# Action Research Planning - Suggested Template

## Topic

In this section, describe the topic and the intended outcome, including the objectives of your research. Make sure the description features details of what the project is about, and the objectives follow the [Specific, Measurable, Achievable, Relevant, and Time-bound](https://www.isbe.net/Documents/Importance-SMART-Goals.pdf) (SMART) model. The topic should be no longer than two sentences.

### *General Objective*

Provide your general objective of the research. Use SMART guidelines and make sure the description includes measurable actions.

### *Specific Objectives*

Provide two to three specific objectives using SMART guidelines.

## Research Questions and Sub-Questions

The questions and sub-questions correspond with your general and specific objectives.

## Justification

Your justification requires a strong rationale that states why this research is relevant and meaningful for your classroom. Provide the needed in-text citations referring to the body of literature that will inform your research. Situate the topic in your context and explain how this work will be beneficial for your context, community, school, and learners. It can be a maximum of two five-sentence paragraphs.

## Methodology

The methodology section should provide a description of the context, describe your population (e.g., their grade level and the community and/or geographic location where the research is taking place). In addition, provide a brief overview of the data collection tools (e.g., observation charts, reflection journals, surveys, rubrics, or checklists). Usually, three tools would be a suitable number for conducting meaningful triangulation of data and observing trends, but it also depends on the objectives of your research. Keep this in mind as you plan. Include what you intend to find with the data collection tools (i.e., a paraphrase of your general objective). The length for this section should be no longer than two paragraphs.

### *Participants*

In this section, describe who the participants, or subjects, of your research are. Include their gender, position within your institution, role in the research (e.g., learner or subject of the intervention, interviewee, or other), demographic information (e.g., country of origin, if applicable), language proficiency level, length of time learning the language(s), other languages that they speak, and your connection to them.

Include a second paragraph that describes the background of your institution, purpose of learning languages, and a brief description of the community where the learners come from. Provide any salient characteristics that make the institution unique or that should be highlighted in connection with the research topic. State why learners are learning the language(s). (The information in this section will help you write the background section of a potential report.)

### *Procedure*

Here, state the steps you will need to follow to begin your project such as talking to your principal, informing parents, and preparing and signing consent forms. Provide deadlines for completing these logistics. No more than two to three sentences are needed here.

### *Data Collection*

This section allows you to describe your data collection tools. Name all the tools you will use and include a brief description of each tool. Explain who will use the tool(s), as well as when and how the tool(s) will be used. If applicable, establish deadlines or the timeline for the use of the tool(s). This description can be two to three sentences long. You may also want to consider the language of the tools and any accessibility requirements, depending on the needs of the participants or subjects of the study.

### *Timeline for Research*

Develop a timeline for your research that breaks down the stages of your project by time period (e.g., months, weeks, or days) and activities. A timeline may be a useful way to organize your tasks and set deadlines, as well as track the progress of your research. You may include a table or chart that visually represents the timeline for your project in this section.

## Appendices

* Include templates for data collections tool(s).
* Include the template for the consent forms.

Note: This template is adapted from “Research Proposal for Action Research/Teacher Research,” by Kathy Short, 2018. (<https://education.arizona.edu/sites/default/files/2025-03/research-proposal.pdf>). Adapted with permission.