



Centre for Mathematics, Science and Technology Education (CEMASTEAM)

ANNEX II: REQUEST TO PRESENT RESEARCH PROPOSAL/FINDINGS FORM

Introduction

This form shall be used by Dean/Programme Coordinator/individuals who have developed a research proposal or written a research report to request for time allocation on the schedule of activities at the Centre to present the proposal/findings to the rest of staff. The form has two sections, Section A, and B. Section A is about presentation of research proposals, while Section B is about presentation of research findings. Please fill each of these sections as appropriate and present the form to the Coordinator R&D in duplicate.

Section A: Presentation of Research Proposal

1. Research by: Department [], Programme [] Individuals []
2. The title of the research:
.....
.....
3. When do you wish to present your proposal to the staff (give suggestions for three dates)
 - i).
 - ii).
 - iii).
4. In the space below list the resources needed for the presentation
 - i).
 - ii).
 - iii).
5. In the table below indicate the approximate date you expect to complete the following activities related to the research

Activity	Date expected to be completed	Date activity completed (To be filled by Coordinator R&D)	Reason for variation in dates
i). Piloting of tools			
ii). Revision of tools			
iii). Data collection			

iv). Data analysis			
v). Report writing			
vi). Report submission			

6. Clearance by Coordinator R&D for proposal to be presented

Comments:

.....

NameSignature Date

7. Clearance by Coordinator Training for proposal to be presented

Comments:

.....

NameSignature Date

8. Submission of corrected version of the proposal with inputs from staff

Date submitted Signature

Section B: Presentation of Research Findings

9. a) The title of the research (if different from the one in the proposal):

.....

.....

.....

b) If the topic is different from the one of the proposal give reason(s)

.....

.....

10. When do you wish to present your research findings to the staff (give suggestions for three dates)

- i).
- ii).
- iii).

11. In the space below list the resources needed for the presentation

- i).
- ii).
- iii).

9. Clearance by Coordinator R&D for report to be presented

Comments:
.....

NameSignature Date

10. Clearance by Coordinator Training for research report to be presented

Comments:
.....

NameSignature Date

11. Submission of the research report with inputs from staff

The Dean/Programme Coordinator/individuals who have conducted a research shall submit a hard copy of the research to the Coordinator R&D for onward transmission to the Director for approval for circulation

Date submitted Signature