



PROTOCOL OUTLINE GUIDELINES

INSTRUCTIONS

Please ensure that you have **ALL** the following in your full protocol. Uncompleted protocols will not be considered.

Page Numbering:

- **Preliminary pages (1-4):** lowercase Roman numerals, centered 1 inch from the bottom of the page
- **Main Text (numbers 5-12):** Numeric, centred, exactly 1 inch from the bottom of the page and. Begin with the number one (1) on the first page of text under introduction.

Margins:

- **Left margins** must be 1½" inches.
- **Top, right, bottom** margins must be 1 inch.

Spacing

- Double-space preliminary pages, text and appendices,
- Single-space all footnotes, endnotes, references, bibliographic material.

Fonts

- Times New Roman with size 12 **OR** Calibri (Body) with font size 12.
- Use one typeface throughout; script or italic typefaces are not usually acceptable for the main text (12 pitches).

Full Research/Study Protocol Outline

	Pages
1. Title Page	1
2. Declaration (where both researcher/student and supervisor will sign)	1
3. Table of Content	
4. Structured Abstract	1
• Background	
• Aim(s)	
• Methodology	
• Expected Outcomes	
5. Background	5
• Introduction	
• Problem Statement	
• Aim(s) and Objectives	
• Hypothesis (if applicable)	
• Justification/Significance/Relevance of the Study	
6. Literature Review	10
7. Methodology	10
• Study Design	
• Study Site/Area	
• Study Subjects/Population	
• Variables: Dependent and Independent	
• Sampling	

- Sample Size Calculation
 - Sampling Procedure/Technique
 - Inclusion and Exclusion Criteria
 - Data Collection Approach
 - Quality Control Measures (pre-testing, data entry, coding, data security etc.)
 - Data Analysis Plan
 - Dissemination of Results Plan
 - Ethical Considerations (must include risks, benefits, procedures etc.)
8. References (past five (5) to ten (10) years)
9. Timelines/Work Plan 1
10. Personnel (include percentage of efforts of each team member) 1
11. Budget
12. Appendixes
- Appendix 1 – Information sheet. Consent Form, Assent Form and Parental Consent Forms
 - Appendix 2 – All data collection instruments
 - Appendix 3 – Principal/Co Investigators curriculum vitae (CV)