

## **Mentoring on Implementation Research for Social Services (Feb – Apr 2020)**

### **Programme Description**

This 13-week mentoring programme on implementation research offers social service professionals an opportunity to complete a small-scale research project to study the implementation of a programme, a policy or an intervention.

Implementation research studies any aspect of implementation, for example, the factors affecting implementation, the processes of implementation, and the outcomes of implementation, including how to disseminate and scale up a programme, a policy or an intervention. The intent of the research seeks to understand what, why, and how programmes, policies or interventions work in real world settings and to work towards improving them.

Participants in this programme will be supported by training workshops, peer group discussions and regular feedback from experienced researcher-mentors. Throughout the programme, social service professionals will be guided from the conceptualisation of the research study to data collection, data-analysis and presentation of their research findings for their implementation research project.

While the workshops and mentors may provide support on specific research methods or skills, these would tailor towards the needs and requirements of the research projects proposed. The programme strives to provide a holistic guidance and support on the different stages of research for each proposed research project.

Mentoring projects with good potential will receive funding opportunities from the Community Foundation of Singapore.

### **Programme Objectives**

At the end of the programme, participants are expected to achieve the following objectives:

- Conceptualise and complete a small-scale research project to study the design and implementation of a programme, a policy or an intervention independently
- Apply theories and concepts from the implementation research literature to the study
- Present and apply research findings at work

### **Programme Requirements**

All participants are required to:

- Conceptualise and complete a research project, either individually or in small groups
- Submit two assignments to the mentors for comments
- Attend and contribute actively during the workshops and mentoring sessions.
- Present research findings on programme graduation day. The presentation will be attended by participants and invited guests only.

Participants will be organised in small groups of 3 members each, where they will arrange with their mentors on suitable times to meet. Each mentoring session will last about 2 hours and the discussions may take place mainly through face-to-face meetings.

### **Programme Expectations**

Other than fulfilling the programme requirements stated above, participants will need to prepare for their research proposals, conduct library research, collect data, perform data-analyses, write reports and prepare for their conference presentations. A large part of the learning from this programme will come from mutual sharing of their research progress among the participants. Participants must be prepared to share their research progress with their mentors and with other participants.

### **Continuing Professional Education (CPE) Credits**

Aligned with the objectives of SkillsFuture and the National Social Work Competency Framework, participants will receive a Certificate of Participation for attendance and submission of two required assignments

Course participants are eligible for Continuing Professional Education (CPE) credits with the Singapore Association of Social Workers (SASW). One CPE credit will be awarded for each contact hour. Approval of CPE credits are to be submitted through the CPE Log Book under each accredited professional's account.

### **Target Programme Participants**

The programme welcomes all participants working in the social service or health sectors, who have a strong interest in implementation research. Participants should have at least a Bachelor's degree in any discipline and basic knowledge on social research. In particular, the programme is targeted at:

- Social workers
- Medical social workers
- Allied health professionals
- Social service practitioners and professionals from government agencies or voluntary welfare organisations

### **Registration Requirement**

Interested applicants must submit a brief research proposal, using the attached template. The proposal needs to state clearly the research topic and objective, the significance of the study and tentative research methods. Please use the template provided in the registration form.

### **Programme Materials**

All necessary programme materials will be provided.

## Programme Structure

The research mentoring programme is conducted over 13 weeks. The sessions include 2 full-day workshops, 6 small-group discussions with mentors and one full-day graduation presentation.

Workshop 1: 4 Feb 2020

Workshop 2: 11 Feb 2020

Mentoring (6 sessions, to be arranged with mentors): From 4 Feb to 28 Apr 2020

Graduation presentation (for participants and their invited guests): 28 Apr 2020

## Programme Mentors

Prof Chong Wan Har  
Associate Professor  
Psychological Studies  
Academic Group  
National Institute of  
Education (NIE)

Dr Robyn Tan  
Research Fellow  
Social Service Research  
Centre (SSR)  
National University of  
Singapore (NUS)

Ms Helen Sim  
Research Associate  
Social Service Research  
Centre (SSR)  
National University of  
Singapore (NUS)

## Programme Fees

The programme fees are \$4,280 (including GST) per participant.

This course is **SSG-approved**. Participants who are **Singaporeans or Singaporean Permanent Residents** will be eligible for 70% of the course fees, excluding GST. **Singaporean participants who are aged 40 years old** and above will be eligible for higher subsidies of up to 90% of course fees. Participants are required to attend at least 75% of the course and obtain a pass grade for the required assignments. The table below shows the breakdown of the course fee payable.

	International Participants	Singapore Citizens		Singapore PRs
		39 years old or younger	40 years old or older	
<b>Full Programme Fee</b>	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
<b>Less: SSG Grant Amount</b>	\$0.00	\$2,800.00	\$2,800.00	\$2,800.00
<b>Nett Programme Fee</b>	\$4,000.00	\$1,200.00	\$1,200.00	\$1,200.00
<b>7% GST on Nett Programme Fee</b>	\$280.00	\$84.00	\$84.00	\$84.00
<b>Total Nett Programme Fee Payable, Including GST</b>	\$4,280.00	\$1,284.00	\$1,284.00	\$1,284.00

<b>Less Additional Funding</b> if Eligible Under Various Schemes	\$0.00	\$0.00	\$800.00	\$0.00
<b>Total Nett Programme Fee Payable, Including GST</b> , after additional funding from the various funding schemes	<b>\$4,280.00</b>	<b>\$1,284.00</b>	<b>\$484.00</b>	<b>\$1,284.00</b>

## Payment Details

Registration is provisional until you have received the confirmation email from us. An invoice will be issued after confirmation of registration.

Payment by interbank GIRO is preferred (For payment in Singapore Dollars and for Singapore customers only).

Credit your payment to:  
National University of Singapore,  
DBS Account No.: 7171-032-0320003133

To ensure proper crediting to your account, please email (ofnar@nus.edu.sg), mail or fax (Fax no.: 65-67786570) your payment advice to:

Office of Financial Services (Accounts Receivable)  
National University of Singapore  
University Hall, Tan Chin Tuan Wing  
#UHT-03-02,  
21 Lower Kent Ridge Road,  
Singapore 119077

For payment by cheque, please arrange for cheque to be made payable to 'National University of Singapore'. Foreign cheques are not acceptable. Please indicate the invoice number clearly on the reverse side of the cheque and send to the following address:

Attention: Ms Tan Aiwen, Jess  
Social Service Research Centre  
National University of Singapore  
The Shaw Foundation Building,  
Block AS7, Level 3, 5 Arts Link,  
Singapore 117570

For government agencies, an e-invoice will be sent via the Vendors@Gov.

Full payment is chargeable for non-attendance but replacement of participant is allowed.

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## How to Register

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You may register online at <https://mysurvey.nus.edu.sg/EFM/se/543BE5C261B72E20>,

or scan the QR code below:



Registration closes on 17 January 2020.

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**Research Proposal (Please provide the information within one page)**

I. Research Objective – What is the purpose of this implementation research project?

II. Research Question – What is the research question I’m asking? Or, what aspect(s) of implementation do I want to study?

III. Tentative Research Plan and Methods – How will I collect data to answer my research question?