompt	What is still unclear?	Show the missing evidence, missing population, or missing context.
Objective prompt	What will this study do?	Turn the aim into practical research steps.
Method prompt	How will you answer the question?	Name the design, participants, tool, and analysis approach.
Value prompt	Why should anyone care?	State who benefits and what the study can improve.

Tip

You can use this same structure for university proposals, supervisor drafts, consultancy-style concept notes, and applied or corporate-facing research proposals by adding sections for scope, deliverables, budget, risks, and implementation value.

THANK YOU

RESEARCH PROPOSAL OUTLINE

A clean proposal structure aligned with common university expectations and ready to edit for your research topic.

This template helps you organise:

**research background • problem statement • objectives
• research questions • methodology outline • expected
outcomes**

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