Confirmation Report

PhD Student

June 24, 2015

Note: The confirmation committee is comprised of researchers from a variety of fields, who may not know anything about your particular research area. Write the report with them in mind, so that the aims and background are clear for a non-expert.

1 Administrative Details

• Project title
• Names of advisors
• Starting date
• Periods of interruption or time spent elsewhere
• Details of the sources of funding for your project, including scholarship(s)

2 Aims

• Brief non-technical summary of the aim(s) of your project

3 Background

• Introduction to the research topic for the non-expert
  – include a brief literature review, with references[1, 2]
  – identify gaps in current knowledge
  – identify others working in your field, including any competitors
• Say why the topic is important (significance)
• Say how your methods are novel (innovation)

4 Approach, Methods and Timeline

• Describe all the main steps needed to complete the project, including those already done
  – identify the progress made already
  – outline the main challenges and explain why your methods are appropriate
include a proposed chapter outline for your thesis

- Include a detailed timeline of your plans for the remainder of the project including when papers and thesis chapters will be written
  - What is your contingency plan if something goes wrong?
  - Indicate what format you plan to write your thesis in (monograph or papers or a combination; see UQ guidelines)

5 Outputs

- List conferences and meetings attended
- List all presented talks and posters
- List all written work produced (not just papers)

References

[1] First Important Paper