

**SUGGESTED HEADINGS FOR A PROPOSAL/PROTOCOL**

**TITLE**

- Summary:** - on a separate Page 1 of 1  
- Say, one or two paragraphs.
- Introduction:** - Background information which initiated study  
- If possible, refer briefly to literature with references.
- Objectives:** - A clear and concise statement of objective(s) or hypothesis to be tested.

**Method:**

- (a) Population to be studied - sampling method  
- estimated numbers
- (b) Sources of information - professional staff and respondents to be approached  
- sources of any routine statistical data
- (c) Method of inquiry - interview/postal questionnaire  
- method of approach to respondents  
- example of questionnaire
- (d) Analysis - brief note on suggested methods e.g.,  
by hands, card sort, computer, statistical tests

**Ethics:** - Raise any particular points on ethics / confidentiality

**Costs:** - Approximate costs of study

**Time-table:** - Flow charts if possible