



Graduate Research School
RESEARCH PROPOSAL GUIDELINES
for HIGHER DEGREE by RESEARCH (HDR) STUDENTS

- When you have completed this form and your proposal according to the instructions below and they have undergone formal review in your school and been endorsed by your supervisors and Graduate Research Coordinator please submit both via email to pghelp@postgraduate.uwa.edu.au. The Graduate Research School will update your Research Proposal milestone to “Achieved” as of the date your approved proposal is received. The Graduate Research School will also lodge the form and proposal on your student file. However, you should retain copies for your own records.
- All HDR students are required to submit a Research Proposal to the Graduate Research School by the date advised on your Confirmation of Enrolment letter and on [studentConnect](#). This is a formal academic requirement and deadline. You will need to plan ahead and allow time to meet the requirements of your school so that you can submit your approved proposal to the Graduate Research School by the deadline.
- All new doctoral students are 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, according to appropriate standards and by specified times, in order for ongoing candidature to be confirmed. The Confirmation of Candidature task list is negotiated with supervisors and Graduate Research Coordinator and approved as part of the approval of the Research Proposal.
- The proposal must address the Research Proposal Guidelines as outlined below.
- Students must 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 an educated reviewer outside the immediate discipline.
- Students applying to transfer (upgrade) from a Masters program at UWA to the PhD should complete the Application to Upgrade Form and submit it to the Graduate Research School with the completed and approved cover sheet and research proposal to pghelp@postgraduate.uwa.edu.au
- Prospective students applying to enter an HDR at UWA on the basis of an incomplete HDR from another institution should submit the completed cover sheet and research proposal along with the other application material to applications-grs@uwa.edu.au

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 OUTLINE

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

Intellectual Property and Confidentiality

Intellectual Property (IP) is essentially any knowledge you create, regardless of its commercial value. It includes, but is not limited to, ideas, text, images, code, inventions. If there are expectations or requirements related to Intellectual Property that you produce, for example requirements to publish your work, keep some aspect of your work confidential, seek permission before you publish your work, provide data/IP to external parties or assign your IP, describe how this will be managed.

Confidentiality may be required for commercial reasons, sensitivity of research data or someone else's IP: If the project involves the collection or use of confidential or sensitive information, describe how the issues of confidentiality or sensitivity will be managed.

Fieldwork

If the project involves research outside a controlled environment such as an office or laboratory at UWA, describe how this work will be managed. Indicate when and where the research will be undertaken, whether or not a research visa, site permit or other permits are required, and how contact will be maintained with supervisors during periods off campus.

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 whether the thesis is planned to be formatted as a series of papers.

Approvals

Please list all the approvals required for the project and whether or not they have already been obtained. For example, UWA approvals are required for use of animals, participation of human subjects or use of human data, working with children, genetic manipulation, potentially biohazardous procedures and situations, use and disposal of potent teratogens and carcinogens, and use of ionising radiation or other hazardous items. UWA approval is required even if approval has been obtained from an external or affiliated authority. In some cases UWA recognition of an external approval is sufficient, but this must be obtained formally, via appropriate channels. Please attach a copy of all available UWA Human Research Ethics Committee (HREC), UWA Animal Ethics Committee (AEC) and other approval letters or emails. This includes UWA HREC and UWA AEC correspondence pertaining to ethics approvals granted by external institutions (including centres and hospitals) and exemption notifications. Failure to obtain appropriate UWA approval prior to commencement of work will prevent inclusion of the work in your thesis and may jeopardise your candidature.

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>

D. RESEARCHER TRAINING and DEVELOPMENT

What specific and transferable skill development will you undertake during your enrolment?

Use the skills audit proforma at <http://www.postgraduate.uwa.edu.au/students/proposals/format/?a=428945> to determine what training and development you may require: (1) for successful completion of your research project; and (2) for your ongoing career.

Outline your plan for training and development from enrolment to thesis submission. This plan should include the dates for submission of Research Proposal, Annual Reports, Confirmation of Candidature (for doctoral students) ACE completion date, planned enrolment in coursework units and development workshops, industry and other external placements, any other research end user engagement activities and planned annual leave periods. The plan should include any proposed research training activities, formal and informal, such as 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: Unless alternative arrangements, for example external enrolment, have been approved, students are expected to be available for on-campus 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 CANDIDATURE SUMMARY PLAN

Provide a summary plan of your candidature, including research project and training and development, 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 this in your project plan.

F BUDGET

What is the proposed budget for your research project and planned training and development? 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 your project or development. The total list in the body of the proposal 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 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							\$

G. SUPERVISION

Please provide a list of your supervisors and their percentage contribution to supervision. For each supervisor, include a brief description of their role. If your ongoing supervision arrangements are to be different than those approved at your enrolment, you will need to apply formally to the Graduate Research School for a change of supervision using the relevant GRS online form via [studentConnect](#).

H. REVIEW

The University requires that your proposal is reviewed rigorously by your school. This review will require you to give an oral presentation of your work. Please ensure that you allow sufficient time for your proposal to be reviewed by your school prior to the date it is due to be submitted to the Graduate Research School.

