**TRAINING TO ENGAGED RESEARCH GROUP**

PROJECT LEADER:

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TRAINERS:

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**February 2018 - July 2019 Working Assignments**

**I. NOTE TO SEMINAR PARTICIPANTS & MENTORS**:

A. General Guidelines:

The following assignments need to be completed by the participant on the designated date. Please email these to the assignments to your mentor and copy to Suad Joseph (sjoseph@ucdavis.edu), afwg@ucdavis.edu; and Issam Khoury (khoury@theacss.org), for our files. The Mentor will return comments to you within an average of a week. These comments are intended to help you revise and strengthen the proposal and the data-gathering once you begin the research itself. You are expected to take the mentor’s feedback into consideration and reflect it in the following assignment. Each assignment should require you to go back and revise previously written components of the research proposal. Remember to focus on gender and violence and to refer back to seminar lectures on proposal writing components and on gender and violence.

B. Specific Guidelines:

All assignments are to be typed, single spaced, Times New Roman 12-point font, 1" (2.54 cm) margins on all sides, and paginated. They should come as close as possible to the page limit offered, without exceeding page limit. (Using letter or A4 sized paper will differ. In the region, A4 is the standard)

All assignments should have a cover page with Participant’s name, email address, skype and/or phone number, university or other affiliation, title of project, assignment number and name, and date of submission.

Each page should have a header with name of Participant and assignment. Each submission should include all previous submission so the document cumulatively grows towards a final proposal.

All emails should have TERG on the subject line first, then the topic of the email, then the sender’s name.

**II. ASSIGNMENTS**:

**A. ASSIGNMENT 1: DUE March 25, 2018 (Page length: 1 – 2 pages)**

**1. Write the Statement of the Problem, the Hypothesis (Alternative hypothesis optional, but recommended).**

**2: Guidelines:**

a. Make sure to have a *genuine question*.

b. Make sure the question asks about a *relationship* between variables (some research questions may not fit this formula, discuss this with your mentor)

c. Your *point of departure* drives all components in the proposal.

d. Make sure you clearly identify the value added

e. Make sure the problem statement addresses the six points: Your question; your answer; how others have answered; what is missing in the way others have answered; why your answer is a better answer, and why we should be answering this question.

**B. ASSIGNMENT 2: DUE April 20 , 2018 (Page length: 3 pages)**

**1. Revise the Literature Review.**

**2. Guidelines:**

a. Make sure that you review the literature relevant to your point of departure

b. Start with an overview of main schools of thought, methods, etc.

c. Review the approaches you are most critical of first and the ones you will build on last

d. Summarize key points in an evaluative manner

e. Review only those aspects that you will address in your research project

f. Build the basis for your need (what is missing) as you write your literature review

g. Build the basis for your value added (significance) as you write the literature review.

**C. ASSIGNMENT 3: DUE May 5, 2018 (Page length: 1 – 1.5 pages)**

**1. Revise the Need & Significance.**

**2. Guidelines:**

a. Make sure the need emerges directly from your evaluation of what is missing in your literature review in terms of the theoretical approach or methodology relevant to your point of departure. Need is what you are doing that you say has not been done.

b. Make sure the significance has a value added. What can we do as a result of your research that we could not do without the research? It is the deliverable.

c. Make sure you go back and revise problem statement & hypothesis so they are all logically and necessarily connected to need and significance.

**D. ASSIGNMENT 4: DUE May 25, 2018 (Page length: 3 – 4 pages)**

**1. Revise the Theory (Developing alternative hypothesis optional but recommended)**

**2. Guidelines:**

a. Be clear about the *key concepts* that drive your project.

b. *Define* all key concepts and terms if you have not already done so.

c. Be clear to state the *assumptions* underpinning the concepts.

d. Make sure the *propositions* (hypothesis) are logically derived from concepts and assumptions.

**E. ASSIGNMENT 5: DUE June 15, 2018 (Page length: 2 – 3 pages)**

**A. Revise Method and Preliminary Data Analysis**

**2. Guidelines:**

a. Identify clearly each *step* you will take for data collection, explain all *instrument*s needed, identify all *sites to be visited*, and population sampling necessary to gather the evidence that you need to answer the question.

b. Operationalize concepts and terms so a data plan will produce evidence of the existence or processes of the concepts and terms; and instruments

c. Specify what data looks like; how will you recognize data when you see it.

d. Specify how you select your population, site.

e. Summarize the preliminary steps in gathering data.

f. Include examples of preliminary data in the report to the mentor.

g. Track record A: What you have already done on the project(preliminary results)?

h. Track record B: What qualifies you to do this research?

**B. Preliminary Data Analysis**

**2. Guidelines**

a. Summarize at length the data collected for each concept, process, and relationship in your hypothesis. Preliminary data is any work you have already begun or completed in relationship to the project. Often research is not funded if the PI has never done any work at all in relation to the project. Preliminary data analysis can include interviews, establishing contacts, analysis of the field site, results of initial visits to the site of research.

b. Summarize at length the steps taken to analyze the data, to interpret the results.

c. Give preliminary evaluation of whether the data is supporting the hypothesis (or alternative hypothesis).

**F. . ASSIGNMENT 6: DUE July 5 , 2018 (Page length: 2 pages)**

**1. Revise Budget**

**2. Guidelines:**

a. Budget is driven by *method*s

b. Everything in the budget must be explicitly developed in methods

c. Anticipate *all possible* costs.

d. Ask for *what is needed* for the project, not what you think you can get.

e. Write budget justification for any big ticket items.

**G. ASSIGNMENT 7: DUE JULY 20, 2018. (Page length: 3 – 6 pages) 1. Revise Time Table, Abstract, CV, Bibliography**

**2. Guidelines:**

a. Time table is driven by *methods*. Everything in the timetable must be explicitly developed in methods.

b. Abstract needs to be succinct, accessible, and *dramatically attention-getting*

c. Do a *maximal and targeted* CV.

d. Put only what you cite in bib; make sure *all critical sources* are cited.

**I. ASSIGNMENT 8: DUE August 1, 2018 (Page length: 10 pages)**

1. Submit final proposal