

HIGHER DEGREE RESEARCH CANDIDATE RESEARCH PLAN

This Research Plan template is for Higher Degree by Research candidates and supervisors to use to keep track and to provide a record of progress. It can be used collaboratively to identify and monitor compulsory and personally identified milestones. The information provided in this form will be kept by the Graduate School and Supervisory and Confirmation of Candidature panel members and the Research committee may be given access to it. The CRP aims to facilitate a shared understanding of the research journey and should be updated to document the research activities planned and achieved, relevant objectives agreed in supervision, and be submitted with the six-monthly progress reports, or as required.

Candidate Details

Name: _____ Date: _____
Commencement Date: _____ Expected Completion Date: _____
Current Enrollment: Full-time Part-time Program: _____
Email: _____ Student Number: _____

Supervisor Details

Primary Supervisor: _____ Email: _____
Associate Supervisor: _____ Email: _____
Associate Supervisor: _____ Email: _____

Project Details

Research Project title: _____
Brief Description / Abstract (250 words)

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Mapping your Research Journey:

1. Ensure your milestone plan with realistic timelines and objectives is always current
2. Identify milestones that have been achieved in last 6-12 months
3. Identify milestones that candidate is/will be working towards in next 6-12 months
4. Identify your candidate- supervisory panel communication plan:
 - How often are you meeting
 - Who organises the meetings
 - Where / How are you meeting

Research Activity Budget*:

*Your Research Activity Budget becomes active only after you successfully complete your Confirmation of Candidature and your proposed budget is approved by Research Committee.

In the budget section you can record any reasonable research activity related expenses you plan to incur to complete your research. Budgets for research activity are capped so together with your supervisors you may need to discuss access to external funds if you wish to extend the scale of your work. However, your planned research outcome must still be realistically achievable within the Institute's capped budget.

Please be prepared to submit quotes, &/or vendor forms, &/or or invoices, &/or receipts in a timely way as you progress against your planned research activities and milestones.

- DO include cost of travel – and indicate where and when and how you intend to travel. This should also show in your research plan and timeline.
- DO include specific costs such as translation, interpreting services, transcription costs, fees for room hire, sundry expenses related to research interview or data collection fees, printed media (excluding final bound thesis)

*Payment or repayment for expenses incurred outside the agreed budget cannot be met, and the Institute requires at least three weeks to process agreed payments.

*Travel bookings must be submitted at least 10 days prior to requested travel dates. Travel is approved against agreed research activities that are included in your Research Plan and Progress Reporting, and which occur after Confirmation of Candidature.

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| Compulsory Milestones | Timeline [Year] | Semester [1 or 2] | Completed/Underway/Planned |
|--|-----------------|-------------------|----------------------------|
| 1. Confirmation of Candidature | | | |
| 2. Batchelor Ethics Advisory Committee | | | |
| 3. Human Research Ethics Application | | | |
| 4. Masterclass presentation/s | | | |
| 5. Public presentation/s | | | |
| 6. Completion Seminar | | | |
| 7. Prepare to submit to Examination | | | |
| 8. Submit to examination | | | |
| 9. Finalise for Degree Award | | | |
| 10. Graduate | | | |

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Proposed Budget: Fill in or create additional document and submit if more space or detail required. Submitting this budget does not guarantee the funds requested until approved by Research Committee after Confirmation of Candidature.

| Travel Date | From | To | Purpose | Cost |
|-------------|------|----|---------|------|
|-------------|------|----|---------|------|

1.

2.

3.

4.

| Cultural Specialist | Purpose | Cost |
|---------------------|---------|------|
|---------------------|---------|------|

| Language Specialist | Purpose | Cost |
|---------------------|---------|------|
|---------------------|---------|------|

| Other Specialist | Purpose | Cost |
|------------------|---------|------|
|------------------|---------|------|

| Venue Hire Date | Place | Purpose | Cost |
|-----------------|-------|---------|------|
|-----------------|-------|---------|------|

| Refreshment / Sundries | Activity | Cost |
|------------------------|----------|------|
|------------------------|----------|------|

| Specialist Equipment / Service Type | Purpose | Cost |
|-------------------------------------|---------|------|
|-------------------------------------|---------|------|

Total of all Costs requested (rational, timeline and amount)