

Addendum C Project Plan

Please enter detailed information for each section.

Name: _____ Email: _____

Field address: _____

Term: _____ Dates: _____ City/Country: _____

This is an educational agreement signed between _____ (learner) and _____ (academic advisor). It is agreed that the learner will undertake the following learning program to fulfill the goals related to GLBL350 *Global Study Project*. The course will earn 3 credits.

- 1. Project title.** Formulate a title that creatively encapsulates the research project.
- 2. Topic or issue.** What community problem or issue are you interested in? How did you decide to investigate it? What do you *already know* about it?
- 3. Textual resources.** List the relevant literature (e.g. websites, scholarly articles, book chapters, texts) that you have reviewed to date that will help frame your field study. (Provide full citations, including author(s), title, publisher, publication date, and/or URL, along with the number of relevant pages.)
- 4. Variables.** What are some of the key elements, factors, or variables that affect the phenomenon to be investigated? How do they relate to one another to explain what's going on?
- 5. Research question.** What *more* do you want to know or understand about the topic or issue? Formulate a single research question clearly and concisely in one sentence. [Remember: it must be do-able—not too broad or too narrow. Could you actually answer the question given constraints of time, access to settings/informants, and language ability?]
- 6. Community relevance.** Explain *why* this research is timely and relevant. How does it address a concern voiced by community groups or organizations?
- 7. Population and Site(s).** What *population* (group of people) do you hope to gather information from in order to answer your research question? At what *locations* or *study sites* do you intend to make contact with group members? How do you hope to gain access to this population and research setting?

8. **Methods.** What methods will you use to gather information, and in what order? (Consider materials collection and reading, a community internship, local event participation, observations, informant interviewing, etc.). If interviews are to be used, explain whether they will be “structured,” “semi-structured,” or “unstructured.” Then attach your pre-set list of questions or an interview schedule with suggested themes as an appendix. Describe the types of data to be collected (e.g. fieldnotes from observations, audio recordings or transcripts of interviews, video tapes).
9. **Research guide and assistants.** Do you hope to gather information from people whose language you don’t speak? If so, what persons have agreed to assist you, either as a project guide or as bilingual research assistant(s)?
10. **Ethical considerations.** Describe the kind of relationship you intend to have with participants? How will you protect the rights of informants? Will they risk any stress or harm by participating in the research? If so, what safeguards will minimize that risk? How will you obtain consent from the agency that controls access to vulnerable populations (like street children, orphans, and sex workers)? How will you then safeguard the confidentiality and voluntary participation of informants (see Addendum A)?
11. **Timetable.** List the specific tasks for carrying out the project, with estimated ‘begin’ and ‘complete’ dates.

Research Timetable

| RESEARCH TASK | BEGIN | COMPLETE |
|---------------|-------|----------|
| | | |
| | | |
| | | |

12. **Budget.** List potential items needed to complete the project, along with cost estimates for each item.

Project Budget

| ITEM | COST |
|--|----------|
| Professional services: e.g. language coach, transcriber | \$ _____ |
| Research: e.g. cybercafé charges, text purchase, duplicating | \$ _____ |
| Research assistants (translator-interpreter) | \$ _____ |
| Payments to informants | \$ _____ |
| Supplies | \$ _____ |
| Equipment: e.g. digital recorder, camera, laptop, sketchbook | \$ _____ |
| Transportation | \$ _____ |
| Housing | \$ _____ |
| TOTAL | \$ _____ |

13. Research product. What tangible product will result from your research? (Possibilities include a professional report, scholarly manuscript, senior thesis, magazine article, documentary video, book of sketches, or handbook of some kind.)

14. Community benefits. In what ways might the study benefit either the research participants or the community organization working on their behalf?

I understand that this proposal will likely undergo one or more revisions while on the field. The final version will have the signatures of my project guide, and be reviewed by my program supervisor prior to undertaking the research.

Signature of Project Guide

Date

Name of Project Guide

Investigator Signature

Date

Investigator Name

Signature of Program Supervisor

Date

Name of Program Supervisor