

“Research Proposal Writing Seminar for Young Scientists”

First Week: Tashkent, 8-12 November 2010

Second Week: Tashkent, March 2010 (the precise dates will be announced later)

Programme

First Week: Tashkent, 8-12 November 2010

Sunday, 7 November

Arrival at the hotel

Start: 19.00 h **Dinner Reception**

Greetings:

- **Local host of the seminar (N.N.)**
- **Katja Doose, Director DAAD Office Tashkent**
- **Dr. Jochen Tholen, University of Bremen (Lecturer)**
- **Prof. Britta Schütt, Free University Berlin (Lecturer)**
- **Prof. Ken Roberts, University of Liverpool (Lecturer)**

Monday, 8 November – Friday, 12 November

Monday 8 November

8.00 **Registration of participants**

9.00 **Seminar starts**

The first week consists of 8 modules. Each module tackles a bunch of thematic fields, which will be dealt with in between 120 and 240 minutes. A module of 240 minutes means a half day seminar (either from 9.00 – 13.00 or from 14.00 – 18.00). Breaks are necessary, but are not mentioned here.

Module 1

| <i>Topic/Activity</i> | <i>Method</i> | <i>Target</i> | <i>Time/ Minutes</i> |
|---|---------------|---|--------------------------|
| Welcome and introduction into the programme | Plenum | Understanding the programme Establishing first contacts between the participants | 60 |
| Introduction to creativity techniques (CT) | Lecture | Basic knowledge of 2-3 CTs (brainstorming, mind mapping, SWOT analysis) | 30 |

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| Task: „What is good research“? Demands on a research project | Group work | Establishing 6 multi-disciplinary groups (4-5 members) Application of the CT related to the task. Establishing work relations between the group members | 70 |
| Presentation of the results | Plenum | Participants will present their mind maps on their research and the demands on the research project. These results will be the basis for the module evaluation to be discussed later | 60 |
| Take home message | Plenum | Summary of the most important results of this module | 20 |

Module 2

| <i>Topic/Activity</i> | <i>Method</i> | <i>Target</i> | <i>Time/Minutes</i> |
|--|---------------|--|---------------------|
| Task: What is a good submission? The elements that a submission should contain | Group work | Participants should work out their own the key elements for an application as well as its internal logic and design Use of the participants´ potential and creativity | 60 |
| Presentation of the results | Plenum | Presentation | 40 |
| Take home message | Lecture | Summary of the group work and the key results | 20 |

Module 3 (based on Module 1)

| <i>Topic/Activity</i> | <i>Method</i> | <i>Target</i> | <i>Time/Minutes</i> |
|--|-----------------|--|---------------------|
| Problem statement and research questions | Lecture | Lecturer sets-out criteria for a good problem statement and research questions | 30 |
| Problem statement and research questions | Individual work | Each participant works on his/her own project ideas, and the optimization of problem statement and | 30 |

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| | | research questions | |
| Problem statement and research questions | Group work | Disciplinary groups (4-5 members) discuss their own individual problem statements and research questions. Each group will select its best practice example | 60 |
| Problem statement and research questions | Moderated plenum | Each group presents its own best practice example. Typical problem statements and research questions will be discussed by the plenum. The moderator condenses the results on single charts | 100 |
| Take home message | Plenum | Summary of the group work Summary of the key results | 20 |

**Module 4
(based on Module 1)**

| <i>Topic/Activity</i> | <i>Method</i> | <i>Target</i> | <i>Time/ Minutes</i> |
|------------------------------|------------------|---|--------------------------|
| Research aims and hypotheses | Lecture | Interdependencies between problem statements, and leading research question (= theme) and hypotheses. The role of hypotheses and/or alternative research strategies | 30 |
| Research aims and hypotheses | Individual work | Each participant works on his/her own project ideas and the refinement of his/her research targets and hypotheses | 30 |
| Research aims and hypotheses | Group work | Disciplinary groups (4-5 members). Task: elaborating hypotheses | 60 |
| Research aims and hypotheses | Moderated plenum | Presentation of best practice examples and discussion. The moderator condenses the results on single charts | 100 |
| Take home message | Lecture | Summary of the group work Summary of the key results | 20 |

**Module 5
(based on Module 2)**

| <i>Topic/Activity</i> | <i>Method</i> | <i>Target</i> | <i>Time/ Minutes</i> |
|---|------------------|--|--------------------------|
| Operationalisation (variables) and research methodology | Lecture | Strategies to operationalise the research (create variables) and short introduction to research methodology | 30 |
| Operationalisation (variables) and research methodology | Individual work | Each participant works on his/her own project and the optimization of his/her research design | 30 |
| Operationalisation (variables) and research methodology | Group work | Disciplinary groups (4-5 members). Task: selection of appropriate research methodology | 60 |
| Operationalisation (variables) and research methodology | Moderated plenum | Presentation of best practice examples and discussion. The moderator condenses the results on single charts | 100 |
| Take home message | Lecture | Summary of the group work Summary of the key results | 20 |

**Module 6
(Planning, timetable, and costs/budget, based on Module 3, and
funding, based on Module 4)**

| <i>Topic/Activity</i> | <i>Method</i> | <i>Target</i> | <i>Time/ Minutes</i> |
|--------------------------------------|---|--|--------------------------|
| Planning, timetable and costs/budget | Lecture and discussion | Input of basic information; stressing the importance of a realistic work plan, timetable, deliverables and costs/budget | 60 |
| Funding | Lecture | Input of basic information on funding | 30 |
| | Reports by experienced experts and participants | Experiences of participants and other/local experts. Use of (afore selected) participants' experiences, using (afore completed) questionnaire | 40 |
| Funding | Investigation | Participants investigate | 90 |

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| | | (via Internet) funding possibilities and preconditions for promotion | |
| Take home message | Lecture | Summary of funding, funds and preconditions for promotion | 20 |

Module 7
(Aggregation, evaluation and reflection on the first week and outlook/preparation/selection process for the second week)

| <i>Topic/Activity</i> | <i>Method</i> | <i>Target</i> | <i>Time/Minutes</i> |
|--|------------------|--|---------------------|
| Applications; structure, internal logic and design | Lecture | Input to the logic/design of a research application Checking the application's texture | 30 |
| Evaluation and reflection on the first week | Individual work | Participants will complete questionnaires (including a SWOT analysis) | 40 |
| Evaluation and reflection on the first week | Moderated plenum | Presentation of the questionnaires and discussion. The moderator condenses the results on a single chart | 80 |
| Preparation for the second week | Plenum | Outlook to the second week. Preconditions for participation in week 2: homework (elaborated draft of a research proposal including possibilities for funding) | 90 |

Module 8

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| Excursion in Tashkent | Participants and lecturers | Opportunity for a better get together. Should be placed in the middle of Week 1 | 240 |
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Program

Second Week: Tashkent, March 2011 (the precise dates will be announced later)

The second week will focus on the analysis, discussion and improvement of the elaborated drafts that the participants from the first week should have sent as part of their applications for participating in Week 2. (It is expected that approximately 20 out of the 30 participants from the first week will be selected on the basis of the homework). During this seminar the important issue of evaluation will be considered. The submitted elaborated research drafts will be evaluated by role-playing. Individual consultations on the participants' applications should lead to further specification of the research questions and elaboration of the drafts. Further topics are dissemination/publication of results, and funding.

Sunday

Arrival at the hotel

Start: 19.00 h **Dinner Reception**

Greetings:

- **Local host of the seminar (N.N.)**
- **Katja Doose, Director DAAD Office Tashkent**
- **Dr. Jochen Tholen, University of Bremen (Lecturer)**
- **Prof. Britta Schütt, Free University Berlin (Lecturer)**
- **Prof. Ken Roberts, University of Liverpool (Lecturer)**

Monday

8.00 **Registration of participants**

9.00 **Seminar starts**

The second week consists of 9 Modules. Each module deals with a bunch of thematic fields, which will be dealt with in sessions from 120 up to 240 minutes. A module of 240 minutes means one half day seminar (either from 9.00 – 13.00 or from 14.00 – 18.00). Breaks are necessary, but are not mentioned here.

Module 1

| <i>Topic/Activity</i> | <i>Method</i> | <i>Target</i> | <i>Time/ Minutes</i> |
|---------------------------------------|-------------------|--|--------------------------|
| Welcome/introduction of the programme | Plenum | | 30 |
| Summary of week 1 and discussion | | Reminder of the basic rules of a submission Participants' reports on difficulties in elaborating their drafts | 90 |
| Discussion of distinctive features | Plenum/ review | Typical problems of project drafts (relevance, | 60 |

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| | Sheet | specificity, do's and don'ts) | |
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Module 2

| <i>Topic/Activity</i> | <i>Method</i> | <i>Target</i> | <i>Time/Minutes</i> |
|---------------------------|---------------------------|--|---------------------|
| Evaluation of submissions | Group work | Developing general criteria of evaluation | 60 |
| Evaluation of submissions | Plenum | Presentation of the group work results/ criteria for evaluation Merger of different views into one joint list of evaluation criteria | 90 |
| Evaluation of submissions | Preparation for role-play | Lecturers demonstrate a role play and introduce participants | 30 |
| Evaluation of submissions | Role-play/fishbowl | Construction of 3 groups with 6-7 members (inter-disciplinary), each with 3 types of role players (applicants, evaluators, auditors). Each participant should take on different roles and evaluate all the submissions | 220 |
| Take home message | Plenum | Summary/experiences of the evaluation | |

Module 3

| <i>Topic/Activity</i> | <i>Method</i> | <i>Target</i> | <i>Time/Minutes</i> |
|-----------------------|-----------------------------|---|---------------------|
| Funding/acquisition | Plenum | Presentation of experiences of foundations (for example, Uzbek National Academy of Sciences, N.N.). Exchange of experiences of participants and lecturers. Knowledge of funding processes | 120 |
| Funding/acquisition | Group work/ individual work | Disciplinary groups (4-5 members). Within these groups the individual participants should select | 60 |

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| | | appropriate foundations for the already elaborated research drafts. The group members should assist each other | |
| Funding/acquisition | Plenum | Presentation of the group work results (selected participants) Discussion | 60 |
| Take home message | Plenum | Summary | 20 |

Module 4

| <i>Topic/Activity</i> | <i>Method</i> | <i>Target</i> | <i>Time/Minutes</i> |
|-------------------------------------|--------------------------------|---|---------------------|
| Project organisation and management | Plenum | Basic knowledge of organising a project Problems, solutions and experiences: Work package list Deliverables list List of milestones Team description (including leader, working groups etc.) Responsibilities Timetable Team meetings etc. | 100 |
| Project organisation and management | Group work/ individual work | Disciplinary groups (4-5 members). Within these groups the individual participants should describe precisely their project's organisation and management according to the already elaborated research drafts. The group members should assist each other | 60 |
| Project organisation and management | Plenum | Presentation of the group work results (selected participants) Discussion | 60 |
| Take home message | Plenum | Summary | 20 |

Module 5

| <i>Topic/Activity</i> | <i>Method</i> | <i>Target</i> | <i>Time/ Minutes</i> |
|--|--------------------------------|--|--------------------------|
| Dissemination of results (including publication, attendance at conferences, working papers etc.) | Lecture | Scientific standards for publishing Structure of research reports Dissemination strategies | 60 |
| Dissemination of results (including publication, attendance at conferences, working papers etc.) | Group work/ individual work | Disciplinary groups (4-5 members). Within these groups the individual participants should describe precisely their strategies for publication and dissemination of the project's results according to the already elaborated research drafts. The group members should assist each other | 60 |
| Dissemination of results (including publication, attendance at conferences, working papers etc.) | Plenum | Presentation of the group work results (selected participants) Discussion | 60 |
| Take home message | Plenum | Summary | 20 |

Remark on modules 3, 4 and 5: the presentations of results by the participants in the plenary sessions should be organized in such a way that each of the 20 participants is given the chance to present at least once.

Module 6

| <i>Topic/Activity</i> | <i>Method</i> | <i>Target</i> | <i>Time/ Minutes</i> |
|--|---------------|--|--------------------------|
| Presentation of the improved research drafts | Plenum | Selected participants will have prepared short presentations Discussion | 180 |
| Take home message | Plenum | Summary | 20 |

Module 7

| <i>Topic/Activity</i> | <i>Method</i> | <i>Target</i> | <i>Time/ Minutes</i> |
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| Project advisory session | Individual | At this stage the | 240 |

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| | work | participants will have developed realistic applications. They will be given the opportunity to raise individual questions with the lecturers in order to finalise the applications | |
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Module 8

| <i>Topic/Activity</i> | <i>Method</i> | <i>Target</i> | <i>Time/Minutes</i> |
|----------------------------------|--|--|---------------------|
| Evaluation of the seminar/week 2 | Plenum/ evaluation questionnaire | Completing the evaluation questionnaire by the participants. Comments by the lecturers. Overall discussion | 80 |
| Final discussion | Plenum | Any further business/appointments/commitments Farewell | 40 |

Module 9

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| Excursion in Tashkent | Participants and lecturers | Opportunity for a better get together. Should be placed in the middle of Week 2 | 240 |
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