

Singapore Prison Service Research Proposal Guidelines

The research proposal details the research topic and how the topic will be addressed. A good research proposal must be systematic, coherent, and achievable by the researcher. The researcher can refer to his/her home university or any other academic institutions for details on writing a research proposal.

For a thorough evaluation, applicant's research proposal must include the following:

- a. Title
- b. Purpose of the study
- c. Literature review including knowledge gap and statement of research topic
- d. Clear and appropriate methodology including sections on Participants, Measurements used, Procedure, Data storage and protection
- e. Analysis plans
- f. Potential benefits and implications
- g. Proposed Timeline for data collection and thesis completion
- h. References and Bibliography
- i. Samples of all questionnaires/interview questions, information sheet, consent form to be used in the study (applies to quantitative and qualitative studies)

If data will be collected, the researcher should submit a copy of the information sheet and informed consent with the following information for approval:

| Information sheet should include: | The consent form should include: |
|--|--|
| 1. Study title | 1. Study title |
| 2. Objectives of the research study | 2. Researcher's name and organisation |
| 3. Expected duration | 3. Acknowledgement of voluntary consent, right to withdraw, and limitations of confidentiality |
| 4. Procedures involved | 4. Acknowledgement of consent for audio/video recording (if needed) |
| 5. Participant's rights to decline and withdraw at any point | 5. Acknowledgement of allowing researcher to use collected data for current research purpose and future publication if any |
| 6. Foreseeable consequences of declining or withdrawing | 6. Signed consent with name and date |
| 7. Research implications and prospective benefits | |
| 8. Limits of confidentiality | |
| 9. Compensation and incentives for participation (if any) | |
| 10. Contact person for any questions about the research | |