

IX. Format of Ph.D. Oral Qualifying Exam Proposal

The written proposal should be submitted to the dissertation committee members no later than 15 days before the proposal defense.

A soft-copy of the proposal document in the required format must be submitted to gradadvising@ufl.edu at least one week before the defense, or the defense will have to be rescheduled.

The written proposal must outline the area of research and its importance, problem statement, background to the research area, specific tasks that will be performed, preliminary results, and subsequent steps. A number of excellent manuals (consult, for example, references available via www.nsf.gov) are available on writing research proposals and may be used as guides in preparing the proposal. A maximum of 15 single-spaced, typed (10-point or larger font) pages, including figures and tables is allowed. It should include a title, a table of contents, references, and an abstract in addition to the 15 pages of text. A maximum of two appendices such as submitted papers, detailed derivations, etc. could be included in addition to the 15-page proposal. The main body of the text would typically consist of the following:

- Introduction: A concise overview of the research area and topic and their importance.
- Background: Literature review and relevant background needed to place the proposed study in the larger context and to highlight the relevance and the novelty of the proposed work.
- Problem description: A description of the specific problem and the objectives of the proposal and the novelty of the proposed work.
- Specific tasks: A description of proposed theoretical and/or experimental work and a list of specific tasks needed to accomplish the proposed objectives.
- Preliminary work: Description of any preliminary work performed by the student and an analysis or discussion of such preliminary work.
- Future tasks: Details of the subsequent steps planned to achieve the specific objectives of the research.
- Concluding remarks.
- References: A list of references cited in the proposal. List of references does not count toward 15-page limit.

Tables and figures used in the proposal should be integrated into the text.