

# PRELIMINARY PROJECT PROPOSAL FORM FOR ADMISSION TO A HIGHER DEGREE BY RESEARCH



This form should be completed in consultation with your proposed Advisors for your research project.

***This form will need to be signed by both your proposed Advisors and the Head of School*** in which you wish to undertake the project. You will be required to attach this form to your Application for Admission and Scholarship. The development of the draft proposal should be undertaken after the [Expression of Interest](#) process to ensure that you and your Advisors have checked that you are eligible for the degree that you are applying for.

**Sections 1-4: Applicant and Advisors to complete**

**Section 5: Advisors to complete**

**Section 6: Head of School or ADTR/ADRE to complete**

**Please Note:** This form does NOT constitute an Application for Admission and the preliminary agreement by the Advisors and Head of School does NOT constitute approval for entry to the degree, or an offer for admission. A full Application for Admission and Scholarship must be submitted by all applicants.

## 1. Applicant details

First / Given Name:

Surname/Family Name:

Degree for which admission sought (e.g. PhD):

School:

Primary Advisor:

Secondary Advisor:

Proposed start date (month and year):

## 2. Project details

The applicant and their proposed Advisors should develop the Preliminary Project Proposal together to ensure that the project is achievable, will be appropriately supported and is appropriate to the candidate and level of the degree applied for.

**Project Title** (should be clear, concise and easily understood):

**Research Question (s)** (should make clear the hypotheses/aims of the research):

**Brief description of the research project (maximum 100 words)** (Should provide an easily understood summary of what the project will entail and the expected outcomes):

**Background and Significance of Research Question (maximum 500 words)** (Should identify the gap in current knowledge that this project will address, provide a context for the project, particularly in relation to research in the area and explain why this new knowledge will be important):

**Methods and Techniques (maximum 500 words, linked explicitly to research question)** (Should outline the design of the research project and how it will allow the research question to be answered, what methodologies will be used and how the data will be analysed):

**Specialist Infrastructure or Access Requirements (if any)** (Should specify and specialist equipment required, such as access to a scanning electron microscope, a boat for aquatic study sites, access to patients, specialized IT equipment or software):

If you are applying for a degree within the [Faculty of Medicine, Health and Molecular Sciences](#), are you applying for a place in the Doctoral Cohort Studies Program?

Yes

No

### 3. Proposed Project Timeframe

A research degree candidature has strict deadlines in place for the completion of required milestones. This requires a plan for how each milestone will be worked towards and achieved within the timeframe specified. Please indicate below the activities, such as reviewing literature and data collection that will be undertaken for each period of candidature, taking into account the necessary milestones.

Degree & Attendance	Duration of Degree	Confirmation of Candidature	Mid-Candidature Review	Pre-Completion Evaluation	Thesis submission
Doctoral FT	4 years	Within first 6 months	At 18 months	Within 6 months of submission (all degrees)	At the end of 4 years
Doctoral PT	8 years	Within first 12 months	At 3 years		At the end of 8 years
Masters FT	2 years	Within first 4 months	At 12 months		At the end of 2 years
Masters PT	4 years	Within first 8 months	At 2 years		At the end of 4 years

Timeframe (Year/s)	Activities (e.g. Confirmation of Candidature, literature review, field work, publishing)

#### 4. Proposed Project Budget

It is very important that the funds required for your project are available from the outset or can be guaranteed. Work with your proposed Advisors to estimate approximate total project costs across all years of project to nearest \$500 per item. Do not include cost of conference attendance or thesis preparation *per se*. You do not need to list items that are already available from the School that will not incur any costs, e.g. use of lab space.

	<b>Items</b> <i>Description, cost and number. Please list the items required for each category</i>	<b>Total cost</b> <i>Items required x number of items required</i>	<b>Justification for requirement</b>	<b>Source of funds</b> <i>e.g. School funds, advisor funds</i>
<b>Equipment</b> <i>(items that will cost a total of \$1,000 AUD or more)</i>	<i>Example only: Mosquito traps (\$150 each x 20)</i>	<i>\$3,000 AUD</i>	<i>Required to capture mosquitos for study</i>	<i>Advisor's grant funds</i>
<b>Travel</b>				
<b>Consumables</b> <i>(items that will cost less than \$1,000 AUD)</i>				
<b>Other</b> <i>(specialist training, travel medical costs, fieldwork costs)</i>				

Notes about proposed Project Budget (if any):

## 5. Advisor Preliminary Agreement (Advisors to complete)

The following list provides areas that should be discussed prior to the candidate formally applying for entry to the degree. The Advisors should tick the below once discussed and provide any comments in the space provided below. It is expected that each of these areas will be discussed prior to application.

- Eligibility for the degree being applied for
- Sufficient research experience / expertise for the degree and proposed project
- A reasonable project proposal (appropriate to funding, ability and timeframe)
- The timeframe for the project and if studying full time or part time (and if part time what other responsibilities are being undertaken)
- The infrastructure and resources for the project will be available through JCU or other confirmed sources
- A budget for the proposed project
- Funding for the project
- Applications for scholarships or other funding
- Advisory panel of at least two Advisors on the JCU Register of Advisors
- The candidates personal circumstances are conducive to successfully undertaking the degree
- The candidate has met, or plans to meet the English Language Requirements (where applicable)
- What further training (if any) would be required

Further comments:

Please indicate the nature of your discussions with this applicant (e.g. phone, face-to-face, Skype):

In signing this form, as the potential advisors for this candidate, having discussed the above, we are satisfied that this candidate is sufficiently prepared to submit a formal application for admission to a research degree and that should the application be successful I agree to be an Advisor for the degree and project detailed in this form.

### Proposed Primary Advisor:

Name:

Signature:

Date:

### Proposed Secondary Advisor:

Name:

Signature:

Date:

## 6. Head of School Preliminary Agreement (Head of School or their nominee to complete)

Given the information that has been provided, I support the submission of a formal application by this candidate. I agree that the candidate appears to:

- Have a reasonable project which is immediately fundable either through School funds or other identified funding; and
- Have at least two eligible Advisors who are willing and able to supervise the candidate and project

Name:

Signature:

Date:

*Please note in the case where the candidate will be supervised by Advisors from two different Schools this form should be signed by the Head of School, or nominee, from both Schools (see below). An agreement for the division of the support and funding of the student should also be completed by both Schools by the time of enrolment of the candidate.*

**Endorsement by second Head of School:**

Name:

Signature:

Date:

**This form must be submitted by the applicant as part of the online application for candidature.**