



**The Arab Council for the Social Sciences
Capacity-Building Workshop Proposal
Writing and Research Methodology
Suad Joseph
University of California, Davis**

**Gefinor Hotel, Hamra (Beirut)
October 6-7, 2015**

I. Pre-Workshop:

Participants are to read the following documents BEFORE the workshop:

Proposal Writing Resources:

[Tips for Proposal Writing](#)

[Components of a Humanities/ Social Sciences Research Proposal](#)

[The Art Of Writing Proposals](#)

[List of Funding Sources](#)

[List of Funding Sources for Middle East Studies](#)

[Funded Postdoctoral Proposals](#)

[List of Research Opportunities](#)

[List of Helpful Links and Resources](#)

Training Material:

- Training Materials *in English*: <http://www.arabfamilies.org/content/training-materials-english>
- Training Materials *in Arabic*: <http://www.arabfamilies.org/content/training-materials-arabic>

Be prepared to make time for homework!

1. What is the question you wish to answer? (problem statement)
2. What is your tentative answer to the question? (hypothesis)
3. How have others answered this question? (literature review)
4. Why are those answers inadequate? (need for research)
5. Why is your answer to this question better than of others? (theory)
6. What is the value added by answering this question? (Significance)
7. How will you go about answering this question (methods)
8. How will you know when you have answered the question (evaluation)
9. How much time will it take to answer the question (Timetable)
10. How much will it cost to answer this question (Budget)

To-Do's in preparation for the Capacity-Building Workshop:

- You are advised to send an updated resume and a sample research proposal (in English only) to grants@theacss.org **no later than August 10, 2015** so that the instructors have an idea of your background and previous work. The research proposal will be sent to both instructors to tailor their presentations and group work according to your sent proposal. They may communicate with you directly in case of any questions or ask you to rework certain parts of your proposal before the meeting. *The aim here is to maximize your benefit from this workshop.*
- You will be asked to read the proposal of another workshop participant and review it before the meeting. Please prepare a list of comments (as detailed as you can), questions and perhaps tips on suggested ways that you think could be helpful to improve the research proposal you will be reviewing. You will be requested to send your comments back **at least two weeks before the meeting**.
- You are advised to thoroughly read the reading material provided here before the meeting and come up with questions that you feel are important to you and your future research.
- You are requested to bring two printed copies of your sent research proposal to the workshop meeting.
- You are requested to bring your laptop to the workshop meeting with Microsoft Office (make sure you have Excel installed) on it. Those unable to bring with them a laptop are kindly requested to contact the ACSS (at grants@theacss.org) as soon as possible so that other arrangements can be made.

II. Workshop Agenda:

Day 1: October 6, 2015: Proposal Writing (Dr. Suad Joseph):

9:00-9:30	<i>Welcome coffee</i>
9:30-10:00	Introduction: What is a research proposal? What information should a research proposal contain? What are the 'magic words' that a research proposal has to have?
10:00-12:30	Review Session covering: Research question (problem statement) Research answer (hypothesis) Other answers to question (literature review) Why answer this question (need) What is the value added (significance) Why is yours a better answer (theory) How will you answer the question (methods & evaluation) How much will it cost (budget) How long will it take (time table) Summary of proposal (abstract) Contacting funders, Review when fail, resubmit
11:00-11:15	<i>Coffee Break</i>
12:30-13:30	<i>Lunch</i>
13:30-14:30	Common mistakes in a research proposal
14:30-15:30	Exchanging feedback on research proposals
15:30-15:45	<i>Coffee Break</i>
15:45-17:45	Writing Groups: Review Proposal: Question/Answer/Point of Departure
19:30-	<i>Dinner</i>

Day 2: October 7, 2015: Research Methodology (Dr. Suad Joseph/Dr. Lama Kabbanji):

I. Qualitative Research Methods: Dr. Suad Joseph

- 8:30-8:45 *Morning coffee*
- 9:00-9:45 Introduction to qualitative research:
 – Short clip
 – Importance and challenges
- 9:45-12:00 Review Session covering:
 Research design
 Defining the appropriate methodology
 Fieldwork research design
 Data collection
 Data analysis
- 11:00-11:15 *Coffee Break*
- 12:00-13:00 *Lunch*

II. Quantitative Research Methods: Dr. Lama Kabbanji

- 13:00-13:30 Introduction to quantitative research: importance and challenges
- 13:30-15:00 Introduction to Main stages of Quantitative research methods in
social sciences

Defining the research question

- From research question(s) to research hypotheses
- From theoretical concepts to measurable indicators

Adapting the research design

- Which unit of analysis & research population
 - Data collection
 - Secondary data
 - Survey
 - Questionnaire
 - Sampling
 - Type of survey

Analyzing the data

- Descriptive vs. inferential statistics
- Descriptive vs. explanatory statistics

15:00-15:15

Coffee Break

15:15-17:15

Exercises

Analysis of quantitative data using excel: basic statistical operations (descriptive statistics)

17:15-17:45

Wrap up and Evaluation (Dr. Joseph and Dr. Kabbanji)

19:30-

Dinner