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|  <p>THE UNIVERSITY OF<br/><b>WESTERN AUSTRALIA</b></p> | <p><b>Graduate Research School</b><br/><b>RESEARCH PROPOSAL GUIDELINES</b><br/><b>for HIGHER DEGREE RESEARCH STUDENTS</b></p> | <p><b>RP-G</b></p> |
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- When you have completed this form and your proposal according to the instructions below and it has been endorsed by your supervisors and Graduate Research Coordinator please submit it via email to [PGhelp@uwa.edu.au](mailto:PGhelp@uwa.edu.au). Hard copies will not be accepted.
- 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 (the task list forms part of Research Proposal Coversheet), 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 must submit the completed and fully-signed cover sheet and their research proposal to [pghelp@postgraduate.uwa.edu.au](mailto:pghelp@postgraduate.uwa.edu.au). If you have not completed each section (PhD students MUST complete the Designated Task list) and secured the signature of the Coordinating Supervisor and the signature of the Graduate Research Coordinator (full list of GRC's at <https://www.postgraduate.uwa.edu.au/contact/coordinators>) all documents will be returned.
- The proposal should address the Research Proposal Guidelines as outlined below.
- 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 the completed and fully-signed cover sheet and their research proposal to [pghelp@postgraduate.uwa.edu.au](mailto:pghelp@postgraduate.uwa.edu.au). (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 the completed and fully-signed cover sheet and their research proposal to [pghelp@postgraduate.uwa.edu.au](mailto:pghelp@postgraduate.uwa.edu.au) with the 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 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. Please submit a copy of all available UWA Human Research Ethics Committee (HREC) and UWA Animal Ethics Committee (AEC) approval letters or emails. This includes UWA HREC and UWA AEC correspondence pertaining to ethics approvals granted by external institutions (including centres and hospitals) or exemption notifications.

**Data Management:** Please indicate how the data collected as part of the project will be stored. See <http://www.library.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. If your progress has been or may be, or will be affected by issues related to COVID-19, please account for the impact of COVID-19 in your project 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 (doctoral 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:** Students are expected to be available for supervision and contact during normal working hours. Full-time students must spend at least 30 hours per week engaged on their research. If your working hours are planned to be other than 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. The total listed below must equal that stated in the Coversheet.

| Description                              | Year cost incurred |        |        |        | Source    |     |       |
|--|--------------------|--------|--------|--------|-----------|-----|-------|
|  | Year 1             | Year 2 | Year 3 | Year X | School(s) | GRS | Other |
| Administrative costs<br>Item 1<br>Item X |                    |        |        |        |           |     |       |
| Research costs<br>Item 1<br>Item X       |                    |        |        |        |           |     |       |
| Training costs<br>Item 1<br>Item X       |                    |        |        |        |           |     |       |
| Travel costs<br>Item 1<br>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. Please find below the requirements for the nomination and appointment of supervisors, as outlined in the [Graduate Research Training Policy](#).