

Detailed Contents

Preface xiii

About the Nature of This Book xiii

About the Changes in This New Edition xiv

Suggestions for Using the Book xv

Acknowledgments xvii

About the Authors xix

PART I: WRITING THE PROPOSAL 1

1. The Function of the Proposal 3

Function 3

Communication 3

Plan 4

Contract 4

Regulations Governing Proposals 5

General Considerations 6

General Format 7

Specific Tasks 7

Introducing the Study 8

Stating the Purpose 9

Providing a Rationale 10

Formulating Questions or Hypotheses 10

Identifying Delimitations and Limitations 16

Providing Definitions 17

Discussing the Background of the Problem 17

Explaining Procedures 19

Providing Supplementary Material 21

Completing the Tasks: The Proposal and the Report 22

2. Doing the Right Thing: "The Habit of Truth" 25

Ethics and the Research Process 27

The Protection of Human Subjects 28

An Ethical Benchmark 29

The Self-Interest of Respect	30
The Danger of Seeming Innocent	30
A Protocol for Informed Consent	31
The Reactive Effects of Honesty	32
Omission of Information	32
Cooperation by Coercion	33
Reciprocity	33
The Ethics of Writing	34
<i>Plagiarism</i>	34
<i>Providing All the Facts</i>	34
<i>Manufacturing the Facts</i>	35
Ethics in Publication	36
Personal and Professional Relationships	37
<i>Relationships With Faculty Mentors</i>	38
<i>Discovery and Obligation</i>	39
3. Developing the Thesis or Dissertation Proposal:	
Some Common Problems	41
Before the Proposal: First Things First	42
<i>Making Your Decision: Do You Really Want to Do It?</i>	42
<i>Choosing Your Turf: Advisors and Areas</i>	44
<i>Finding Your Question: What Don't We Know That Matters?</i>	44
The Sequence of Proposing: From Selecting a Topic to Forming a Committee	50
<i>A Plan of Action: What Follows What?</i>	50
<i>Originality and Replication: What Is a Contribution to Knowledge?</i>	58
<i>Getting Started: Producing the First Draft</i>	59
<i>Selecting Your Thesis or Dissertation Committee</i>	60
4. Content of the Proposal: Important Considerations	63
Reviewing the Literature: Finding It First	63
Reviewing the Literature: Writing the Right Stuff	68
Spadework: The Proper Use of Pilot Studies	76
Murphy's Law: Anticipating the Unexpected	79
Anticipating the Analysis: Do It Now	80
The Statistical Well: Drinking the Greatest Draught	83
<i>On Finding a Friendly Computer</i>	83
<i>The Care and Nurture of Consultants</i>	85
The Scientific State of Mind: Proof, Truth, and Rationalized Choices	88

5. Preparation of Proposals for Qualitative Research:
 - Different Assumptions 91
 - The Only Constant Is Change 91
 - Disagreements and Diversity 93
 - A Brief Description of Qualitative Research 96
 - Preparing a Proposal for Qualitative Research 102
 - Proposals for Focus Group Research* 107
 - Resources for Qualitative Research 108
 - The Decision to Go Qualitative 117
6. Proposals for Mixed Method Research 121
 - Resources for Mixed Methods Research 122
 - Considerations for Proposing Mixed Methods Research 124
7. Style and Form in Writing the Proposal 127
 - Praising, Exhorting, and Polemicizing: Don't 127
 - Quotations: How to Pick Fruit From the Knowledge Tree 128
 - Clarity and Precision: Speaking in System Language 129
 - Editing: The Care and Nurture of a Document 132
 - In Search of a Title: First Impressions and the Route to Retrieval 133
 - Components Appropriate for Inclusion in the Title* 134
 - Components Inappropriate for Inclusion in the Title* 135
 - Mechanics of Titling* 136
8. The Oral Presentation 137
 - Preparing Content 140
 - Preparing Materials 142
 - A Special Note About the Use of PowerPoint 146
 - Construction* 147
 - Proper Use* 147
 - The General Rules* 148
 - Practice and Revision 148
 - Preparing the Environment 150
 - Oral Presentation 151
 - Managing Interaction 152
 - The Aftermath 153

PART II: MONEY FOR RESEARCH 155

9. Money for Research: How to Ask for Help 157
 - Money Is Available to Support Research 159

Locating the Money Tree	161
<i>General Strategies</i>	161
<i>Using Institutional Retrieval Systems</i>	165
<i>Finding Federal and State Dollars</i>	166
<i>Tapping Into Nongovernmental Sources</i>	167
<i>Considering Commercial Search Services</i>	168
<i>The Bottom Line</i>	169
<i>Business Possibilities</i>	169
<i>Resources Earmarked for Student Research</i>	170
Working With the Money Source	174
<i>Home Institutional Resources</i>	174
<i>Federal and State Agencies: Progressing Through the Maze</i>	175
<i>Foundations</i>	177
<i>Partnerships With Business</i>	180
<i>Business and Corporate Foundations</i>	181
The Grant Application—The Big Picture	181
<i>The Application and the Proposal</i>	182
<i>The Cornerstone: The Research Question</i>	184
<i>Quality: The Proposed Research and the Research Proposal</i>	184
<i>The Investigator and the Environment</i>	185
Dealing With Rejection	187
Planning and Preparation: Taking the Long View	190
Special Tips (and Encouragement) for Students	191
<i>Why You Should Seek Funding</i>	192
10. Preparation of the Grant Proposal	197
Using Planning Models and Flowcharts	197
The Application	200
<i>The Budget</i>	201
Staff and Consultant Needs	202
Supplies and Equipment	203
Travel Costs	204
Indirect Costs	205
<i>Research Support</i>	205
<i>Biographical Sketch: Presenting Yourself</i>	207
Letters of Endorsement and Confirmation	209
The Research Plan	210
<i>Abstracts</i>	210
<i>Specific Aims and Hypotheses</i>	214
<i>Background</i>	215
<i>Significance of the Proposed Research</i>	215

<i>Procedures and Methods</i>	216
Research Design	216
Participants	217
Tests and Measurements	217
Procedures	217
Analyses	219
<i>The Time Frame</i>	221
<i>Dissemination of Results</i>	223
Appendices	224
Summary	224

PART III: SPECIMEN PROPOSALS 227

Proposal 1. Experimental Study—*The Effects of Primate Vocalizations, Backward Speech, and Filtered Speech on Object Categorization During the First Year* 229

Proposal 2. Qualitative Study—*An Advisory Team for Social Justice Education: Teachers' and the Principal's Perceptions on Four Key Dimensions of the Ninth Grade Advisory Program* 263

Proposal 3. Online Electronic Survey Study—*The Nutrition Care Process of Front-Line Pediatric HIV Providers* 305

Proposal 4. Funded Grant—*How Higher Education in Prison Affects Student-Inmates' Social Capital and Conceptions of Self* 335

Appendix: Annotated Bibliography of Supplementary References 349

References 365

Index 373