

**ANNEX II**

**Research Proposal Filler's Guide**

**Instituto Nacional de Ciências e Tecnologia  
Timor-Leste**



***ANNEX II***

***Research Proposal Filler's Guide  
Instructions and Examples in English***

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## Research Proposal Filler's Guide *Instructions and Examples*

*Note: This document is to help to fill in the Research Proposal template (Annex III).*

### 1. Write the reference of the study proposal you want to develop (see advertisement).

*Example: "Referência:inov.2023.lp1-I".*

*Consult the announcement and read the Study proposals that the INCT offers. Insert the reference of the study you intend to carry out.*

### 2. Insert the theme of the study you want to work on (consult the advertisement and copy the study). If you want to change the theme slightly, explain what you want to change and justify.

*Example:*

*Feasibility Study on the implementation of alternative and renewable energies in Timor-Leste: photovoltaic panels as an alternative energy source for public lighting in Timor-Leste.*

*Please, insert only one study. Consult the announcement and read the Study proposals that the INCT offers. Insert the corresponding topic.*

### 2.1. Specify the theme/title of the paper. In the case of general studies, e.g. One Health Studies, you must specify the theme (Specify theme if applicable)

*Example:*

*Some studies are too general and need scientific delimitation. For example, for the Feasibility Study on the Construction of Dams for the Development of Productive Sectors in Timor-Leste, it is necessary to determine the location and the dams.*

*In the Chronic Non-Communicable Diseases (NCD) Study, it is necessary to specify which NCD you wish to study.*

*In One Health Studies, it is necessary to further determine which animal, or animals, will be studied.*

*In economics, for example, in Designing New Integrated Economic Models in the Southern Zone of Timor-Leste, you should specify exactly which economic model you want to work with.*

*Other studies that require specific topics:*

*How to Reduce National Imports and Increase Productivity and Supply of Goods and Products in Timor-Leste - Exploring New Business Models.*

*Study on the Protection and Conservation of the Environmental Ecosystem with the Participation of Local Communities. Case Study.*

*Study on the Management of Hospital Waste;*





Others:

### 3. Introduction (maximum 500 words)

Instructions:

Write an introduction with:

1. A clear description and contextualization of the subject you intend to address.
2. The Theoretical-Practical or Conceptual Framework or State of the Art/Literature Review. The State of the Art is the demonstration of what has been done so far on the subject you intend to address, that is, what previous work has been done and its results; if no study has been done so far, you should emphasise that point. It is suggested that you resort to theoretical and practical literature, studies, authors and scientific works/articles to enrich the work and place citations according to the APA Standards (author, date, page).
3. The problematisation: with the chosen theme, you should identify and describe which problem (or problems) is (are) at issue and deserves attention, analysis and possible resolution;

### 4. Description of Personal and Professional Motivations and Importance of the Topic (250 words)

Information:

Describe the personal and professional reason or reasons that lead you to want to investigate the topic in question and the importance of the topic.

### 5. General Objectives and Specific Objectives

Instructions:

1. Please State General Objectives and Specific Objectives, if applicable. Or simply Objectives, according to the nature of the research.
2. The General Objective corresponds to the central idea of the work and consists of the main result you wish to achieve/determine: it is the purpose of the work. There may be more than one General Objective.
3. The Specific objectives consist of the search for certain results that help to understand and to fulfil/complement the General objectives.
4. You should provide clear project objectives (usually in bullet point form and with measurable verbs) to determine... Measure.... to Obtain.... to Formulate.... to Check... . to produce..... Objectives must be specific and achievable;
5. Objectives have to be associated with the research questions, the theme of the work and the data that will be handled;





## 6. Methodology (maximum 500 words)

Instructions:

At this point, you should explain how you will carry out the study to reach the objectives.

1. **Research/Investigation Methodology** - Explain the methodology that will be applied in the work and how the work will be done. The methodology of the work can be quantitative, qualitative, mixed or experimental. If the study is theoretical, it should explain the planned stages of the work (chapters and issues to be addressed);
2. **Defining the Research Universe (Population) and Sample** - Define clearly and as specifically as possible the research universe (Population) and sample. At this point, depending on the study, it may be necessary to define and map the relevant variables for the study in question.
3. **Methods, Techniques and Tools for Data Collection** - Describe the methods, techniques and tools that will be applied for data collection. Indicate which instruments will be created and the methods and techniques that will be used to collect data in the field. In the case of qualitative/mixed studies, describe who will be the interviewees.
4. **Data Collection, Analysis and Transcription** - Describe how you intend to collect data from the instruments and how you will organise the information from the collected data (creation of a database - through specific software or specific qualitative and/or quantitative analysis programmes, Tables, Charts, Surveys, specific Apps, among others).

Suggestion: To enrich the research, use citations and bibliographical references (author, year, page) to support scientific points of view.

## 7. Expected Outcomes (maximum 200 words)

Instructions

Here you should explain what results you hope to achieve with this research. You should be as specific as possible.

Examples:

- (a) "It is intended to improve the effectiveness of services in a particular business sector";
- b) "It is intended to boost the economy concerning new digital practices";
- c) "It is hoped to be able to demonstrate how traditional farming practices can be innovated through....";
- d) "It is intended to present concrete solutions to address the problems of transit in Dili, namely in
- e) "to improve the teaching and learning processes in the area of ...."
- f) "To make known the level of employability of a certain technical course and its degree of satisfaction on the part of students..."



## 8. Schedule

Although the INCT has already provided a schedule for the research, please provide a timeline of the stages of your research until the submission of the Report.

### Instructions

*Indicate stages of your research, from the development of the research tools to data collection, data analysis and Results Discussion to the delivery of the Final Report.*

## 9. Dissemination of Results

Beyond the means of the National Institute of Sciences and Technology, how do you intend to disseminate the results of your research?

### Instructions

*Please answer, if you intend to include partners in the research and if there are possibilities to increase the research fund through these partners or other investors. In this case, you should mention who are the potential partners and what are their interests and who are the potential investors and their possible interests.*

## 10. Partnerships and other Research Funds (maximum 250 words)

Do you intend to include partnerships in the research and will there be a possibility of obtaining more research funding?

### Instructions

*Please answer if you intend to include partners in the research and if there are possibilities to increase the research fund through these partners or other investors. In this case, you should mention who are the potential partners and what are their interests and who are the potential investors and their possible interests.*

## 11. Researcher Ethics and Research Ethics (maximum 500 words)

### I. CONSENT, CONFIDENTIALITY AND PROTECTION AND SAFETY OF PARTICIPANTS

#### Consent

*No one may be forced to participate in the study. Participants should be consulted if they want to participate in a study by giving their free consent.*

- 1. Explain how you will apply for permission to carry out interviews or surveys in institutions, companies and villages.*
- 2. Explain how you will handle consent from participants and institutions (institutions, if applicable) in your research.*

#### Instructions

- To gain access to a specific group of people from an institution, you need permission from the institution.*





- Explain what information you will provide to the participant at the beginning of the survey/interview (the purpose of the study, length of participation, right to refuse participation, etc.) until you obtain their consent.

### **Confidentiality**

The identity of participants and institutions will have to be treated as confidential and the data will also have to be confidential.

3. Explain how you will handle the confidentiality of the participants and institutions' data (institutions, if applicable).

### **Instructions**

- Explain the information you will provide to the participant at the beginning of the survey/interview regarding confidentiality (confidentiality of name, data, etc.). Explain what you are going to do regarding the confidentiality of data of the institutions.

### **Protection and Safety of the participants**

In the case of particularly sensitive studies, such as studies targeting participants under the age of 18, or participants who have undergone a traumatic, physical or psychological experience, some less cautious approaches may cause unexpected situations.

4. State how you can avoid causing anxiety or stressful situations for participants, depending on the study in question (if applicable).
5. State how you will conduct surveys or interviews with children under 18 years of age, depending on the study in question (if applicable).

### **Instructions**

- In case you foresee more complicated situations of participants who have gone through a traumatic experience, physical or psychological, or other situations, you should explain how you can lessen the impacts of the study on the mental or physical health of the participants.

- Explain how you will be conducting surveys or interviews with children under 18 or people with problems (there must be parental or guardian consent);

6. Taking into consideration the previous points of consent, confidentiality and protection and Safety of participants, explain how you will approach the participant and what you will explain to the participant in the initial and final stages of the survey/interview.

## **II - PUBLICATION AND COPYRIGHT**

### **Data Fabrication, Falsification and Plagiarism**

Data Fabrication is the creation of false data in research;

Data Falsification: this is the manipulation or distortion of data in the investigation.

Plagiarism: is the complete reproduction of a text without the correct attribution of the author or authors.

7. Indicate how you can avoid fabrication of data, falsification of data and forms of voluntary or involuntary plagiarism in research.





#### Instructions

- Explain how you will design the instruments, the database that will be created, where the information from the data collection will be placed, and how long you intend to keep the data collection. Explain how you will avoid plagiarism.

#### Animal and Plant Protection (maximum 500 words)

8. Does your study involve the use/experience of animals in research? If yes, please explain in detail what ethical aspects the study will take into consideration for animals and the environment. Explain the same concerning studies on flora.

#### Instructions

- If the study in question involves animals or plants, you should mention if the study will in any way endanger the physical integrity of the animal. How will you handle the animals to carry out the research?

#### Some Recommendations:

- There should be honesty in the research process, in data collection and transcription.
- Acknowledgement of third parties: you must acknowledge the contribution of third parties to the research;
- The order of authorship should be stipulated from the beginning of the research. The first author must be the one who contributed the most to the study in question.

## 12. References

All the books, scientific articles, studies, minutes and other documents that you have used and that you will use for your research must be indicated in the Bibliography or Final Bibliography. You must insert the works in alphabetical order. You should use the APA standards, 8th Edition.

#### Examples:

##### How to Quote in the Body of the Text

Author-date citation in the body of the text: (Last name, year, p.). Ex: However, "the world economy is becoming increasingly globalised" (Smith, 2007, p. 109).

Direct quotations with more than three lines: separate and isolate the quotation from the text, and place it with letter size 10, left margin 6 cm; other margins 2.5 cm, without inverted commas and with author-date citation.

##### Bibliographical References or Final Bibliography

#### Examples:

##### Book

SMITH, Thomas (2017). *The Economics of Inequalities*. Lisbon: Atual Editora.

##### Journal Article

TAYLOR, Charles (2005). *The Epistemological Implications of the South*. *Journal of Education*, 2 (1), 3-9.

##### Newspapers and Magazines





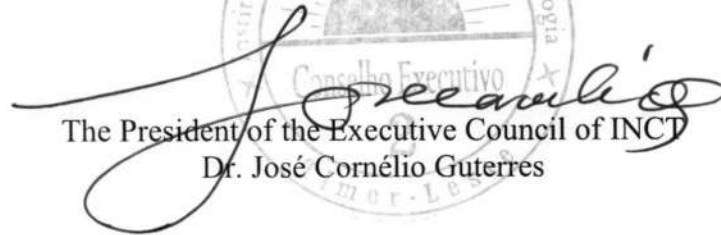
REPÚBLICA DEMOCRÁTICA DE TIMOR-LESTE  
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SILVA, Miguel (1999, September 15). *The Problematic of Good and Evil*. Newspaper *O País*, pp. 23-27.

Dili, National Institute of Science and Technology, 9 February 2023



The President of the Executive Council of INCT  
Dr. José Cornélio Guterres

