**FAQ / Comments on Proposals Submitted to IMU-JC**

**Background/Literature Review**

1. Literature review - too brief; it should be current and relevant.
2. Wilful suppression of information
	* relevant literature is intentionally omitted.
	* be cautious of claim that the proposed study has never been conducted before.
3. Past relevant research - the findings of relevant past research of the group should be highlighted - projects which are built on previous work stand a higher chance of getting approval from funding agencies compared to those start from scratch.

**Objectives and Hypotheses**

1. Wrong way of writing research objectives - should use action verbs such as 'To assess..' 'To investigate...' etc.
2. Wrong way of writing hypotheses - should follow 'null versus research hypothesis' format.

**Methodology**

1. Appropriate method for the calculation of sample size should be described in the methods
2. Appropriate statistics for data analysis should be clearly described.
3. The inclusion and exclusion criteria for recruitment of subjects should be clearly explained.
4. The questionnaire is poorly constructed - instrument adopted from established sources may not be suitable for use in the local context and thus, it needs to be modified and validated.
5. The scope of study is too wide.
6. Animal study – should not propose excessive number of animals for the study.

The experimental design with details on the number of animals for each treatment group should be clearly described, preferably presented in a table form.

1. Knowledge, attitude and practice (KAP) studies - the current / standard practice should be clearly described before attempts to compare the new protocol or practice can be made.
2. Information/ fact sheet - should use simple / layman language,
3. The specific study sites should be clearly stated.

e.g. the study will be conducted in ‘a rural school’ – *which school?*

**Budget**

* 1. Only RM 5 token per subject is allowed
	2. No allocation for binding of thesis is allowed.
1. Allocation for publication should not exceed RM 5,000.
2. Funds for faculty, undergraduate and postgraduate projects cannot be used for travelling overseas or for attending conferences and workshops except for certain mandatory research workshops/seminars conducted by IMU.

**General Comments**

* + - 1. Lack of novelty - what so new about the proposed study?
			2. The main weakness of most proposals is the failure to formulate the appropriate research question - why is there a need to conduct the proposed study? In other words, the problem statement must be clear.
			3. What is the utility or benefit from the proposed study – e.g. new knowledge, products or protocols, training of students etc.
1. Undergraduate research projects - supervisor is strongly encouraged to take on 2-3 students to conduct the project instead of supervising only a single student. Also, there should be at least one co-supervisor for each project.
2. Research team - the role of each member of the team should be clearly spelt out.

Appropriate co-investigators should be recruited into the team if certain expertise is needed – e.g. a clinician should be in the team if the work is conducted in a hospital setting or clinical samples are required for the study.

1. Follow-up or intervention measures (e.g. counselling) should be seriously considered if the study involves community survey. The findings of the study may create anxiety to the subjects.

CWL:FAQ/IMUJC

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