



# Graduate Research School

## Research Proposal Coversheet for Candidates in Research Higher Degrees

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**This form is for students enrolled in or requesting transfer to a Masters by Research (by thesis) or PhD programmes at UWA.** Please submit the proposal and coversheet, marked "Direct" to the Graduate Research and Scholarships Office, Hackett Hall (M358). The proposal must address the Board's Guidelines (available at <http://www.postgraduate.uwa.edu.au/forms>). **Incomplete proposals will be returned.**

Please retain a copy for your reference. The student, coordinating supervisor and Head of School are required to sign this coversheet where indicated prior to submission to the Board of the Graduate Research School. **The signature indicates that the information contained in the proposal is complete and correct and that all signatories have discussed and agreed on the information.** Please note that if the supervisor information below differs from that previously reported to the Graduate Research and Scholarships Office, records will be updated to reflect these changes.

**You are required to submit TWO (2) copies of the proposal and TWO (2) coversheets.**

### 1. STUDENT INFORMATION

<b>SURNAME:</b>	<b>STUDENT ID:</b>
<b>GIVEN NAMES:</b>	<b>TITLE:</b> (Dr, Ms, Mr, Miss etc)
<b>POSTAL ADDRESS:</b>	<b>Postcode:</b>
<b>TELEPHONE NO:</b>	<b>EMAIL:</b>
<b>SCHOOL:</b>	
<b>DEGREE:</b>	Doctor of Philosophy <input type="checkbox"/> Master of <input type="checkbox"/>

**IT IS A REQUIREMENT THAT YOU FILL OUT THE FIELDS BELOW:**

<p><b>1998 RESEARCH FIELDS, COURSES AND DISCIPLINES (RFCD) CLASSIFICATION CODE/S:</b></p> <p>Details may be found at: - <a href="http://www.abs.gov.au/ausstats/1250030/1330000/1330000.htm">ABS Australian Standard Research Classification 1998</a></p> <p>(Up to 3 codes may be selected. Codes must be from 'disciplines' or 'subjects' level and not from the top 'divisions' level unless selecting "210000 Science - General" or "220000 Social Sciences, Humanities and Arts - General").</p>	<p><b>2008 FIELDS OF RESEARCH (FOR) CLASSIFICATION CODE/S:</b></p> <p>Details may be found at: <a href="http://www.stats.uwa.edu.au/StatsOffice/codes_and_classifications">http://www.stats.uwa.edu.au/StatsOffice/codes_and_classifications</a></p> <p>(Up to 3 codes may be selected. Please select field or group codes that are as specific as possible, not from the top 'division' level).</p>
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1998 CODE/S	%	2008 CODE/S	%

**1998 & 2008 SOCIO-ECONOMIC OBJECTIVE (SEO) CODE/S:**

Details can be found at: - [http://www.stats.uwa.edu.au/StatsOffice/codes\\_and\\_classifications](http://www.stats.uwa.edu.au/StatsOffice/codes_and_classifications)

(Up to 3 codes may be selected. Please select objectives or codes that are as specific as possible)

1998 CODE/S	%	2008 CODE/S	%

**RESEARCH ACTIVITY TYPE:**

The definitions for each type are at: [Australian and New Zealand Standard Research Classification \(ANZSRC\), 2008](http://www.anzsrc.gov.au/)

Pure Basic     Strategic Basic  
 Experimental     Applied

## 2. Supervisor/s Details

**Coordinating:** Is responsible for ensuring that all administrating and reporting requirements of the supervisors are met. This supervisor will receive all correspondence from the Graduate Research and Scholarships Office relating to the student, and is responsible for communication with and between other supervisors. The Coordinating supervisor must be a member of UWA and may also be the sole supervisor.

**Co-supervisor:** Works with the coordinating supervisor in providing research advice in the Discipline.

**External:** Does not hold a UWA appointment eg. Industry, other university.

**SUPERVISOR/S %:** Please estimate your contribution to the supervision – **COMPULSORY**.

Title, First Name, Surname		
UWA School		
Email		
Supervision type	<input type="checkbox"/> Coordinating	%

Title, First Name, Surname		
UWA School or address		
Email		
Supervision type	<input type="checkbox"/> Co-supervisor <span style="margin-left: 150px;"><input type="checkbox"/> External</span>	%

Title, First Name, Surname		
UWA School or address		
Email		
Supervision type	<input type="checkbox"/> Co-supervisor <span style="margin-left: 150px;"><input type="checkbox"/> External</span>	%

Title, First Name, Surname		
UWA School or address		
Email		
Supervision type	<input type="checkbox"/> Co-supervisor <span style="margin-left: 150px;"><input type="checkbox"/> External</span>	%

## 3. FORMAL CONFIRMATION OF CANDIDATURE (FOR PHD STUDENTS ONLY)

PhD students are initially enrolled as conditional candidates for the first year of Full-Time enrolment or equivalent. All PhD students are required to complete designated tasks and meet agreed milestones, negotiated with their supervisors and Head of School/Graduate Research Coordinator, by specified deadlines in order for their ongoing candidature to be confirmed. These tasks are approved by the Graduate Research School as part of the approval of the formal Research Proposal.

Confirmation of candidature occurs 12 months from commencement. The time is extended pro-rata for students who are enrolled part-time for all or part of the first year of candidature.

Please use the form on the last page of this coversheet to set out the agreed tasks and milestones for the first year and the dates for their completion. Attach this to your Proposal as part of Section C.

At the time that your candidature is due to be confirmed you are to resubmit this list, and complete the Confirmation of PhD candidature form found at <http://www.postgraduate.uwa.edu.au/forms> reporting on whether or not each task or milestone was completed within the first twelve months (or full-time equivalent) of candidature. Note: The Confirmation of PhD Candidature due date will be changed only if you have had a suspension within the first twelve months of candidature.

## 4. FURTHER INFORMATION

A Research Proposal (following UWA Research Proposal & Details of Proposed Research Guidelines) must be attached (please tick box to indicate that this is attached)	<input type="checkbox"/>
A Candidature Plan, including a detailed time plan for the first 12 months, must be attached as part of Section C of the Proposal (please tick box to indicate that this is attached)	<input type="checkbox"/>
PhD students must include the list of tasks and milestones for Confirmation of Candidature as part of Section C of the Proposal (please tick box to indicate that this is attached)	<input type="checkbox"/>

<b>ANNUAL COSTS</b>	
What are the anticipated annual costs of this project? <b>(N.B. A figure must be provided)</b>	\$
How much will the School provide?	\$
If necessary, please indicate the source(s) of extra funds:	
<b>FIELD WORK</b>	
Does this project involve <b>field or other work</b> outside the University?	YES/NO
Have you read the Field Work Policy? <a href="http://www.safety.uwa.edu.au/policies/field_work">http://www.safety.uwa.edu.au/policies/field_work</a>	YES/NO
What are the costs of this work?	\$
Does the School undertake to pay the expenses?	YES/NO
If necessary, please indicate the source(s) of extra funds:	
<b>STATISTICAL ADVICE</b>	
If statistical advice is relevant to the proposal, is it available in the School? If not, how will it be obtained?	YES/NO
<b>CRITICAL REVIEW</b>	
The Board of the Graduate Research School seeks confirmation that the proposal has undergone a process of critical review within the School before submission to the Graduate Research School. This review has included:	
(a) Oral presentation/defence at School Seminar	<input type="checkbox"/>
Assessment by the student's Advisory Panel	<input type="checkbox"/>
Assessment by the Graduate Research Coordinator and/or Head of School	<input type="checkbox"/>
Adequate discussion and review by the supervisor	<input type="checkbox"/>
Other (please elaborate)	<input type="checkbox"/>
(b) (i) the candidate's proposal can be carried out with the available funding, facilities and equipment; or	<input type="checkbox"/>
(ii) the necessary funding, facilities and equipment will be made available during the candidature.	<input type="checkbox"/>
<b>CONFIDENTIALITY AND INTELLECTUAL PROPERTY</b>	
Are there confidentiality or intellectual property issues that need to be considered? <b>(If "No" do not complete the next section)</b>	YES/NO
Is there any aspect of the candidate's research that is likely to result in the generation of intellectual property of potential commercial value to the University?	YES/NO
Is there likely to be any restriction on the disclosure of information arising out of the candidate's research or provided to the candidate for example, confidential information or patentable inventions?	YES/NO
Is intellectual property already in existence in the School or the University which is pertinent to this particular project?	YES/NO
<b>If "Yes" to any of the above an Intellectual Property Questionnaire is available at <a href="http://www.postgraduate.uwa.edu.au/forms">http://www.postgraduate.uwa.edu.au/forms</a> is attached.</b>	<input type="checkbox"/>

**5. UNIVERSITY COMMITTEE APPROVALS**

The School certifies that the attached details of the proposed topic and supervision is appropriate and that supervision, equipment, techniques, literature and financial support will be available throughout the candidature. All signatories confirm that they have read "The Code of Good Practice for Graduate Research Supervision".

The School certifies that all necessary approvals in relation to the attached proposal have been/will be obtained from the appropriate **University of Western Australia committees** (see [www.postgraduate.uwa.edu.au/forms?f=145053](http://www.postgraduate.uwa.edu.au/forms?f=145053) for relevant contact details), and that all safety and other training required by law and/or University policy has been completed, prior to commencement of the research. Where an application is pending/deferred, progress on the application **must** be incorporated into the annual progress report.

Does the project involve:	(please circle)	Approval Body	Approval obtained? (please circle)
1. Use of animals?	Yes    No	UWA Animal Ethics Committee	Yes    No    Pending/Deferred    N/A
	UWA Ethics Application/Approval Number:		
2. Involvement of human participants?	Yes    No	UWA Human Research Ethics Committee	Yes    No    Pending/Deferred    N/A
	UWA Ethics Application/Approval Number:		
3. Genetic manipulation?	Yes    No	UWA Biosafety Committee	Yes    No    Pending/Deferred    N/A
4. Potentially hazardous procedures and situations?	Yes    No	UWA Safety Committee	Yes    No    Pending/Deferred    N/A
5. Use and disposal of potent teratogens or carcinogens?	Yes    No	UWA Carcinogenic and Mutagenic Substances Committee	Yes    No    Pending/Deferred    N/A
6. Use of ionising radiation?	Yes    No	UWA Radiation Safety Committee	Yes    No    Pending/Deferred    N/A

Is the student required, by law and/or University policy, to complete any training for the proposed research?

- YES - this has been completed     YES - this will be completed prior to commencement of the research  
 NO - is not required

**6. SIGNATURES - TO BE COMPLETED BY ALL PARTIES**

_____ <b>Student</b>	_____ Date:
_____ <b>Coordinating Supervisor</b>	_____ Date:
_____ <b>Head of School/Graduate Research Coordinator</b>	_____ Date:
_____ <b>Manager of Animal Facilities and Biosafety</b>	_____ Date:

**SCHOOL MANAGERS**  
The current agreed split of completion funds for this student is as follows:

School \_\_\_\_\_ %  
School \_\_\_\_\_ %

School Manager Signature----- --School Manager Signature-----

GRADUATE RESEARCH AND SCHOLARSHIPS OFFICE USE ONLY			
Received	BGRS Member	On:	
<b>Recommendation:</b> <input type="checkbox"/> Research Proposal Approved.		<input type="checkbox"/> Research Proposal not approved <b>AT THIS STAGE.</b> Proposal to be amended as per my attached comments and <b>re-submitted.</b>	
<input type="checkbox"/> Research Proposal approved; candidate to note my comments as attached.		<input type="checkbox"/> Research Proposal <b>NOT APPROVED.</b> See my comments attached.	
Signed: Board member	Date:	Date:	HiDegs Amended Approval Sent

