

# **Guidelines for Submission of Research Proposals to CEMCA**

(GSRP/2001 Version 1.0)

## **Introduction**

The Commonwealth Educational Media Centre for Asia is committed to support research in the area of Open and distance learning and educational media. In order to promote research in the area of Information and Communication Technologies (ICTs) application in education and especially in Open and Distance Learning, the present thrust areas include, but are not limited to:

- Appropriate Media use
- Digital Divide
- Gender issues in technology
- Multimedia applications
- Online Learning
- Technology for people with disabilities
- Teleconferencing

Research proposals of short-term nature can be submitted any time during the year. However, they will be considered two times in a year in June and December, so as to inform the investigator about a possible funding decision or otherwise by September and March respectively. The decision of CEMCA shall be final and no communication shall be entertained on the matter. For accepted research proposal, the principal investigator has to sign a mutually agreeable contract with CEMCA to complete the research on time. All research proposals should come through proper channel and/or must be endorsed by the Head of the Institution.

The research proposal is expected to address the following questions, among others:

- What is the research problem to be investigated?
- Why is it important?
- What objectives will be achieved through the research?
- How will the research process be carried out?
- What types of outputs or results are expected?
- Who are the potential beneficiaries of these research results?

## **Format of Application**

The first page of the research proposal should contain the title of the project along with name of the investigator(s) and their detailed institutional affiliation. In nowhere else the identification of the investigator should be included in the proposal. Your proposal should be accompanied with a detailed resume of the investigator(s) and the structure should more or less follow the following pattern:

- Title of the research proposal
- Introduction/Background
- Rationale for the research proposal
- Broad aims and specific objectives
- Preliminary review of literature
- Hypothesis, if any
- Research design with rationale
- Plan of analysis
- Expected outcomes
- Potential beneficiaries
- Timeline
- Budget (in details, item-wise)
- Bibliography & References

## Criteria for Evaluation of Research Proposals

Experts identified by CEMCA evaluate research proposals. Though, the experts use their own criteria to evaluate the proposals reviewed by them, CEMCA provides the following criteria as guidelines to the experts to maintain consistency.

### A. Investigator(s) and Institutional Affiliation

- The researcher's professional/academic training, past performance as revealed in the CV.
- The researcher's demonstrated awareness of previous alternative approaches to the proposed problem/research as demonstrated through publications.
- Probable adequacy of available or obtainable infrastructural and /or technical support by the parent institution indicated/committed through official endorsement of the proposal.

### B. Internal Structure of the Topic and Design

- Possibility of the research leading to significant, valid and conceptual generalizations.
- Possibility of the research leading to significant improvement in present practice and/or innovative approach to solve a present problem.

### C. Relevance

- Possibility that the research can serve as the basis for innovation and/or improved technology application in education.
- Expected contribution of the research to technology assessment in education -- showing effects of existing and/or proposed technologies.
- Identification of possible immediate end users (beneficiaries) of the results.