Introduction

Conducting scientific research is mandatory to all students from any university in the World including. For students to be able to do the research they are required to have right knowledge and skills that will assist them to plan the scientific research (develop research concept note and proposal) that will help them to conduct the research. A research proposal is an overall plan, scheme, structure and strategy designed to obtain answers to the research questions or problems that constitute the research project.

Based on the above background the Open University Consultancy Bureau (OCB) is organizing a five days capacity building workshop on concept note and research proposal writing skills. The workshop aims at equipping post graduate students (MA/MS/PhD) and researchers an opportunity to improve their research proposal writing skills both for academic endeavours and future research activities.

Learning outcomes

At the end of the capacity building workshop, learners should be able to:

i. Acquire knowledge on various aspects related to scientific research
ii. Apply different scientific research approaches in different situations.
iii. Develop research concept note and proposal.
iv. Collect, analyse and appropriately interpret data.
v. Organize and write credible scientific research evaluations and reports.
vi. Acquire skills to publish in local and international journals

Topics:

To achieve the above learning outcomes, the workshop will cover a variety of topics and these include:

- Introduction to Scientific Research
- The philosophy of scientific research
- Approaches to Social Science Research
  - Quantitative
  - Qualitative
  - Mixed approach
- Preparation of concept notes/research proposals
  - Factors to consider in research topic/title selection
  - Background information,
  - Problem statement/research gap,
  - justification for the study,
  - objectives, research questions, hypotheses,
  - Literature review,
  - Theoretical and conceptual framework
  - Research/Study designs and Selection of study sites.
  - Sampling Procedures (Determining your sample size and Sampling techniques),
- Instrumentation and Data collection
- Data analysis both quantitative and qualitative
- Research ethics
- Managing the research process
- Research report writing

Furthermore, workshop participants will have the opportunity to get a one-to-one coaching on how to write a convincing research concept note and proposal. In addition, on the last day all participants will present their concept note or proposal and get comments for their improvement.

### Session Schedule

<table>
<thead>
<tr>
<th>Session</th>
<th>Time</th>
<th>Content</th>
<th>Facilitator/ Responsible person</th>
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</thead>
<tbody>
<tr>
<td>Session</td>
<td>10.00 – 10.30</td>
<td>Health Break</td>
<td>all</td>
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<tr>
<td>Session</td>
<td>10.00 – 10.30</td>
<td>Health Break (Morning tea)</td>
<td>all</td>
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<tr>
<td>Session</td>
<td>12.00 – 14:00</td>
<td>Health Break (Lunch)</td>
<td>all</td>
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<tr>
<td>Session</td>
<td>10.00 – 10.30</td>
<td>Health Break (Afternoon Tea)</td>
<td>all</td>
</tr>
<tr>
<td>Session</td>
<td>16:30-</td>
<td>Health Break (Evening Tea)</td>
<td>all</td>
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</table>
## Capacity Building Workshop on Research Proposal Writing Skills

**Venue:** OUT Dar es Salaam

### Day 1

<table>
<thead>
<tr>
<th>Session</th>
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</thead>
</table>
| Session1| 08.30 – 10.00 | Introduction to Academic Research  
- The philosophy of scientific research | Prof. J. K. Urassa/Prof. C. Msuya-Bengesi          |
| Session2| 10.30 – 12.30 | Preparing your concept note  
- Considerations in topic/title selection  
- Literature review | Prof. J. K. Urassa/Prof. C. Msuya-Bengesi          |
| Session3| 14.00 – 16.00 | One to one sessions of topic selection and concept note preparation | All facilitators                               |

### Day 2

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</table>
| Session4| 08.00 – 10.00 | Approaches to Social Science Research  
- Research/Study designs  
- Selection of study sites  
- Sampling Procedures | Prof. J. K. Urassa/Prof. C. Msuya-Bengesi          |
| Session5| 10.30 – 12.30 | Determining your sample size  
- Sampling techniques | Prof. Kim A. Kayunze                              |
| Session6| 13.30 – 14.30 | Collection of Quantitative Data  
- Household surveys  
- Preparing the questionnaire | Prof. C. Msuya-Bengesi                           |
| Session7| 14.30 – 16.30 | Collection of Qualitative Data  
- Focus group discussions (FGDs)  
- Key informant interviews (KII) | Prof. J. K. Urassa                              |

### Day 3

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</thead>
</table>
| Session9| 08.00 – 10.00 | Experimental research designs  
- Laboratory/Field  
- Quasi-experiments | Prof. Kim A. Kayunze                              |
| Session10| 10.30 – 12.30 | Research Ethics  
- Time management  
- Monitoring progress | Prof. J. K. Urassa                              |
| Session11| 13.30 – 15.30 | Quantitative data Analysis  
- Focus group discussions (FGDs)  
- Key informant interviews (KII) | Prof. Kim A. Kayunze                              |
| Session12| 15.30 – 16.30 | One to one session on individual concept notes/proposals | All facilitators                               |

### Day 4

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<th>Session</th>
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</thead>
</table>
| Session13| 08.00 – 10.00 | Qualitative data Analysis  
- Focus group discussions (FGDs)  
- Key informant interviews (KII) | Prof. C. Msuya-Bengesi                           |
| Session14| 10.30 – 11.30 | Managing Your Research  
- Time management  
- Monitoring progress | Prof. J. K. Urassa                              |
| Session15| 11.30 – 12.30 | Research Report Writing and Publication  
- Ordinary report  
- Dissertation | Prof. J. K. Urassa                              |
| Session16| 15.30 – 16.30 | One to one session on individual concept notes/proposals | All facilitators                               |

### Day 5

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<tbody>
<tr>
<td>Session17</td>
<td>08.00 – 10.00</td>
<td>Presentation of Concept notes/Proposals by Participants</td>
<td>Prof. C. Msuya-Bengesi</td>
</tr>
<tr>
<td>Session18</td>
<td>10.30 – 11.30</td>
<td>Presentation of Concept notes/Proposals by Participants</td>
<td>Participants/All facilitators</td>
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<tr>
<td>Session19</td>
<td>11.30 – 12.30</td>
<td>Presentation of Concept notes/Proposals by Participants</td>
<td>Participants/All facilitators</td>
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<tr>
<td>Session20</td>
<td>13.30 – 14.30</td>
<td>Presentation of Concept notes/Proposals by Participants</td>
<td>Participants/All facilitators</td>
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</table>
| Session21| 14.40 – 15.20 | Closing remarks and Issuing certificates  
- Director of Research and Consultancy – OUT/Guest of Honour | Director of Research and Consultancy – OUT/Guest of Honour |

### Fees Structure (Refreshment and Lunch Inclusive)

- **250,000/= TSH** for participant

To be paid at:
- The National Bank of Commerce
- OCB Account
  - Account no: 011103033713
  - Not later than 25th October, 2021

**Date for Course to be conducted**
- **Start Date 01st November, 2021**
- **End Date 05th November, 2021**

### Contacts
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  - Mobile: +255687063988