

**REGIONAL HEALTH RESEARCH AND DEVELOPMENT CONSORTIUM XI**  
c/o Department of Science and Technology XI  
Cor. Friendship and Dumanlas Roads, Bajada, Davao City

**Checklist A**

Items	Evaluation			Comment
	Yes	No	Page No.	
<b>1. Cover Sheet</b>				
- contains the following information: <ul style="list-style-type: none"> <li>• Revision date and number</li> <li>• Title of the Study</li> <li>• Study number- (to be provided by PCHRD)</li> <li>• Signatures and dates: <ul style="list-style-type: none"> <li>- Author (s)</li> <li>- Implementing Agency</li> <li>- Cooperating Agency</li> <li>- Approval of Primary Investigator</li> </ul> </li> <li>• Contact numbers of Authors and Cooperating Agency</li> </ul>				
<b>2. Table of Contents</b>				
- contains a complete table of contents including a list of all appendices				
<b>3. Project Title</b>				
- describes the work scope in specific, clear and concise terms				
<b>4. Project Leader</b>				
- name of project leader and his/her designation in his/her agency				
<b>5. Implementing agency/agencies</b>				
- refers to the agency(ies) implementing the research proposal				
<b>6. Cooperating Agency</b>				
- refers to the agency(ies) which is/are expected to cooperate/ contribute to the research work				
<b>7. Introduction</b>				

<p>- Background</p> <ul style="list-style-type: none"> <li>• Start with a brief but provocative statement that is applicable to the theme of the study</li> <li>• Follow with facts/statistics that portray the problematic situation (Global, national, regional and local setting)</li> <li>• Present the resume of events/programs/projects that have been done by various public and private sectors to address the problem</li> <li>• Indicate the firm stand on the need to bridge the gap between existing facts and the problematic situation</li> <li>• Present the rationale on the need to conduct the study</li> </ul>				
<p>- Objective</p> <p>A. General Objective – stated by transforming the problem statement from an interrogative form to a declarative statement introduced by the phrase “to determine..”</p> <p>B. Specific Objective – statements of the specific outcome expected in the study. These should satisfy the following criteria:</p> <ul style="list-style-type: none"> <li>• Adequate to meet the purpose of the study</li> <li>• Clearly stated which incorporate the specific hypothesis and specify the variables</li> <li>• Expressed in measurable terms</li> </ul>				

<p>- Theoretical and Conceptual Frameworks</p> <p>A. Theoretical Framework:</p> <ul style="list-style-type: none"> <li>• Theoretical Framework makes use of a theory in explaining why a phenomenon exists and how the different factors which brought about the phenomenon are interrelated.</li> <li>• The purpose is to develop and present a unified explanation of related ideas and to provide the foundation on which the study will build and develop.</li> </ul> <p>B. Conceptual Framework</p> <ul style="list-style-type: none"> <li>• The conceptual framework is a diagrammatic presentation of how different variables in the study are related to each other</li> <li>• Has the same functions as the theoretical framework but instead of using theories, it uses constructs which are specific and well-defined.</li> <li>• The writer must explain how the different variables are related to each other.</li> <li>• If the variables and relationships covered in the conceptual framework presented is wider than that included in the actual study, this must be mentioned in the write-up to minimize confusion.</li> </ul>				
<p>- Significance of the study</p> <ul style="list-style-type: none"> <li>• States the value of the study or justification for making the study</li> <li>• States the specific contribution</li> </ul>				

<p>of the results (findings, conclusions, recommendations) to potential users/beneficiaries of the study.</p>				
<p>- Scope and limitation</p> <ul style="list-style-type: none"> <li>• The scope defines the coverage of the study in terms of area or locality, units of analysis, duration of the study and issues which are explicitly stated in specific objectives of the study</li> <li>• Limitations are statements which provide information on certain conditions which are beyond the control of the investigator.</li> </ul>				
<p>- Definition of terms</p> <ul style="list-style-type: none"> <li>• Facilitates understanding of the problem investigated because the concepts are defined according to how these are used in the study.</li> <li>• There are two types of definition of terms: <ul style="list-style-type: none"> <li>- Conceptual definition – defines the variable, akin to a dictionary meaning</li> <li>- Operational definition – or “working definition” – defines the characteristics that is actually measured, using observable facts or method/s how the facts are obtained.</li> </ul> </li> </ul>				
<p><b>8. Review of Related Literature</b></p>				
<p><b>9. Methodology</b></p> <p>- Research design</p> <ul style="list-style-type: none"> <li>• Descriptive</li> <li>• Cross sectional</li> </ul>				

<ul style="list-style-type: none"> <li>• Case control</li> <li>• Cohort</li> <li>• Quasi-experimental</li> <li>• Experimental</li> </ul>				
<ul style="list-style-type: none"> <li>- Locale of the study <ul style="list-style-type: none"> <li>• justification for choosing the study area</li> </ul> </li> </ul>				
<ul style="list-style-type: none"> <li>- Unit of analysis</li> </ul>				
<ul style="list-style-type: none"> <li>- Sampling <ul style="list-style-type: none"> <li>A. Sample size estimation</li> <li>B. Sampling procedure</li> </ul> </li> </ul>				
<ul style="list-style-type: none"> <li>- Variable specification <ul style="list-style-type: none"> <li>• specify variables in each objective</li> <li>• operational definition of each variable</li> </ul> </li> </ul>				
<ul style="list-style-type: none"> <li>- Data collection <ul style="list-style-type: none"> <li>• explain in detail how data are collected, whether observation method using instruments (like tape measure or weighing scale); personal interview using a structured interview schedule; self-administered interview, key informant interview and/or focus group discussion</li> <li>• Discuss issue on validation and reliability of instruments</li> <li>• include in the annexes a copy of the pre-tested interview schedule or questionnaire in English, Filipino, local dialect and inclusion of back translation.</li> </ul> </li> </ul>				
<ul style="list-style-type: none"> <li>- Plan for data processing and analysis <ul style="list-style-type: none"> <li>• Computer facilities to be used, software package</li> <li>• Statistical tools</li> <li>• Dummy tables</li> </ul> </li> </ul>				
<ul style="list-style-type: none"> <li>- Limitations</li> </ul>				

<ul style="list-style-type: none"> <li>• Weakness</li> <li>• Uncontrolled biases</li> </ul>				
<ul style="list-style-type: none"> <li>- Ethical considerations <ul style="list-style-type: none"> <li>A. Ethical issues and concerns <ul style="list-style-type: none"> <li>• Identify the issue/s</li> <li>• Describe how these will be managed</li> </ul> </li> <li>B. Process of getting informed consent <ul style="list-style-type: none"> <li>• Community level</li> <li>• Individual level</li> <li>• Include in the annexes the participant's informed consent form (with the patient information sheet)</li> </ul> </li> <li>C. Consent of the Legal Representative or Assent of the participants <ul style="list-style-type: none"> <li>• Include in the annexes the consent of the legal representative or assent of the participants</li> </ul> </li> <li>D. Biosafety Clearance (when applicable)</li> </ul> </li> </ul>				
<b>10. Work Plan Schedule</b>				
<ul style="list-style-type: none"> <li>- Brief description in chronological order of each activity to be undertaken in Gantt Chart format</li> </ul>				
<b>11. Research Utilization and Dissemination Component</b>				
<ul style="list-style-type: none"> <li>- Indicates the strategy in disseminating and ensuring utilization of the expected research outputs. (Pls. check) <ul style="list-style-type: none"> <li>• Publication</li> <li>• Lecture</li> <li>• Presentation</li> <li>• Fora</li> <li>• Others: _____</li> </ul> </li> </ul>				
<b>12. Itemized budgetary requirement</b>				

- using the DOST XI line item budget format				
<b>13. Curriculum vitae</b>				
- Provides relevant information regarding the proponent's research capability				
<b>14. Endorsement</b>				
- Endorsement from the agency head for institutional research (for individual research, not needed)				
<b>15. Bibliography</b>				

**Note:** Research proposals and other communications should follow the following format:

- Font : Arial
- Font Size: 12
- Margin: Left -1.5, Right-1', Bottom-1', Top-1'
- Paper Size: A4

Modified: January 28, 2011

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**B. COMMENTS:**


Approval/Favorable Opinion

Conditional approval with modifications

Disapproval/Negative Opinion

Reasons for Disapproval: \_\_\_\_\_  
 \_\_\_\_\_

**C. FINAL ACTION:**


Approved

Disapproved

Conforme:

**DR. MARLEONIE M. BAUYOT**  
Member  
Research and Development Committee

**MS. MARILOU V. TABLIZO**  
Reviewer  
University of Immaculate Concepcion

**MR. REYNALDO O. CUIZON**  
Member  
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**DR. HELEN B. PONDEVIDA**  
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**DR. GILBERT B. ARENDAIN**  
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**DR. BERNADETTE I. DEL ROSARIO**  
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**MR. RUPERTO HECTOR A. LINDO**  
Chair  
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**DR. MA.EVA C. SAN JUAN**  
Chair  
Ethics Review Committee

