**Project Proposal**

**Structure and requirements**

A research project (Project Proposal) includes the following elements:

1. Title page
2. Declaration
3. Abstract
4. Introduction
5. Main part
   1. Literature review
   2. Methods
   3. Results anticipated / achieved
6. Conclusion
7. References
8. Appendices

All parts, except for the appendices, are mandatory structural components of the work.

The recommended length of Project Proposal is 5000-6000 words.

**Title page**

The title page of the Project Proposal should contain the following information:

• the name of the university, faculty, department (if any);

• name, surname, group number of the author of the work;

• position, academic degree, surname, initials of the supervisor;

• place and year (see “Sample Title Page” appendix 1).

**Declaration**

It should be declared that the presented Project Proposal is your own original work (see appendix 2).

**Abstract**

Abstract is a summary of the work, indicating:

• objectives of the study;

• research methods and sampling;

• the expected results of the study;

• structure of work.

The abstract consists of one paragraph and is placed immediately before the main text, separated from it by two spaces. Abstract should not exceed 10% of the number of words in the main part of the work (introduction, main part, and conclusion). Thus, if the length of the introduction, the main part and conclusion is 5000-6000 words, the abstract should be no longer than 500 words. The heading "Abstract" is not written.

**Introduction**

Commonly, the introduction itself includes the following key elements: *the background of the study, the problem statement, the professional significance,* and possibly some other features (e.g. *definitions and explanations of the terms or key concepts)* relevant for your study.

*1. The background* presents the context for the study and explains what external factors might influence or affect it. Here you accomplish two things: declare your argument (and the goal to be achieved) and place it within a broader context (indicating the area the research conducted ranks among). In identifying the background factors you might outline the general state of knowledge about the research problem very briefly (a more detailed account is expected in the *literature review)* and account for key reasons for your choice of the topic focus (i.e. *justify* it). *Justification* suggests the rationale for doing research on the topic chosen, in other words, you explain why the research needs to be done on this particular problem. According to the British tradition, in this introductory part you make a brief reference to the literature, gaps in knowledge, potential usefulness of a methodology and possible benefits of outcomes for understanding, practice and policy. You should also provide key references to support your case.

1. *The problem statement* is a very clear formulation of the research problem. Having justified your choice of the topic focus, you now turn to indicate some likely *hypotheses* - for quantitative research, or *research questions* - for qualitative research. The typical relation between the type of research and that of the problem statement should also be indicated. Here you define your *aims* and *objectives.* The former are commonly treated as general statements on the intent or direction for the research, include reference to the methodological, practical and theoretical aims, while the latter are more specific. Objectives are clear and succinct statements of intended research outcome (possibly connected with e.g. search and review of the literature and assessment of a debate). Defining *the scope* of the project presupposes stating delimitations for the research with respect to the time period, subject area, regions and sample along with units of analysis (like, e.g. policies, programmes, patterns of behaviour etc.). *Delimitations of the study* are intended to emphasise that no claims to generalisation beyond the limits indicated will be made.
2. *The professional significance* explains in what sense the proposed study is worth doing and what contribution it will make to professional knowledge. When working on this part of the project, attempt to give it some originality by isolating how the goals set in your research and questions it is intended to answer are different from what is already known about the subject. In this part theoretical and practical implications are stated.

The recommended length is 500 words.

**The Main Body**

The main part of the research project (Project Proposal) consists of three parts (the Main Body heading is not written while the Literature Review, Methods, Results Anticipated headings are written on a separate line without a period) and includes:

• Literature review

• Methods

• Results

*Literature review*

*The literature review* is aimed at setting your project in the context of existing knowledge, to reveal the instances of linkage with what has been done before and those of new insights, and show the major issues or practical problems to identify the gap you intend to look at in your research. Thus, you should briefly outline the general state of knowledge about the research problem (the history of the topic, key landmark studies which indicate the methodologies used and arguments made) and to present the knowledge base upon which the study is built, i.e. to show clear linkages between what was known in the past about the topic and what you intend to discover.

The major components (each having its own divisions) to be outlined are a discussion of the theoretical literature and a review of the empirical research. The theoretical part briefly covers the main theories related to the problem, explicates in depth those most useful in the study and should be connected to the part to follow. The review of empirical research should be effectively organized***,*** its pattern being made clear in one of the following ways:

* chronological (with a time pattern);
* conceptual (a conceptual analysis in which the major factors or concepts appearing in the literature are identified);
* opposing camps (when reviewing an issue about which researchers have reached different conclusions).

The studies should be described sufficiently for the reader to understand their findings, the key conclusions being brought together, and finally related to the proposed study making a clear connection between what has been learnt in the past and what is proposed to do. It is by no means a catalogue of references arranged in chronological order, each one briefly summarised. Rather, your study should pick out trends and patterns, offering and explaining reasons for and against a particular situation, attempt to relate theory to practice and argue why under certain conditions some established theories and ideas are or are not acceptable. In other words, the review should provide a critical insight into the topic under investigation.

The text should be analytical in nature, in-text references are drawn up in accordance with the requirements of the APA style (author's name, year). The recommended length is 1500 words.

*Methods*

The Methods (or Methodology) section includes a brief description of research methods with the rationale for their choice. The recommended length is 500 words.

In this part you are expected to give a concise justification (not a description) for the quantitative, qualitative or some other approach within the existing paradigm you intend to employ, or, in other words, to explain why alternative methodologies were rejected and to provide references in support of your case. You should also account for the use of the data - or evidence-collection techniques and anticipation of problems and issues (like, e.g. ethics, access to data and its analysis, agreements from corroborating organisations etc.).

The purpose of the Methods (or Methodology) section is to provide your readers with all the necessary information to allow them to repeat your study and reproduce the same results.

Describing a method is by far not enough: a much more important thing is to justify its use for the current research and articulate its efficiency for the purpose.

In general, writing this section you should always focus on the research objectives because research methods interest the reader not as they are but as effective means of reaching the objectives of the study.

*Results*

Section (Anticipated) Results contains a description of the (intended) research results, the formulation of the results should correlate with the objectives and the chosen methods. Recommended length – 1500 -2000 words.

The section includes

* the description of the current state of the research;
* interpretation of any preliminary results and the general forecast of the results that you anticipate receiving in further empirical work;
* the difficulties that you encountered in the course of research and the modifications in the original plan that you had to introduce.

**Conclusion**

The conclusion of the research project (Project Proposal) (Conclusion) is a sequential presentation of the results obtained and their relationship with the goal and objectives and practical significance, set and formulated in the introduction.

At first it is necessary to summarize your research (revisit briefly the most important findings pointing out how these advance your field from the present state of knowledge).

Secondly, you spell out your contribution (make a final judgment on the importance and significance of those findings in terms of their implications and impact, along with possible applications to other areas).

Then you state the limitations of your study and suggest potential areas for future research (either for the author, and / or the community).

The recommended length is 500 words.

**References**

References is a list of sources used in the work. It may include articles, monographs, books, reference books, etc., as well as information posted on academic electronic resources.

The list of sources is given in alphabetical order by the names of the authors and is drawn up according to the rules of the academic style of the APA (appendix 3) and is formed based on the recommendations of the scientific supervisor. The recommended number of sources used in the work is at least 20. If it is necessary to use Russian-language sources , they are transliterated. All sources indicated in the list should be referenced in the text of the work.

**Appendix**

An appendix is ​​a part of the main text that has additional (usually reference) meaning, but is necessary for a more complete coverage of the topic. The appendix contains materials that are not vital for understanding the solution of a scientific problem. The application can contain tables, graphs, formulas that more fully reveal individual aspects of the work. It is inadmissible to transfer information into the application, without which it becomes difficult to understand the main part, in order to get around established frames for the number of words in the main parts of the work.

Appendix 1

FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION FOR HIGHER PROFESSIONAL EDUCATION  
NATIONAL RESEARCH UNIVERSITY HIGHER SCHOOL OF ECONOMICS

*Faculty of Humanities*

Name

**PROJECT PROPOSAL  
TITLE**

Field of study: 04.45.03 “Fundamental and Applied Linguistics”

Degree programme: Master of Linguistics

|  |  |
| --- | --- |
|  | Supervisor  Dr. ….  Name |

Nizhny Novgorod, 20\_\_

Appendix 2

**Declaration**

I, (Name), do hereby declare that I have composed this thesis, that the work  
contained in it is my own, except when otherwise so cited, and that it has not been  
submitted for any other degree or professional qualification.

Appendix 3

**Book with a single author**

Austin, J. (1967). *How to Do Things with Words*. Cambridge: Harvard University Press.

**Book with two authors**

Cushing, C. E., & Allan, J. D. (2001). *Streams: Their ecology and life*. San Diego, CA: Academic Press

**Book with three or more authors**

Grinberga-Zalite, G.,Rivza, B. & Zvirbule, A. (2019). *Digitalization in Higher Education: Opportunities and Risks*. Sofia: STEF92 Technology Ltd.

**Book without a named author**

Merriam-Webster’s collegiate dictionary (10th ed.). (1993). Springfield, MA: Merriam-Webster.

**Edited book**

Eve, R. A., Horsfall, S., & Lee, M. E. (Eds.). (1997). *Chaos, complexity, and sociology*. London, England: Sage.

**An article in a journal**

Saykili, A. (2019). Higher education in the digital age: The impact of digital connective technologies. [*Journal of Educational Technology & Online Learning*](https://www.researchgate.net/journal/Journal-of-Educational-Technology-and-Online-Learning-2618-6586), 2 (1), 1-15.

**Online sources**

United Nurses of Alberta. (2009, June). Fishing for facts on the nursing shortage? Retrieved from http://www.una.ab.ca/news/archive/pdfs/Wrong%20Way/redherring.pdf*.*

For more details see <https://apastyle.apa.org/>

**References**

American Psychological Association. Style and Grammar Guidelines. <https://apastyle.apa.org/>

Friedland A.J., Folt C.L., Mercer J.L. (2018). *Writing Successful Science Proposals.* Yale: Yale University Press.

Kuzmenkova, Ju. B. (2010). Writing a Project Proposal. *Проблемы филологии: язык и литература*, No 4, 115-122.