**Higher Degree by Research Project Proposal**

*Candidates to complete the proposed research project description with their supervisors and upload in the “Upload Documents” section of the Online Application system (start the registration process).*

*Please scan the final signature page and upload online.*

*Have an RCSI supervisor with whom you have agreed the topic of your thesis and the logistical details for your candidature (e.g. start date, location for initial research training etc.).*

*To avoid delays to your application, please ensure that all sections are completed.*

|  |  |
| --- | --- |
| **Name of Applicant** |  |
| **Applicant Email** |  |
| **ORCID ID[[1]](#footnote-2)** |  |

|  |  |
| --- | --- |
| **Project title** |  |
| **Keywords** |  |
| **Research Theme** | Choose an item. |

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| **Primary Supervisor** | **Name** | |  | |
| **Complete this section if new to RCSI’s Academic Review Comm. (ARC) process** | **RCSI Dept.** | Choose an item. | |
| **If other** |  | |
| **RCSI staff title** | Choose an item. | |
| **Email** |  | |
| **Phone no.** |  | |
| **Experience relevant to this project** |  | |
| **3 relevant papers by this supervisor** | 1 |  |
| 2 |  |
| 3 |  |
| **Co-Supervisor 2**  *(compulsory, all PGR scholars must have at least* ***two*** *supervisors)* | **Name** | |  | |
| **Complete this section if new to RCSI’s Academic Review Comm. (ARC) process** | **RCSI Dept.** | Choose an item. | |
| **If other** |  | |
| **RCSI staff title** | Choose an item. | |
| **Email** |  | |
| **Phone no.** |  | |
| **Experience relevant to this project** |  | |
| **3 relevant papers by this supervisor** | 1 |  |
| 2 |  |
| 3 |  |
| **Co-Supervisor 3**  *(optional)* | **Name** | |  | |
| **Complete this section if new to RCSI’s Academic Review Comm. (ARC) process** | **RCSI Dept.** | Choose an item. | |
| **If other** |  | |
| **RCSI staff title** | Choose an item. | |
| **Email** |  | |
| **Phone no.** |  | |
| **Experience relevant to this project** |  | |
| **3 relevant papers by this supervisor** | 1 |  |
| 2 |  |
| 3 |  |
| **Co-Supervisor 4**  *(optional)* | **Name** | |  | |
| **Complete this section if new to RCSI’s Academic Review Comm. (ARC) process** | **RCSI Dept.** | Choose an item. | |
| **If other** |  | |
| **RCSI staff title** | Choose an item. | |
| **Email** |  | |
| **Phone no.** |  | |
| **Experience relevant to this project** |  | |
| **3 relevant papers by this supervisor** | 1 |  |
| 2 |  |
| 3 |  |

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| **Location** | (where research will be carried out) | |
| **Degree to be undertaken** | **Course type** | Choose an item. |
| **Enrolment** | Full-time  Part-time |
| **Start date** |  |
| **Please choose one of the following:**  Are you in receipt of a grant  Are you a Clinical Educator  Is an Embassy sponsoring your studies?  Are you funding the course yourself?  If none of the above, please provide name of sponsoring organisation / Department. | | |

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| **Peer review** | Was the specific project described here previously peer reviewed?  *Please specify if the project is part of a larger programme that was peer-reviewed* | | | Yes - peer reviewed funding  Yes - peer reviewed larger programme  No - non-peer reviewed funding  No - self funded |
| **Agreements** | Is this part of a multi-centre study? | | | Yes  No |
| Is an industry collaborator involved? | | | Yes  No |
| Have agreements been signed? | | | Yes  No  N/A |
| Do the agreements allow publication? | | | Yes  No  N/A |
| **Aims** | **1** |  | | |
| **2** |  | | |
| **3** |  | | |
| **4** |  | | |
| **Ethical Approval** | Have you Applied for Ethical Approval from RCSI Research Ethics Committee with regard to your research project? | | Yes - have REC number  Yes - waiting for REC number  Not yet - planning to apply  No - no ethical issues | |
| **Yes.** *REC approval number* | |  | |
| **No**. *Please explain why not* | |  | |
| **NFQ level indicators**  (see Appendix for details) | Briefly elaborate how this proposed project aligns with the [QQI](http://www.qqi.ie/Pages/National-Framework-of-Qualifications-(NFQ).aspx) [NFQ level indicators](https://www.qqi.ie/Downloads/Understanding%20the%20NFQ%20-%20Interative%20Presentation.pdf) for the proposed degree? PhD/MD = level 10, MSc/MCh = level 9. | |  | |

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| ***Completion of this section is not required for MSc, Intercalated MSc or MCh scholars.***  **CONFIRMED Annual Reviewers.**  *This ensures that sufficient skills exist within RCSI to adequately supervise and guide this specific project. Completion of this section is required for PhD/MD.*  Please note: you must get permission of each reviewers before including their details below as they will be contact to participate in each annual review. | | | |
| **Confirmed Annual Reviewer 1** | *If ‘other’, please complete this section:* | | |
| **Name** |  | |
| **RCSI Department** |  | |
| **Email** |  | |
| **Phone number** |  | |
| Describe the expertise and experience of this reviewer as they relate to this project *(i.e. why choose this reviewer?)* |  | |
| Please include 3 relevant papers by this reviewer that corroborate the statement above. | 1 |  |
| 2 |  |
| 3 |  |
| **Confirmed Annual Reviewer 2** | *If ‘other’, please complete this section:* | | |
| **Name** |  | |
| **RCSI Department** |  | |
| **Email** |  | |
| **Phone number** |  | |
| Describe the expertise and experience of this reviewer as they relate to this project *(i.e. why choose this reviewer?)* |  | |
| Please include 3 relevant papers by this reviewer that corroborate the statement above. | 1 |  |  |
| 2 |  |
| 3 |  |

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| --- | --- | --- |
| ***To avoid unnecessary delays with your application, please ensure sufficient details are provided in this section so that the committee can be satisfied that:***   1. *The project is novel and potentially publishable.* 2. *Study design and methodologies described are sufficiently challenging for the level of award.* 3. *The study is sufficiently powered and statistical supports are available.* 4. *Ethical considerations have been described and should not delay progress.* 5. *Any potential conflicts of interest have been disclosed and the terms of collaborative agreements for example, will not impede progress.*   **Description of proposed research (Maximum 4 pages):** | | |
| **Summary of methods to be used** *(please include information regarding Statistical Support)* |  | |  |
| **Facilities available** *(i.e. will the student have access to all necessary equipment?)* |  | |  |
| **Risks associated with this project**  *(any dependencies that may limit the students ability to start the project - e.g. collaborators’ datasets)* |  | |  |
|  | |

**Student-Supervisor Agreement**

*This forms a separate four-way agreement between the* ***Student****,* ***Primary Supervisor****,* ***Head of School/Department*** *and* ***SPGS*** *to ensure effective supervision and timely completion of the research thesis. This section should be* ***completed by the supervisor****, in consultation with the student and should align expectations. Candidates must ensure that the final signature page is signed, scanned and uploaded as part of their application using* [*Apply Online*](https://www.rcsi.com/dublin/postgraduate/research-courses)*.*

**PART A: STUDENT/SUPERVISOR DETAILS**

|  |  |
| --- | --- |
| **Student name** |  |
| **Enrolment status** | Full-time  Part-time |
| **Primary Supervisor** |  |

**PART B: RESEARCH ACTIVITIES AND PROJECT DETAILS**

|  |  |
| --- | --- |
| **Thesis working title** |  |
| **Project summary** *(Do not include full research proposal. Brief summary of intended project – intended audience is the Head of School/Department. 300 word limit)* |  |
| **English competency** | Sufficient  Insufficient |
| * **If insufficient, what are your remedial plans?** |  |
| **Core modules to be completed by all Postgraduate Research students** *(compulsory)* | Postgraduate Essentials  Biostatistics  Research Ethics and Integrity  Critical Analysis, Writing and Communication Skills |
| **Please specify other planned modules/training** *(as required by this student. e.g. Health & Safety)* | 1.  2.  3.  4. |

**PART C: SUPERVISORY TEAM**

*Only the Primary Supervisor needs to sign this agreement, with consent of all co-supervisors. Signed and scanned copies of this agreement* ***MUST*** *be shared with all co-supervisors. If a supervisor is external to RCSI, include e-mail, institution affiliation and phone number.*

The **Student** and **Supervisors** should familiarise themselves with;

* [Student Policies, Procedures & Regulations](https://www.rcsi.com/dublin/postgraduate/policies-and-guidelines)
* [Statement on Research Integrity](https://www.rcsi.com/dublin/postgraduate/policies-and-guidelines)
* [Supervisor Charter](https://vle.rcsi.ie/course/view.php?id=316&section=7)

The **Primary Supervisor** - on behalf of all supervisors - agrees to ensure the following:

* The student is made aware of all necessary guidelines and regulations at RCSI, specifically regarding ethical research conduct, thesis submission, annual reviews, etc.
* If the Primary Supervisor is no longer able to effectively supervise the student (due to *inter alia* retirement, leave of absence, resignation) then they will immediately notify the School of Postgraduate Studies and nominate a suitable replacement supervisor in writing to the Head of SPGS ([Prof. Niamh Moran](mailto:nmoran@rcsi.ie)).
* Sufficient time is allocated to the student to attend all core modules and any agreed optional modules.
* The supervisors complete the [online Supervisor Training module](https://vle.rcsi.ie/course/view.php?id=316&section=7) which contains important information about the structure of postgraduate courses, supervisor responsibilities and key milestones.

The **Student** agrees to ensure the following is completed as soon as possible after registration:

* They read and understand the following documents:
  + [Postgraduate Journey](https://vle.rcsi.ie/course/view.php?id=316&section=1)
  + [SPGS Forms & Policies](https://vle.rcsi.ie/course/view.php?id=316&section=5)
  + [SARA Student Policies, Procedures & Regulations](https://vle.rcsi.ie/mod/folder/view.php?id=30506)
  + [Statement on Research Integrity](https://www.rcsi.com/dublin/postgraduate/policies-and-guidelines)
  + [Code of Conduct for Postgraduate Students](https://vle.rcsi.ie/mod/folder/view.php?id=30506) *(part of ‘Confirm Place’ online registration)*
  + [Plagiarism Policy](https://vle.rcsi.ie/pluginfile.php/72030/mod_page/content/7/RCSI_Plagiarism_Policy_2013.pdf)
* They read the Moodle (VLE) section “[Postgraduate Journey](https://vle.rcsi.ie/course/view.php?id=316&section=1)” to become familiar with the overall structure of their PGR course and key requirements (e.g. **Annual Reviews,** compulsory **Core Modules**).

**PART D: SUPERVISOR AGREEMENT**

*Both the* ***Student*** *and the* ***Primary Supervisor*** *should agree on the following details.*

|  |  |
| --- | --- |
| **Meetings:** | |
| Formal supervision meetings (one-on-one) will occur not more than this many months apart:  *(meetings should be ~1-3 months apart and documented summaries copied to all supervisors)* |  |
|  |
| **Timelines:** | |
| Have the student and supervisor agreed and documented a timeline by which key milestones will be reached?  *(this should be submitted to the supervisory team for comment, and displayed with a Gantt Chart)* | Y/N |
|  |
| **Health and Safety** | |
| Where necessary, additional Health & Safety training will be provided before research begins. | Y/N |
| **Ethics** | |
| The supervisor confirms that ethical approval will be sought before any research work that may need ethical approval is started. *(Please contact Niamh Clarke regarding any RCSI ORI Ethics Applications. The RCSI Research Office must be notified about all research requiring ethical approval, even if prior ethical approval has been given by a different institution. )* |  |
|  |
| **Data Management** | |
| The Student and Supervisor have reached agreement about how data will be managed and who will have access to various forms of data.  *(Electronic Lab Notebook systems such as* [*LabArchives*](http://www.labarchives.com/) *or* [*SciNote*](https://scinote.net/) *allow students and supervisors to share raw data and results online. Large genetics studies may have complex data access rules.)* | Y/N |
|  |
| **Authorship** | |
| Issues of potential authorship of publications resulting from the research thesis have been discussed. | Y/N |
| It has been agreed that names and order of authors will be discussed for each publication. | Y/N |
| **Intellectual Property (IP)** | |
| Both the **Student** and **Supervisor** have read, understood and agree with the RCSI’s [Policy on Intellectual Property](https://vle.rcsi.ie/course/view.php?id=316&section=5) (see Researcher Handbook section 11). | Y/N |
| An IP agreement with RCSI and/or third parties is necessary. | Y/N |
| If an agreement is necessary, the student has signed this agreement. | Y/N |

**PART E: Please note that all relevant parties must complete each section below in full before the Academic Review Committee (ARC) can review the application.**

|  |  |  |
| --- | --- | --- |
| **Scholar Name:** | | |
| I understand and accept the arrangements specified above | | |
| **(e)Signature** |  | **Date:** |

|  |  |
| --- | --- |
| **Primary Supervisor Name:** | |
| **This section must be completed by the primary supervisor for all funded projects** | |
| Is this a funded project? | Yes  No |
| Funding agency | Choose an item. |
| If other, please specify |  |
| Grant number (Mandatory field)  Please note, the information can be located from RIMS. Please remember to submit the recruitment form via RIMS to avoid stipend delays. |  |
| Years of scholarship funding | 0  1  2  3  4  5+ |

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| --- | --- | --- |
| I understand and accept the arrangements specified above.  I have discussed this with the Head of School/Department where the scholar will be based and the Head of School/Department has confirmed that I as supervisor, as well as the school/department have sufficient time, consumables and laboratory resources to accept this scholar for the project proposed above. | | |
| **(e)Signature** |  | **Date:** |

Please sign, scan and upload as part of the students [Apply Online](https://www.rcsi.com/dublin/postgraduate/research-courses) registration at RCSI.

**APPENDIX**

**National Framework of Qualifications** **Level Indicators** ([QQI document](https://www.qqi.ie/Downloads/Understanding%20the%20NFQ%20-%20Interative%20Presentation.pdf))

Differences between NFQ 9 and NFQ 10 are highlighted in yellow.

|  |  |  |  |
| --- | --- | --- | --- |
| **NFQ** | **Level 8** | **Level 9** | **Level 10** |
| **Qualifications** | **Honours Bachelor (BSc/BA)**  **Higher Diploma** | **Masters Degree (MSc/MCh) Postgraduate Diploma** | **Doctoral Degree (PhD/MD)** |
| **Knowledge** *- Breadth* | An understanding  of the theory, concepts and methods pertaining to a field (or fields) of learning | A systematic understanding of knowledge, at, or informed by, the forefront of a field of learning | A systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of a field of learning |
| **Knowledge** *- Kind* | Detailed knowledge and  understanding in one or more specialised areas,  some of it at the current boundaries of the field(s) | A critical awareness of current problems and/or new insights, generally informed by the forefront of a field of learning | The creation and interpretation of new knowledge, through original research, or other advanced scholarship, of a quality to satisfy review by peers |
| **Know-how & skill** *- Range* | Demonstrate mastery of a complex and specialised area of skills and tools;  Use and modify advanced skills and tools to conduct closely guided research, professional or advanced technical activity | Demonstrate a range of standard and specialized research or equivalent tools and techniques of enquiry | Demonstrate a significant range of the principal skills, techniques, tools, practices and/or materials which are associated with a field of learning; Develop new skills, techniques, tools, practices and/or materials |
| **Know-how & skill** *- Selectivity* | Exercise appropriate judgement in a number of complex planning, design, technical and/or management functions related to products, services, operations or processes, including resourcing | Select from complex and advanced skills across a field of learning;  Develop new skills to a high level, including novel and emerging techniques | Respond to abstract problems that expand and redefine existing procedural knowledge |
| **Competence** *- Context* | Use advanced skills to conduct research, or advanced technical or professional activity, accepting accountability for all related decision making; Transfer and apply diagnostic and creative skills in a range of contexts | Act in a wide and often unpredictable variety of professional levels and ill-defined contexts | Exercise personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent contexts |
| **Competence** *- Role* | Act effectively under guidance in a peer relationship with qualified practitioners; lead multiple, complex and heterogeneous groups | Take significant responsibility for the work of individuals and groups;  Lead and initiate activity | Communicate results of research and innovation to peers;  Engage in critical dialogue;  Lead and originate complex social processes |
| **Competence** *- Learning to Learn* | Learn to act in variable and unfamiliar learning contexts; learn to manage learning tasks independently, professionally and ethically | Learn to self-evaluate and take responsibility for continuing academic/professional development | Learn to critique the broader implications of applying knowledge to particular contexts |
| **Competence** *- Insight* | Express a comprehensive, internalised, personal world view manifesting solidarity with others | Scrutinize and reflect on social norms and relationships and act to change them | Scrutinize and reflect on social norms and relationships and lead action to change them |

1. An ORCID ID is a unique, digital identification code used to distinguish researchers. It ensures that any publications you have are linked to you personally throughout your career and ensures you get credit for your contributions. If you do not have an ORCID ID, please go here <https://orcid.org/> to set one up. [↑](#footnote-ref-2)