

Summary of the Guide for the Research Proposal

Timeframe and appointments

You have to write your research proposal in 168 hours. In principle, you should work on your research proposal during a four week, full-time period. You will have four/five moments of contact, either in person or via mail.

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.

Commenting and grading

Commenting on the research proposal can be done via Word once the student has sent his first version. The most important comments by you (and possibly peers) should be included in a rebuttal that you can use when looking at the final version.

Grading is done via SPIB. It should be in accordance with the *grading form* (available on SPIB), and deviations should be made clear to the student beforehand, ideally during the second meeting.

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.