Confirmation Report

PhD Student

September 14, 2020

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 (state if there are postdoctoral fellows contributing to the supervision of the project that could be listed as co-advisors and if so provide their names)
- 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 that you have 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?

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