

	<p style="text-align: center;"><b>Graduate Research School</b>  <b>RESEARCH PROPOSAL GUIDELINES</b>  <b>for HIGHER DEGREE RESEARCH STUDENTS</b></p>	<p style="text-align: center;"><b>RP-G</b></p>
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- All students enrolled in PhD and Masters courses are required to complete a Research Proposal and submit the proposal through their coordinating supervisor and Graduate Research Coordinator to the Graduate Research School. Continuation of a student's enrolment is dependent on the approval of this research proposal. Late submission of the Research Proposal may result in discontinuation of candidature.
- Full time PhD students are required to submit a Research Proposal within six months of the commencement of candidature (within nine months for part time students). All new PhD students are initially enrolled as conditional students for the first year of full time enrolment (or part time equivalent) and are required to complete a number of designated tasks for Confirmation of Candidature, negotiated with their supervisors and Graduate Research Coordinator, by specified deadlines in order for their ongoing candidature to be confirmed. These designated tasks are approved by the Graduate Research School as part of the approval of the Research Proposal.
- Full time Masters students are required to submit a Research Proposal within four months of the commencement of candidature (within eight months for part time students).
- Students should submit ONE original and ONE copy of the proposal attached to ONE original and ONE copy of the coversheet to the Graduate Research and Scholarships Office, Hackett Hall (M358). Students should retain a copy for their reference.
- The proposal should address the Research Proposal Guidelines as outlined below. Incomplete proposals will be returned.
- **Students should restrict the proposal to 15 pages, including references.**
- Students should ensure that the Research Proposal is written in a style that will be easily understood by the reviewer. The reviewer will be a member the Board of the Graduate Research School but will not be from the school from which the proposal originates.
- Prospective students applying on the basis of an incomplete PhD from another institution should complete the Application form and submit ONE original and ONE copy of the proposal and coversheet and Application form (plus other supporting documentation as required) through the proposed supervisor and Graduate Research Coordinator to the Graduate Research School.
- Applicants applying to transfer (upgrade) from a Masters program at UWA to the PhD should complete the Application to Upgrade Form and submit ONE original and ONE copy of the Details of Proposed Research and Upgrade form through the proposed supervisor and Graduate Research Coordinator to the Graduate Research School.
- For support for completion of the proposal see: [www.postgraduate.uwa.edu.au/students/proposals/format](http://www.postgraduate.uwa.edu.au/students/proposals/format)

#### **A. PROJECT TITLE & SUMMARY**

Provide a short descriptive title of no more than 150 characters (approximately 20 words).

Provide a brief summary of the proposed project in 250 words or less.

#### **B. RESEARCH PROJECT**

**Aim(s) and Background:** Describe the aim(s) of the project and briefly review the literature relevant to the project.

**Research project:** Describe how the project is significant, how it addresses an important problem, and/or how it is original. Outline the conceptual framework, design and/or methods. Justify these with reference to the literature and indicate how the literature has been systematically reviewed to ensure that the proposed research does not reproduce previous research. Describe how the anticipated outcomes of the project will advance the discipline.

**Creative component (optional):** If the project includes a creative component, describe this creative component and the link between this component and the proposed thesis.

**Reference list:** Provide publication details of the literature cited.

## C. RESEARCH PROJECT DETAILS

**Confidential /sensitive information:** If the project involves the collection of confidential or sensitive information, describe how this information will be managed.

**Intellectual property information:** If the project involves intellectual property issues or is related to any arrangements or agreements that may affect the intellectual property arising from the research, describe how this will be managed.

**Fieldwork information:** If the project involves the research outside of UWA, describe how this work will be managed. Indicate when and where the research will be undertaken, whether or not a research visa is required, and how contact will be maintained with supervisor(s) during this period.

**Facilities:** If the project requires any facilities, equipment or resources that are not available at UWA, indicate how these will be accessed.

**Statistical component:** If the project involves statistical analysis, describe how this analysis will be undertaken.

**Skills audit:** If additional skills training is required for the project, outline a strategy to attain these skills.

Determine if skills training is required for the project using the skills audit proforma provided at

<http://www.postgraduate.uwa.edu.au/students/proposals/format/?a=428945>.

**Research project communication:** Provide an overview for communication of the project research. For example, indicate anticipated publication of journal articles, extended abstracts, papers or book chapters and conference, workshop or seminar presentations. If possible, estimate where and when the research communication will occur. Indicate if the thesis is planned to be formatted as a series of papers.

**Approvals:** Please list all the approvals required for the project. For example, UWA approvals are required for use of animals, the participation of human subjects, working with children, genetic manipulation, potentially biohazardous procedures and situations, the use and disposal of potent teratogens and carcinogens, and the use of ionising radiation or other hazardous items.

**Data Management:** Please indicate how the data collected as part of the project will be stored. See

<http://www.is.uwa.edu.au/research/research-data-management-toolkit>

**Research project plan:** Provide a plan of the research project from enrolment to thesis submission. Where appropriate the plan should include time points related to experiments, studies, fieldwork, research communication, statistics courses, lab safety courses, approvals and skills training. A Gantt chart or timeline is the recommended format for this plan. This plan should be most detailed for the first year of candidature and each Annual Progress Report will then update the relevant twelve month period of the plan.

## D. RESEARCH TRAINING

**Research Training Plan:** Provide a plan of research training from enrolment to thesis submission. This plan should include the dates for submission of Research Proposal paperwork, Annual Report paperwork, Confirmation of Candidature paperwork (PhD students only), ACE completion date, planned coursework enrolments (as appropriate) and planned annual leave periods. The plan should also include any proposed research training activities such as attendance at research skills, academic writing or grant writing workshops, or courses planned to develop transferable skills such as career development, project management, commercialization, leadership, communication or public policy training.

**Confirmation of Candidature (PhD candidates only):** In conjunction with supervisors and the school, and using the research project and research training plans, list the designated tasks for Confirmation of Candidature in the table provided on the back of the Research Proposal coversheet. These designated tasks will be used to assess progress in the first year of candidature. Many schools have general confirmation of candidature requirements. (see <http://www.postgraduate.uwa.edu.au/students/candidature/confirmation>).

**Working hours:** The UWA Policy on Graduate Research Training states that students are expected to spend at least 30 hours per week (or equivalent if the candidature is part time) to research higher degree studies. If normal working hours are planned to be less than 30 hours Monday to Friday 9am-5pm then please indicate what they will be.

## E BUDGET

Costs and budget justification: What is the proposed budget for the project? Clearly indicate if funds will be provided by the school or other source(s) such as project grant funding. Include a breakdown of costs, including administrative, research, training and travel costs. The table shown below is the recommended format for the budget. Please indicate if the \$1850 Graduate Research Student Travel Award will be used – this is the only funding that should be attributed to the GRS. Justify the major items listed in the budget including a brief description of the item and how it relates to the project.

Description	Year cost incurred				Source		
	Year 1	Year 2	Year 3	Year X	School(s)	GRS	Other
Administrative costs Item 1 Item X							
Research costs Item 1 Item X							
Training costs Item 1 Item X							
Travel costs Item 1 Item X							
Sub-totals	\$	\$	\$	\$	\$	\$	\$
TOTAL							\$

## F. SUPERVISION

Please provide a list of the proposed supervisors and their percentage contribution to supervision. For each supervisor, include a brief description of their role. Requirements for the nomination and appointment of supervisors can be found at: <http://www.postgraduate.uwa.edu.au/students/policies/supervisor-appointment>.

- There is no limit to the number of supervisors a student may have but it must be possible to ensure that all parties are able to meet regularly and agree on the direction of study and that each supervisor's role in relation to the project and candidature is well defined.
- One of the supervisors must be the Principal Supervisor. This is the supervisor who provides primary academic leadership in the supervision. This person must be research active as defined by the relevant Faculty/School to which they are attached, have research expertise and experience relevant to the area of the student's proposed research and provide evidence of continuing and active involvement in research.
- One of the supervisors must be the Coordinating Supervisor. This supervisor must be a member of UWA staff and is responsible for the overall management of the student's program of candidature and for ensuring that all administrative and reporting requirements of the supervisors are met. The Coordinating Supervisor will receive all correspondence relating to the candidature. The Coordinating Supervisor takes responsibility for communication with and between the other supervisors and, where this person is not also the Principal Supervisor, they will closely coordinate the student's individual research training program with the Principal Supervisor. Supervisors can be both principal and coordinating supervisor. In such cases a Co-supervisor must be appointed.
- A Co-supervisor will have specific expertise that is useful to the student's research program and will be available as an independent person from whom the student may seek advice during the course of the candidature. They will also serve as backup for the Principal and/or Coordinating Supervisor. This person need not be an employee of this University but will be expected otherwise to hold adjunct, emeritus or honorary research fellow status.
- One or more External Supervisors may be appointed. External Supervisors are not employees of the University and they do not hold formal adjunct, emeritus or honorary research fellow status. They will have specific expertise of relevance and use to the student's research program.
- Joint supervision across Schools or from outside the University is permissible. Where a student is jointly enrolled across two Schools (or centres), a Principal and/or Coordinating Supervisor must be appointed from School 1 and a Coordinating Supervisor from School 2.