

Summary of the Guide for the Research Proposal

Timeframe and appointments

In principle, the research proposal has to be written during a four week, full-time period. You will have four moments of contact, either in person or via mail. Once you have found a supervisor you should fill in the form you received in your e-mail when enrolling for this course. In this way you can ultimately upload your final version in SPIB so your supervisor can grade the review article.

During your first moment of contact:

- You agree on supervision;
- You agree on a deadline for the outline, first version and possibly the second version;
- You plan your second moment of contact;
- You plan the public presentation (optional).

During the second moment of contact:

- You discuss the outline;
- You discuss the grading form;
- You plan your third moment of contact.

During the third moment of contact:

- You discuss the first version (possibly as a defence of the proposal);
- You plan your fourth moment of contact;

During the fourth moment of contact:

- You discuss the grade;
- You fill in the testimonial.

If you give a public presentation instead of writing a second version, you have an additional contact moment:

- You present your research proposal in 10 minutes and answer questions during the discussion afterwards.

Writing the research proposal

When writing your proposal you will write an outline, a first version of the proposal, a final version of the proposal and a rebuttal to the comments of your supervisor (and peers). The outline must contain your main-question, sub-questions and the structure of your proposal as well as the deadlines for submitting the first and final version. The rebuttal consists out of a detailed explanation of how you implemented or why you rejected comments you received on the first version. More details about the writing process can be found in the *Guide for the Research Proposal*.

Structure of the research proposal

The research proposal must have the following structure:

- a title page;
- a brief summary and graphical abstract;
- an introduction with:
 - at most 5 pages of literature review;
 - at most 3 pages of discussion of a given research article;
- at most 8 pages of description of the proposed research with:
 - the objective, approach, innovation and impact of the research;
- a timetable of the project;
- a reference list.