

**No. O-15026/2/2013-Research
Planning Commission
(Research Division)**

**Yojana Bhawan, Sansad Marg,
New Delhi-110 001
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Public Notice # 28

Subject: Format for preparation of Research Study Proposal under the Research and Study Scheme.

Annexure-I (B), page 39-40 of the Research and Study Scheme, 2013 reads as follows:
Format for preparation of Research Study Proposal:

Outline of the Research Study proposed should be drawn as per the following guidelines:

1. Literature Review on the Subject of the Study with Bibliography: - A review of research literature, summarizing the status of research done in the field proposed for the research study may be depicted, so that an assessment of the need for financing further research work can be made.
2. Relevance and Need of the Study:- A brief, not exceeding 300 words, explaining how the proposed activity will contribute to work of Planning Commission, may be depicted. The relevance of the study may be clearly indicated as to how it will be useful for the Planning Commission.
3. Objectives: The focus and orientation of the study may be indicated and specific objectives spelt out.
4. Hypotheses to be tested: The hypotheses to be tested may be listed.
5. Type and Methodology: - The extent to which the proposed study is reflective or empirical may be indicated. It may also be clarified whether it is intended to utilize data already available or whether collection of primary data is aimed at. In the former case, it may be indicated whether the available data are in published form or whether they are still unpublished. Relevant sources of data may also be listed in all cases. Where collection of primary data is aimed at, the approach should be spelt out as to whether it would be a sample survey or a case study.
6. Reference period / Base year of the proposed study: - Period / year of the expected field survey and of the secondary data being used for the study may be indicated.
7. Statistical Design and Tools: - In case fresh survey is to be taken up for primary data, sampling design/ sample size for the study as well as broad content of the schedules and questionnaire may be given. Statistical tools and analyses to be used for the purpose may be outlined.
8. Major variable for data collection, cross-classification and analysis and their sources should be indicated. Concepts and definitions to be followed in the study should be defined and important lines of analysis spelt out.
9. Tabulation arrangements: - Time phasing of the tabulation programme where primary data are proposed to be collected and also where secondary data are proposed to be utilized may be drawn up.
10. For case study: - the number of units proposed to be studied and the method and justification for their selection may be indicated.
11. Synopsis: Synopsis/chapterisation of chapter plan of the report may also be given.

12. Staffing pattern: - The supporting staff and the period for which they are required and the remuneration to be paid to each of them may be indicated.
13. Budget: - The proposal should indicate the financial requirements broken down under different items (as per Format prescribed on page- 23).
14. Time Frame/Project Duration: - The time required for completing the Proposed Study and submission of the report may be indicated (as per Format prescribed on page- 24).
15. Bio-Data of the Project Director: - Broad details of academic qualifications and research experience of the Project Director may be indicated separately.
16. Brief of the Institution:- A brief note indicating the activities of the Institution during the last three years, its constitution, research expertise available with it for conducting studies and infrastructure facilities available to conduct research work, should also be appended.

The said para may be read as: **Format for preparation of Research Study Proposal:**

1. **Brief of the Institution:** Indicating constitution, research expertise and research activities during last three years, infrastructure facilities available.
2. **Relevance and Need of the Study:** A brief Note, within 300 words, explaining likely contribution to the Planning process.
3. **Objectives:** Covering focus and orientation of the study.
4. **Synopsis:** Synopsis/Chapterisation to be given.
5. **Personnel:** Broad details of academic qualifications and research experience of project director and staff.
6. **Literature Review on the Subject with Bibliography:** Review of literature, summarizing the status of research done in the proposed field and bibliography.
7. **Hypotheses:** The hypotheses to be tested.
8. **Type and Methodology:** The extent to which the proposed study is reflective or empirical. Whether to utilize data already available (with source/s) or collection of primary data, if so with approach.
9. **Reference period / Base year:** Period / year of the expected field survey and of the secondary data being used.
10. **Statistical Design and Tools:** In case of fresh survey for primary data, sampling design/sample size with broad content of schedules and questionnaire. Proposed statistical tools and analyses, major variables.
11. **For case study:** Number of units proposed to be studied and the method and justification for their selection.
12. **Budget:** Financial requirements broken down under major items (as per Format prescribed on page-23).
13. **Time Frame/Project Duration:** The time required for completing and submitting the proposed study (as per Format prescribed on page-24).

The above corrigendum is issued with the approval of the Competent Authority.



(Santanu Mitra)
Director (Research)