

Your research proposal represents a formal agreement between you, your supervisors, your advisory panel, your school, and the Graduate Research School about the nature, scope, and approach of your research, rationale for your research, general methods you will use, approvals and training required, timeline for completion, funding for your research, arrangements for your supervision, and tasks you are expected to complete for your candidature to be confirmed at the end of your first year (doctoral candidates only). Your proposal should follow the **Research Proposal Guidelines** and be no more than 15 pages in length. Your proposal must have undergone rigorous review within your school before approval including an **oral presentation to your advisory panel**. The completed coversheet and proposal should be submitted to pghelp@postgraduate.uwa.edu.au

SECTION 1 - STUDENT DETAILS

Student Number	Surname
Given Names	Title
School	Degree
<input type="checkbox"/> My personal details are correct in studentConnect	Note: Your semester address, home address, and emergency contact must be kept up to date: student.sims.uwa.edu.au/connect/webconnect
Student visa expiry date (if applicable)	

If you have held a scholarship in the past 12 months, please complete the following:

Name of scholarship(s)	Scholarship expiry date (dd/mm/yy)
1.	
2.	
3.	

SECTION 2 - RESEARCH CLASSIFICATION (2020 ANZSRC)

What is the classification for your research?

Provide one Type of Activity, up to three Fields of Research, and up to three Socio-Economic Objectives. Include a relative percentage for each 6-digit code.

2.1 Type of Activity

Pure basic research is research carried out for the advancement of knowledge, without seeking long-term economic or social benefits or making any effort to apply the results to practical problems or to transfer the results to sectors responsible for their application

Strategic basic research is experimental and theoretical work undertaken to acquire new knowledge directed into specified broad areas in the expectation of practical discoveries. It provides the broad base of knowledge necessary for the solution of recognised practical problems

Applied research is original investigation undertaken in order to acquire new knowledge. It is, however, directed primarily towards a specific, practical aim or objective

Experimental research is systematic work, drawing on knowledge gained from research and practical experience and producing additional knowledge, which is directed to producing new products or processes or to improving existing products or processes.

2.2 Fields of Research

1.								%
2.								%
3.								%
100%								

2.3 Socio-Economic Objectives

1.								%
2.								%
3.								%
100%								

Note: The Australian and New Zealand Standard Research Classification (ANZSRC) is a set of three related classifications used for the measurement and analysis of research and experimental development (R&D) statistics in Australia and New Zealand.

abs.gov.au/statistics/classifications/australian-and-new-zealand-standard-research-classification-anzsrc/2020

SECTION 3 - SUPERVISION

3.1 Provide the name, role, and percentage contribution of your proposed supervisors

Name (Title, Given Name, Surname)	UWA School	Supervisor Role	100%

Provide a CV for any **new** external supervisors including title, current position, email, and full mailing address (*please attach*)

Supervisor Roles

The **Principal Supervisor** provides primary academic leadership in the supervision.

The **Coordinating Supervisor** takes primary responsibility for the academic management of the student's candidature and ensuring that all administrative and reporting requirements of the supervision are met. This person must be an employee of UWA.

The **Principal and Coordinating Supervisor** provides primary academic leadership in the supervision and takes primary responsibility for the academic management of the student's candidature, ensuring that all administrative and reporting requirements of the supervision are met.

The **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 a backup for the Principal and/or Coordinating Supervisor. This person need not be an employee of UWA but will be expected otherwise to hold adjunct, emeritus, or honorary status.

An **External Supervisor** is a supervisor who is not a member of UWA staff and who does not hold formal adjunct, emeritus, or honorary research fellow status at UWA.

An **External End User Supervisor** is a supervisor who is not a member of UWA staff and who does not hold formal adjunct, emeritus, or honorary research fellow status at UWA, and will directly use or directly benefit from the output, outcome, or results of your research.

A **Research End User Supervisor, adjunct to the University**, is a supervisor who is not a member of UWA staff but does hold formal adjunct, emeritus, or honorary research fellow status at UWA, and will directly use or directly benefit from the output, outcome, or results of your research.

Note: At least two supervisors must be formally appointed. At least one of these supervisors must have previously supervised a higher degree by research student to successful completion and all must be listed on the Register of Supervisors (external supervisors excluded).

The proposed supervision must be meaningful and appropriate in accordance with the provisions outlined in the policy on Graduate Research Training and relevant University rules, regulations, policies, and procedures or will not be approved.

uwa.edu.au/policy/home (Teaching and Research Training > Research Training > Graduate Research Training).

SECTION 4 - ADVISORY PANEL

4.1 The members of my Advisory Panel are:

Name (Title, Given Name, Surname)	UWA School or External Affiliation/Company

Note: From January 2021 all new students are assigned an advisory panel. Advisory panels are convened by the Graduate Research Coordinator (GRC), composed of a least one academic staff member other than the supervisors, and assist and advise the GRC on the review and approval of research proposals, Confirmation of Candidature, candidature progression, thesis submission, and any other matter determined by the GRC. Advisory panels offer expert guidance and support to both students and the supervisory team.

The structure and membership of advisory panels, and their terms of reference, may vary from school to school and may be modified during candidature to cater to specific needs. Supervisors are ex-officio members of the advisory panel and external members (e.g. industry or government) may participate in an advisory panel (**Graduate Research Training Policy**).

SECTION 5 - FACILITIES AND RESOURCES

- 5.1 What are the anticipated **total costs** (excluding stipend) of your research including fieldwork? \$
- 5.2 How much will be funded by the **Graduate Research School**? \$
- 5.3 How much will be funded by your **supervisors/school**? \$
- 5.4 How much will be funded by **external sources**? \$
- 5.5 Is this funding or part of this funding from a **Research End User (REU)**? Yes No
- If YES, provide details

- 5.6 Will you be applying for the **Graduate Research Travel Award**?
postgraduate.uwa.edu.au/students/funding/travel Yes No
- 5.7 Can your research be carried out with the facilities, equipment, and resources currently available? Yes No
- If NO, how will you access the required additional facilities, equipment, or resources?

Note: The Graduate Research School provides \$1,500 for doctoral students each year for three years and \$1,500 for master's by research students each year for two years. A student's school must provide a sufficient level of support to enable a student to complete the agreed program of research and study, including adequate supervision, provision of adequate resources and facilities, appropriate accommodation, and funds for field work or other expenses necessary to the research program (**Graduate Research Training Policy**).

SECTION 6 - INTELLECTUAL PROPERTY

- 6.1 Is your research subject to an obligation to any other party with respect to Intellectual Property that you produce during your research? Yes No
- Such obligations may include confidentiality, the need to seek permission to publish, the requirement to publish, the requirement to provide Intellectual Property, or the assignment of IP rights.
- If YES, provide details

- 6.2 Will a specific contribution of funds, resources, facilities, or apparatus administered by UWA, which is designated for the purpose of creating Intellectual Property, be made available to you for your research? Yes No
- If YES, then agreement must be reached with you as the recipient of those resources as to the ownership of any resulting Intellectual Property and that agreement must be in writing.
- If YES, is there a **written agreement** to this effect? Yes No
- If YES, are you a signatory to this agreement (*please attach*)? Yes No
- If NO, have you signed a **Student Deed Poll** to assign your IP to UWA (*please attach*)? Yes No
- postgraduate.uwa.edu.au/students/forms

Note: You do not need to attach the signed written agreement or Student Deed Poll if previously provided to the Graduate Research School. Unless the student has agreed in writing to assign Intellectual Property to others, the student owns Intellectual Property created by that student. A student always owns copyright in a thesis. Students invited to participate in teaching, work experience, and other collaborations with external parties will be subject to the policies and contractual obligations of that collaboration which may require as a condition of participation, confidentiality undertakings and assignment of Intellectual Property rights.

uwa.edu.au/policy/home (Code of Conduct > Communication and Official Information > **Intellectual Property Policy**).

SECTION 7 - APPROVALS

- 7.1 Does your research involve the use of **animals**? Yes No
- If YES, do you have approval from the UWA Animal Ethics Committee (*please attach*)? Yes No
- If NO, when will you apply for approval?
- 7.2 Does your research involve **genetic manipulation**? Yes No

If YES, do you have approval from the UWA Biosafety Committee (*please attach*)? Yes No

If NO, when will you apply for approval?

7.3 Does your research involve the use and disposal of **potent teratogens or carcinogens**? Yes No

If YES, do you have approval from the UWA Carcinogenic and Mutagenic Substances Committee (*please attach*)? Yes No

If NO, when will you apply for approval?

7.4 Does your research involve **human participants** or their data? Yes No

If YES, do you have approval from the UWA Human Research Ethics Committee (*please attach*)? Yes No

If NO, when will you apply for approval?

7.5 Does your research involve the use of **ionising radiation**? Yes No

If YES, do you have approval from the UWA Radiation Safety Committee (*please attach*)? Yes No

If NO, when will you apply for approval?

7.6 Does your research involve any **other** approvals? Yes No

If YES, provide details

Note: Advisory panels and supervisors must ensure that all necessary approvals from University ethics and other committees have been obtained prior to the student commencing any research that requires specific approval (**Graduate Research Training Policy**).

SECTION 8 - FIELDWORK

8.1 Does your research involve fieldwork or other **off-campus activities**? Yes No

safety.uwa.edu.au/topics/off-campus

If YES, is your fieldwork or other off-campus activities hosted by a **Research End User (REU)**? Yes No

If YES, provide details

8.2 Does your research involve working or studying overseas? Yes No

If YES, have you read the **working overseas guidelines**? Yes No

safety.uwa.edu.au/topics/off-campus/working-overseas

8.3 Does your research involve fieldwork in rural and remote locations? Yes No

If YES, have you read the **fieldwork in rural and remote areas** procedures? Yes No

safety.uwa.edu.au/topics/off-campus/field-work-remote

SECTION 9 - TRAINING AND DEVELOPMENT

9.1 Have you completed the **UWA Health and Safety Induction**? Yes No

safety.uwa.edu.au/induction-and-training/online-health-and-safety-induction-for-students

lms.uwa.edu.au/webapps/blackboard/content/listContentEditable.jsp?content_id=498473_1&course_id=25325_1

9.2 Have you completed the **Diagnostic English Language Needs Assessment (DELNA)**? Yes No

postgraduate.uwa.edu.au/students/delna

9.3 Have you completed the **Academic Conduct and Research Integrity (ACRI)** unit? Yes No

postgraduate.uwa.edu.au/students/resources/online-resources

9.4 Does your research involve laboratory work? Yes No

If YES, have you completed the **Laboratory Safety Course**? Yes No

safety.uwa.edu.au/induction-and-training/courses/laboratory-safety

9.5 Does your research involve **statistical analysis**? Yes No

If YES, is advice and support available in your school? Yes No

If NO, how will you access advice and support?

9.6 Does your research involve enrolment in specified **coursework units**? Yes No

If YES, provide details

9.7 Are you required to complete any **additional training** for your research? Yes No

If YES, provide details

SECTION 10 - RESEARCH INTEGRITY

10.1 Have you read the **course rules** for your degree and the required content and format of your thesis?
handbooks.uwa.edu.au/ Yes No

10.2 Good authorship practice is expected of all individuals at UWA. Have you read the **Authorship and Authorship Disputes Procedure**?
uwa.edu.au/policy/home > Code of Conduct > Integrity > Research Integrity > **Authorship and Authorship Disputes Procedure** Yes No

10.3 Will your thesis be formatted as a **series of papers**?
postgraduate.uwa.edu.au/students/thesis/series Yes No

If YES, have you discussed and completed a **Statement of Authorship Form** for publications expected to arise from the research?
research.uwa.edu.au/staff/research-policy/?a=554227 Yes No

10.4 Have you or your supervisors provided the Graduate Research School with a copy of all **confidentiality agreements, research agreements, memoranda of understanding, and memoranda of agreement** in relation to your research project?
uwa.edu.au/policy/home (Code of Conduct > Integrity > Research Integrity > **Research Integrity Policy**).

SECTION 11 - ISSUES RELATED TO COVID-19

11.1 Could your research be materially adversely impacted by the COVID-19 pandemic and associated restrictions? Yes No

If YES, explain how and the steps you and your supervisors will take to mitigate these problems.

Note: If you or your supervisors are working remotely and have not submitted a Remote Supervision Plan, please attach
postgraduate.uwa.edu.au/staff/supervisors/supervisors/plan-for-extended-periods-of-absence

SECTION 12 - RESEARCH PROPOSAL GUIDELINES

Section A. Project Title and Summary

- (a) Provide a short descriptive title of no more than 150 characters (approximately 20 words).
- (b) Provide a brief summary of your research project in 250 words or less.

Section B. Research Project Outline

- (a) Describe the aim(s) and background of the project, briefly reviewing the literature relevant to the 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 you will use. Justify these with reference to the literature and indicate how the literature has been systematically reviewed to ensure the proposed research does not reproduce previous research. Describe how the anticipated outcomes of the project will advance the discipline.
- (b) Creative component (optional): If the project includes a creative component, describe this creative component and the link between this component and the proposed thesis.
- (c) Reference list: Provide publication details of the literature cited.

Section C. Research Project Details

- (a) Intellectual Property: If your research is subject to an obligation to any other party with respect to Intellectual Property that you produce during your research, describe how that obligation will be managed.
- (b) Approvals: List all necessary approvals from University ethics and other committees and when approvals will be obtained.
- (c) Fieldwork: When and where will any fieldwork or other off-campus activities be undertaken? Is a research visa, site permit, or other permits required? How will communication with supervisors be maintained during periods off campus?
- (d) Research outputs: How do you anticipate communicating your research and when? Do you intend to publish your research as journal articles, extended abstracts, papers, or book chapters or present your research at specific conferences, workshops, or seminars?
- (e) Data management: Use the **Research Data Management Toolkit** to develop a research data management plan. Will your research data be stored in the UWA Institutional Research Data Store (IRDS) or equivalent approved research data store?

guides.library.uwa.edu.au/RDMtoolkit

Section D. Training and Development

- (a) Skills audit: Use the **UWA Researcher Training Framework** (RTF) to identify the specific and transferable skills and attributes relevant to your research project and career aspirations.
- (b) Research development strategy: How will you develop these skills and attributes? What training and development will you undertake?

postgraduate.uwa.edu.au/researcher-training-framework

Section E. Candidature Summary Plan

Provide a timeline of your research project, including training and development, from enrolment to thesis submission. The plan should allocate time for approvals, experiments, fieldwork, coursework, professional development, and research outputs. A Gantt chart or timeline is the recommended format for this plan.

Section F. Budget

What is the proposed budget for your research project, including training and development? Include a brief description and justification for major items and how these relate to your research or development. The total must equal that in your Research Proposal Coversheet.

Description		Year cost incurred				Source		
		Year 1	Year 2	Year 3	Year 4	GRS	School	Other
Administrative costs	Item 1 Item 2							
Research costs	Item 1 Item 2							
Training costs	Item 1 Item 2							
Travel costs	Item 1 Item 2							
Subtotals		\$	\$	\$	\$	\$	\$	\$
TOTAL								\$

Section G. Supervision

Provide a list of the proposed supervisor and their percentage contribution to your supervision. For each supervisor, include a brief description of their role. For example:

Principal and Coordinating Supervisor: XXXX (70%): Meetings every two weeks. Review of research progress at each meeting. Will provide feedback on drafts of each chapter as completed and one review of the final thesis. As co-ordinating supervisor, XXXX will be responsible for ensuring all administration and reporting requirements from the supervisors are met, will receive all correspondence from the Graduate Research School relating to the candidature, and is responsible for all communication with and between the supervisors.

Co-supervisor: XXXX (30%): Meetings every second month with student and principal supervisor. Area of expertise is in ZZZZ and will provide advice regarding this component of the project. Will provide one review of the final thesis.

DESIGNATED TASKS FOR CONFIRMATION OF CANDIDATURE (DOCTORAL CANDIDATES ONLY)

Doctoral candidates are enrolled conditionally for the first year (full time equivalent). **Confirmation of candidature** at the end of the first year is subject to the student completing certain agreed tasks within an agreed timeline.

The tasks to be completed by the student and the timeline within which they are to be completed must be agreed in writing by the student, their supervisors, and relevant school and require approval of the of Board of the Graduate Research School.

If the student completes all agreed tasks satisfactorily by the agreed time, candidature is confirmed by the Board. If the student does not complete all agreed tasks satisfactorily and by the agreed time, candidature is terminated by the Board unless the student is granted an extension of time or has been permitted to downgrade to the master's degree by research.

Outline your agreed tasks and agreed timeline

Designated Tasks (for the first year FTE of enrolment only)

Due Date (dd/mm/yy)

Compulsory: Diagnostic English Language Needs Assessment (DELNA)

Compulsory: Academic Conduct and Research Integrity (ACRI9000)

Compulsory: Oral presentation to advisory panel

Compulsory: Substantial piece of writing at the appropriate conceptual level in addition to the research proposal e.g. a draft chapter, literature review, or paper (*provide details*)

Compulsory: All necessary approvals from University ethics and other committees obtained prior to commencing any research that requires specific approval (*provide details*)

Confirmation of Candidature due date (dd/mm/yy)

Note: A Confirmation of Candidature due date must be recommended by the School for all transferring or upgrading students.

SECTION 13 - ENDORSEMENT BY STUDENT

I confirm that the information I have provided is true and correct

Signature of student

Date (dd/mm/yy)

SECTION 14 - SCHOOL REVIEW (TO BE COMPLETED BY THE GRADUATE RESEARCH COORDINATOR)

- 14.1** The Research Proposal is the student's own work and is a genuine reflection of the student's capabilities and the student and supervisor's intentions for the candidature Yes No
- 14.2** The research project as described in the attached proposal is appropriate for the degree in which the student is enrolled and can be completed within the available timeframe Yes No
- 14.3** The supervision arrangements accord with UWA policy, including that there is genuine co-supervision, and there is a reasonable expectation that appropriate supervision will be available throughout the candidature Yes No
- 14.4** Equipment and resources required for the project are available and are not dependent on future grant success Yes No
- 14.5** All necessary approvals from University ethics and other committees have been obtained OR there is a clear plan for this to be completed prior to the student commencing any research that requires specific approval Yes No
- 14.6** All safety and other training required by law or University policy has been completed OR there is a clear plan for this to be completed prior to the student commencing any research Yes No
- 14.7** An audit has been conducted of the student's skills and requirements for development, and the Researcher Development Plan attached appropriately addresses these requirements Yes No
- 14.8** All signatories have read the policy on **Graduate Research Training** and are aware of their obligations in relevant University rules, regulations, policies, and procedures Yes No
- 14.9** The University may submit this proposal to text matching detection service at its discretion Yes No
- 14.10** The Designated Tasks for Confirmation of Candidature (Doctoral Candidates Only) are appropriate in level and scope and will provide a reasonable and objective measure at the end of the first year (FTE) of enrolment as to whether the student's ongoing candidature should be confirmed Yes No

The Research Proposal has undergone rigorous review within the School including an oral presentation or defence and is:

- Approved
- Provisionally approved subject to notification of necessary approvals from University ethics and/or other committees
- Referred to the Graduate Research School for further review (*provide comments*)
- Not approved

SECTION 15 - COORDINATING SUPERVISOR AND GRADUATE RESEARCH COORDINATOR APPROVAL

Signature of Coordinating Supervisor

Date (dd/mm/yy)

Name

Signature of Graduate Research Coordinator

Date (dd/mm/yy)

Name

Comments

SECTION 16 - JOINT SCHOOL APPROVAL (IF APPLICABLE)

Signature of Coordinating Supervisor

Date (dd/mm/yy)

Name

Signature of Graduate Research Coordinator

Date (dd/mm/yy)

Name

Comments

SECTION 17 - ATTRIBUTION OF COMPLETION (IF APPLICABLE)

Complete this section to attribute the completion other than according to the school of enrolment

School: %

School: %

SECTION 18 - GRS USE ONLY

Approved

Provisionally approved

Revise and resubmit

Not approved

Comments