**Moving from a Research Proposal to a Research Report**

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| **Proposal (starting the process)**How to demonstrate that you are ready to collect data | **Rationale** | **Research Report (20 to 30 pages)**How to report on what you have done (the rules are different for a thesis) |
| **Abstract** | There is no reason to write this until the end | 200 words or less—what you studied and what you found |
| **Table of Contents** | How you will organize your proposal/report | **Disappears** unless you are writing a thesis |
| **Introduction (3 to 5 pages)** |  |  |
| 1. Importance of the issue | 1. This topic is worth studying | 1–3. These first three sections are incorporated into a logical argument (probably without headings) in the **introduction** that leads to the problem statement.  |
| 2. Theoretical constructs | 2. This topic has a foundation in research |
| 3. Problem statement | 3. This is specifically what I am studying |
| 4. Delimitations | 4. These are the boundaries of this work | 4. Delimitations **disappear** because it will be clear in the **intro** and **methods** sections how the study is delimited |
| 5. Limitations | 5. These are problems I can’t account for | 5. Limitations move to the **conclusions (**not methods section). These become threats to the validity of the study after you have done the study. |
| 6. Definitions | 6. Definitions of terms that are important | 6. These move and become descriptions of how the variables were operationalized and mostly appear in the **methods** section. |
| **Lit Review (8 to 15 pages)** |  |  |
| 7. Outline | 7. Areas that will be reviewed to show how the study is placed within existing studies. | 7. The **lit review** is completed based on your outline |
| 8. Need for additional research | 8. Areas where there isn’t enough research | 8. Either this section is incorporated into the argument for the need for the study (**introduction**) or it appears toward the end of the **conclusions** as a statement of what to study next |
| **Methods (3 to 5 pages)** |  |  |
| 9. Setting  | 9. Where will the study be done | 9–13. These items are explained in sufficient detail in the **methods** that the reader understands the validity of the study. Often (not always) the headings in the methods section disappear and the whole section is written in the past tense. |
| 10. Participants | 10. Who will be studied |
| 11. Procedures | 11. How will data be gather |
| 12. Instruments | 12. With what tools will data be gathered |
| 13. Analysis | 13. How will the data be analyzed |
| **IRB** |  |  |
| 14. Telling reviewers what you are doing | 14. Getting permission to proceed (protecting human subjects) | 14. This is usually not mentioned in the report but would be in a thesis |