**The Interim Research Proposal:**

**Instructions**

The interim research proposal must be submitted in accordance with the guidance provided in the marking scheme. It is due on **10th December 2020** and is worth 15% of the marks for your module assessment component B.

**Component B1 Research Proposal** (from the module specification)

This document will:

* Record the formal requirements of the project
* Identify the project management requirements, such as planning, resources, risk considerations, contingencies (e.g. for pandemic)
* Contain a brief Literature Review / Background Research plan and summary
* Briefly summarise work carried so far
* Normally between 3-6 pages in length (including references)
* Please also attach your Risk Assessment, Gantt chart, Resources form and Security form as appendices (these are **not** included in the 3-6 page word count.)
* The aim of this element is to ensure the project is planned properly, has started and is progressing as expected, with the potential to achieve a suitable outcome for the module. It is desirable that evidence is provided demonstrating that the you have started your project work and made good progress with the practical/data collection component of the project. The weighting of marks will reflect this. Further guidance for this Proposal is found in the “Interim Research Proposal Marking Scheme-2021.xlsx”. Here you can see what aspects you need to focus on to gain marks for this assessment.

1. **Project Management/Planning/Methodology**

* Outline your **Aims(s)**; i.e. what you want to achieve by the end of the project, your **objectives**; i.e. the actions you will take to achieve the aim and the **scope**; i.e. discuss the relevance of your project within your discipline and outline the work that needs to be carried out in order to achieve the projects objectives. The scope can include factors such as goals, outcomes, milestones, tasks, costs and timeline. Propose the research questions that define your project’s engineering challenge.
* Consider the current global situation and how it has affected your project. What reference your Gantt chart in this section.
* **Justification:** Discuss resources, the environment and sustainability. Have you taken into consideration the environment and/or sustainability in your project planning? Consider how your project might contribute to a greener future, if possible reference [Sustainable Development Goals](https://sdgs.un.org/goals) (SDGs). If your project isn’t obviously ‘green’ think of ways it might be enhanced to contribute towards SDGs in the future? Discuss your motivation for your project and try to justify it and its potential impact within society including environmental and ethical considerations (remember there are other SDGs if you can’t directly link the project to the environment). Consider also any legal, social and financial implications of your project.

1. **Library Guidance and literature review**

3.1 Library support

Use this [Dissertation Guide](http://academicskills.uwe.ac.uk/fet/workbooks/engineering-dissertation-and-project/) to help you understand what is required for a project report. It will guide you through the use of literature and how to present information correctly within an academic document.

In addition, library sessions/activities will be made available (e.g. ‘On the Trail of Banksy’). These are designed to provide advice and assistance with your literature review and referencing. Remember that the library staff are always available to support you.

3.2 Literature review

The interim report requires a brief summary of your background/literature review. A good literature review is not simply reporting what is in the literature but critically reviewing what is there. Remember that you don’t need to do too much for the Interim Report, save the detailed work for your final report. When it comes to your Final Report (that you will submit in April 2021) you should not simply copy and paste your words from the Interim Report but expand on what you have written. It may even be easier to write both versions now while your literature review is fresh in your mind i.e. a brief summary (around 2 pages) for the Interim Report and the extended version for your Final Report; this would certainly buy you time later in the year.

Remember the importance of citing correctly in the text and listing references in the correct style at the end. Employ UWE’s Harvard system of referencing. The library will provide support in this area if you are unsure, try [here](https://academicskills.uwe.ac.uk/fet/workbooks/engineering-dissertation-and-project/14400/referencing).

1. **The Attachments**

The following forms should be submitted as appendices to your Interim Research Proposal:

* + Project plan (Gantt chart)
  + Risk Assessment Form
* Project Resources Form
  + Security form

Note that these are in addition to your page count, not part of it.

If these forms are not submitted or are incorrect, your project will be **STOPPED** until they are satisfactorily submitted. This is a University/Faculty Requirement. Note: the **ethics checklist** needs to be completed online by your supervisor and does not need to be included in the appendices. However, you should address ethical implications within the report (as discussed earlier in Justification section).

1. **Interim Research Proposal Format**

The document must be:

* A4
* Double-sided
* Font: Tahoma 11 point
* Spacing 1.15

Ensure that you look at the marking scheme to understand how the marks will be distributed. The suggested layout for the proposal is as follows but reports will vary from one project to another:

1. Your short report will detail your project’s:
   1. Aims
   2. Objectives
   3. Scope
   4. Proposed research questions
   5. Justification/Planning/Ethical implications\*
   6. Initial research / (brief) literature review
   7. Methodology
   8. Activities and results to date
   9. References (and Bibliography, if you have space.)

\*Your ethics checklist should have been completed online (by your supervisor). In your report please remember to discuss the ethical implications of your project and of being a professional engineer. You can use the Engineering Council for guidance at [this link](https://www.engc.org.uk/professional-ethics).

See Appendix A (next page) for suggested Proposal template (up to 6 pages + Appendix)

**As this is intentionally a short document, it may help to think of it as summarising your current position with your project. Do not try to add too much to it: follow the guidance above.**

**The detail behind this summary can be saved and discussed in your final report.**

**Appendix A:**

**Suggested Interim Research Proposal Template**

**Page 1**

* Student Number
* Module Code
* Project Title
* Aims and Objectives
* Project Scope
* Proposed Research Questions

**Page 2 – 5**

* Background Research / Literature Review, with citations
* Project Planning / Management / Methodology
* Evidence of Progress – activities and results to date.

**Page 6**

* References
* Bibliography, if needed

**Appendix**

* Gantt chart (this can be included in the main body if you feel it is appropriate).
* Resources form
* Risk assessment
* Security form