



ACTION RESEARCH
SESSION 6.1
PREPARING THE
ACTION RESEARCH
PROPOSAL



Objectives

At the end of the session, teachers should be able to:

- 1 identify the important parts of an Action Research proposal;
- 2 be familiar with the techniques on writing each part of an Action Research proposal; and
- 3 prepare an Action Research Proposal.



Key Understandings

- 1 The important parts of an Action Research Proposal as outlined by the Department of Education are:
 - a Context and Rationale;
 - b Innovation, Intervention, and Strategy;
 - c Action Research Questions;
 - d Action Research Methods;
 - e Work Plan and Timelines;
 - f Cost Estimates; and
 - g Plans for Dissemination and Utilization.
- 2 Parts of the Action Research Proposal need to be related to and supportive of each other and must be appropriate for the research question/s.

Materials

- Laptop
- LCD projector
- Scotch tape or masking tape
- Scissors
- Manila paper



- Cartolina or poster paper
- Bond papers
- Marker pens
- Five (5) sets of metacards containing the names of the parts of Action Research proposal
- Copies of the “Guidelines on Writing the Action Research Proposal” (one copy for each participant)
- Worksheets for the Action Research proposal writing activity



TIME ALLOTMENT

120 minutes/ 2 hours



References

Department of Education. 2017. Research Management Guidelines. DepEd Order 16, s. 2017

Department of Education. 2017. Supplemental Research Guides and Tools. DepEd Memo 144, s. 2017

Hendricks, Cher. (2012) 2016. Improving Schools through Action Research: A Reflective Practice Approach. Boston, MA: Pearson.

Introduction

Begin the learning session by saying: “Good morning/afternoon, dear colleagues! Welcome to another exciting LAC session. I am _____ and I am happy to be here with you as your LAC facilitator. Today, we will be focusing on the different parts of an Action Research proposal. We will also be learning how to prepare and write each part of the proposal.

At the end of this session, you are expected to be able to identify the different parts of an Action Research proposal; be familiar with techniques on how to write each part; and prepare an Action Research proposal. The previous learning sessions have equipped you with knowledge on the essentials of doing an Action Research such as the identification of topics, formulation of research questions, and methods for the selection of sample and collection and analysis of data. This session will help you put together all these concepts and ideas as you apply them to a topic for an Action Research proposal.”

Activity (5 minutes)

Lead the participants in doing this pre-discussion activity on identifying the different parts of an Action Research proposal. Observe the following instructions.

- 1 Ask the participants to form small groups with four to five members each. You may also choose to have them count off and decide how many groups can be formed if there were four or five members in each group. Wait for the groups to sit together and settle down.
- 2 Give each group a set of metacards with the names of the parts of an Action Research proposal. Ask them to arrange the parts in order. Give them three (3) minutes to organize the metacards.
- 3 Once the groups are done, check their outputs. Then, call the groups together. You may then ask the groups to share their outputs with the rest of the participants. Call on each group to read their sequence of parts. Then, ask the participants to compare the outputs with the sequence of the parts of the Action Research proposal as prescribed by the DepEd. Present the following.

SUGGESTED SECTIONS OF AN ACTION RESEARCH PROPOSAL

- Context and Rationale
- Innovation, Intervention, or Strategy
- Action Research Question/s
- Action Research Methods
- Work Plan and Timeline
- Cost Estimates
- Plans for Dissemination and Utilization

Analysis (5 minutes)

Lead the processing of the result of the group activity by asking the participants the following guide questions.

- 1 Did your group get the order correctly?
- 2 Which parts were you confused about that you arranged them erroneously?
- 3 Let us go over the parts. How do you understand each part or what do you think each part means? Let us begin with Context and Rationale. Note to the facilitator: Ask the participants to briefly share their ideas or concepts about each part.
- 4 Based on what we have discussed so far, how do you feel about writing an Action Research proposal?
- 5 Which part/s do you think might be easy to do? Which part/s might be a challenge for you?

Say: “Do not worry if you are not familiar with some of the parts as this session will help you gain a better understanding of what an Action Research Proposal should contain. Let us now proceed to our discussion for today.”

Abstraction (50 minutes)

Begin the discussion proper by saying: “The core of our session today is the parts of an Action Research Proposal. As I explain in detail what each part must contain, I will also be sharing some tips on how to write them.”

PART I. PARTS OF THE ACTION RESEARCH PROPOSAL

Presenting the Context and Rationale

The first part of the Action Research proposal is the context and rationale. In writing this part, let us remember the following suggestions.

- 1 Describe the area or focus of your study. Point out why the topic is important and how the Action Research will answer the problem or issue.

- 2 You may also mention any data or current research in the area of your topic and highlight the gap that you plan to address in the Action Research.
- 3 It is also here that you cite any theory, related studies, DepEd policies, or laws that would strengthen your claims about the intervention or treatment that you plan to implement.
- 4 For this reason, you need to search the literature or discuss with your colleagues about strategies previously used to solve the problem.
- 5 Include a brief explanation of your purpose for doing the study.
- 6 Include the activities you are considering to perform and the desired outcome/s.
- 7 Remember to keep your statements simple, brief, and direct to the point.
- 8 The following are broad ideas from which potential Action Research topics can be derived for exploration in relation to your practice.

- | | | |
|---------------------------------|-----------------------------|----------------------------|
| • attendance | • inclusion | • school Climate |
| • behavior/discipline | • media influence | • student achievement |
| • collaboration | • mentoring | • technology |
| • counseling programs | • motivation | • teacher attrition |
| • dropout prevention | • parental involvement | • team teaching |
| • extracurricular participation | • needs of at-risk students | • professional development |

Describing the Innovation, Intervention, or Strategy

The next part of the Action Research proposal is about the innovation, intervention, or strategy. This part presents the treatment that you are proposing to implement as solution to the classroom problem. When writing this part, the following are suggested.

- 1 You should be able to explain in detail the intervention you will use in your study.
- 2 Include the objective of the intervention, the extent to which it will be implemented, and any limitation/s that you foresee.
- 3 You must also describe how likely the innovation, intervention, or strategy will address the problem or issue that you want to focus on.
- 4 When describing the intervention, always keep in mind that a colleague could also use your plan in his or her own setting.



- 5 If you are conducting the study in collaboration with others, identify your coresearcher/s and describe the ways in which they will be contributing to the proposed Action Research. Explain each collaborator's role and how work will be shared in the group.

Stating the Action Research Question/s

The next part of the Action Research proposal is/are the Action Research question/s. Remember the following pointers.

- 1 Begin by referring to your reflection and the purpose of your proposed Action Research; it will also help if you review your related literature and studies.
- 2 State your primary research question. Make sure that this is aligned with your purpose and what you want to find out in your proposed study.
- 3 The research question should include the intervention you will use and the outcome you desire.
- 4 You may state, at most, three (3) secondary questions.
- 5 The research question should be clearly related to the identified problem or issue and convey the desired change or improvement.
- 6 Primary research question and any secondary question/s have to be arranged logically.

Identifying the Action Research Methods

This part of the Action Research proposal should include the following aspects and/or procedures:

- 1 research design
- 2 sample/participants or sources of data/information
- 3 data collection method(s)
- 4 data analysis techniques

Be guided by the following in writing this section of the proposal.

- 1 The proposal should include an explanation of why the research design is suited to the nature and purpose of the Action Research.
- 2 Details about the participants of the study should be provided. A clear explanation or justification for their inclusion in the study should be given.
- 3 The data collection method/s should be aligned with the research question/s.
- 4 The research instrument/s should be shown to be appropriate for obtaining the desired data or information.

- 5 The selected technique/s for data analysis should be suitable to the nature of the data or information to be gathered and should yield results that address the research question/s.

Outlining the Work Plan and Timeline

The following are the important considerations in preparing the work plan and timeline.

- 1 A detailed work plan should be presented together with activities from the start of the proposed Action Research to its completion.
- 2 The timeline should be realistic and should concretely show how the Action Research will unfold over the period allowed for the study.
- 3 The overall plan should reflect the proponent’s capacity to put into concrete sequential steps the concepts or ideas for pursuing the study.
- 4 A Gantt chart or a timetable may be used to present the work plan. In conducting an Action Research, it is important to plan and project the activities in relation to the target dates. The researcher may use Gantt charts or timetables. These are valuable tools that will serve as a guide showing specific dates/time and activities that are to be done by the researcher. It helps coordinates all activities from the beginning to the end of the Action Research. It is difficult to track the progress of the research activity without a specific plan. A busy researcher has the tendency to forget the dates and planned activities.

FIGURE ---. EXAMPLE OF A GANTT CHART (CLASSROOM/SCHOOL-BASED ACTION RESEARCH)

Tasks	Month* 1				Month 2				Month 3			
	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4
Pre-Implementation												
a. Preparation of the research proposal												
b. Preparation and conduct of the pretest												
Implementation of the innovation, intervention, or strategy												



Post implementation												
a. Conduct of the posttest												
b. Data analysis												
c. Preparation of the research report												
d. Dissemination of findings												

*Note: In preparing your own Gantt Chart, do specify the month.

FIGURE ---. EXAMPLE OF A TIME TABLE

Objectives	Activities/Strategies	Responsible Persons	Estimated Time Allotment/Completion Date	Desired Outcomes
To submit the Action Research proposal	Write the Action Research proposal following the suggestions	Teacher/Researcher	Week 1 to 3 of June	Action Research proposal submitted for approval
To obtain baseline data for comparison with posttest data	<ul style="list-style-type: none"> Prepare pretest items Administer pretest 	Teacher/Researcher	Week 4 of June	Pretest data as baseline
To implement innovation	Provide intervention to class	Teacher/Researcher	Weeks 1 to 4 of July	Intervention applied to students as planned
To collect posttest data	Administer posttest	Teacher/Researcher	Week 1 of August	Posttest data for comparison with pretest data (baseline)
To test effectiveness of the innovation	Analyze pretest and posttest data	Teacher/Researcher with statistics consultant	Week 2 of August	Statistical output relevant to the research question
To submit final Action Research report	Write results of the Action Research	Teacher/Researcher	Week 3 of August	Action Research final report submitted to DepEd
To disseminate the results of the Action Research	Give a one-hour presentation of the Action Research	Teacher/Researcher	Week 4 of August	Public presentation of results

Computing the Cost Estimates (5 minutes)

When preparing the cost estimates, the researcher should be reminded of the following points.

- 1 Write a detailed breakdown of expense items with their corresponding costs. The items and costs should reasonably reflect the funding needs of the Action



Research and adhere to the Basic Education Research Fund (BERF) guidelines especially if you wish to avail of this assistance.

- 2** The specific expenses should support the overall plan of the proposed Action Research.
- 3** The following items of expenditures should be considered:
 - a** supplies and materials (e.g., bond paper, pens, printer ink, stapler,)
 - b** communication expenses (e.g., postage stamp, courier service, call cards, internet use)
 - c** transportation expenses (e.g., fare for public transportation such as taxi, bus, jeepney, tricycle, boat)
 - d** reproduction, printing, and binding costs (e.g., photocopying services)
 - e** food expenses (e.g., meals and snacks)
 - f** expenses related to research dissemination (e.g., tarpaulin, tarpaulin stand, handouts containing summary of Action Research)
- 4** For financial support in the conduct of your Action Research, BERF offers the following grants:
 - a** PhP 30,000.00 for a classroom/school-based Action Research
 - b** PhP 150,000.00 for a district/division-wide Action Research
 - c** PhP 500,000.00 for a region-wide Action ResearchYou may refer to DepEd Order 16, s. 2017 for more details regarding these grants.

Suggesting the Plans for Dissemination and Utilization (5 minutes)

When drafting plans for dissemination and utilization, take into consideration the following ideas.

- 1** This portion of the Action Research proposal should provide a detailed picture of how you are going to publicly share the findings of your study.
- 2** Clearly indicate how the outputs and recommendations can or will be utilized to solve similar problems in the classroom or improve learning and instruction.

Citing the References (5 minutes)

The recommended format for citing references is the one stipulated by the American Psychological Association (APA). Examples will be given in the next segment of our discussion.



NOTE TO THE FACILITATOR:

Ask the participants if they have any questions so far. Respond to their questions briefly.

PART II. GUIDELINES ON WRITING THE MANUSCRIPT (10 minutes)

NOTE TO THE FACILITATOR:

Distribute the material “Guidelines on Writing the Action Research Proposal” and read through it with the participants.



Application (60 minutes)

Lead the participants in putting into practice what they have learned through a writing workshop for Action Research proposal. Say: “Now, let us spend the rest of our time today in preparing a draft of your Action Research proposal by using the worksheet prepared for this purpose. Use the guidelines we just discussed in preparing the proposal.” Distribute copies the worksheets.

Proceed by saying: “This worksheet will help you organize your ideas for you to be able to come up with a draft of your Action Research proposal. It gives you specific guide questions to help you organize your work. Let us go over the worksheet together.” Explain the contents of the worksheet.

Say: “If you are planning for a team or group research and your team or group members are here, then sit and work together. You may assign specific parts for each member and then review when you have completed all parts. For those who will be conducting Action Research individually, you will have to accomplish the worksheet on your own. If you need assistance though, I will try to be of help to you. You have one hour to work on your drafts. Before we begin, let us set the following norms for a smooth workshop.

- 1 Respect. Be aware that there are participants who want to focus on writing.

- 2 Silence. Put your cellphones in silent mode. Avoid making noise so as not to disturb your colleagues.
- 3 Seek permission from the facilitator if you wish to leave the room.

Are there any questions? If there are none, then let's start working."

Go around the room to see the progress of the participants' work. Take note of the parts of the Action Research proposal in which they have difficulty. After one hour, ask for a volunteer or two to present their workshop outputs.

Observe the following procedure for the presentation of outputs and insights, which should only last for 30 minutes.

- 1 Ask for volunteers to present their outputs by reading or showing on screen with a slide presentation through a projector.
- 2 Allow other participants to ask questions to clarify the research topic and procedures chosen. This will help teachers improve their Action Research plans.
- 3 Provide suggestions for improvement of the Action Research and/or the proposal, when necessary.
- 4 Give recognition to good outputs and encourage the participants to keep working on their proposals and their research when approved. Remind them that writing an Action Research proposal is a professional endeavor that can be developed. There are teachers who are already good at writing the proposal, while others are still beginning to develop their skills.
- 5 Make notes of the comments and suggestions and give these to the participants who shared.
- 6 For the rest of the participants, ask one or two of them to express their insights, reflection, or learning from this activity
- 7 Before closing the session, collect the workshop outputs (e.g., the drafts of Action Research proposals).

Closing (10 minutes)

End the learning session by saying: “Congratulations on completing a draft of your Action Research proposal. Thank you for coming to today’s LAC session and for participating. I hope this has been a profitable exercise for you. I trust that the experience has given you some confidence not only in writing an Action Research proposal but also in actually conducting the Action Research. Certainly, your draft will need polishing, but at least you have seen that it is not really that difficult to do. Do you agree?”

In the next LAC session, we will be discussing the parts of the full Action Research paper. Please bring your laptops again and the drafts of your Action Research proposal, because you will be using some of its parts for the writing activity. I look forward to another fruitful experience in the next session. Let me end today with this quote from Albert Szent-Gyorgyi:

‘Research is to see what everybody else has seen,
and to think what nobody else has thought.’

—Albert Szent-Gyorgyi (1986)

God bless everyone.”

Prepared by:

ANNA MYLENE F. NATIVIDAD

Senior Education Program Specialist
Division of Puerto Princesa City
Department of Education-Region IV-B

MA. GINA D. SURLS

Education Program Supervisor
Department of Education-Region V

Edited by:

FE' JOSEFA G. NAVA, PhD



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