

6 Elements of Concept Papers

1 Title

Contains the applicant's name, institution, project title, and submission date

2 Research Background and Literature Review

Provides supporting materials from previous research, identifies gaps, and explores existing research, theories, and findings

3 Statement of Problem and Goals

Defines the research questions, objectives, and specific issues. Focuses on clearly presenting and discussing the goals in addressing the problem.

4 Methodology

Describes the data analysis system, data collection methods, tools, and research participants. It outlines the approach to be used in conducting the research

5 Timeline

Includes a well-defined timeline estimate for the project, specifying the duration in months and years.

6 References

Provides a comprehensive list of all sources cited in the concept paper, including books, journals, articles, and other resources used for the research.

Sample Concept Paper Format

H Kauffman



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