**PGR CONFIRMATION OF PROJECT (CP1) FORM**

All Postgraduate Research Degree students (PGRs) are required to complete and submit a Confirmation of Project (CP1) form within 3 months of registration if Full-Time and 6 months if Part-Time. Check your Terms and Conditions to confirm your deadline date by which you should have completed of the CP1.

No research can commence prior to submitting and receiving approval of this CP1.

Starting research without an approved CP1 is misconduct under the UWE Code of Good Research Conduct.

**You are advised to consult the** [**Guidance note**](https://www.uwe.ac.uk/-/media/uwe/documents/research/guidance-notes-for-confirmation-of-project-form_cp1.pdf) **for further information when completing this form.**

\* Denotes a required answer

Please be aware that the numbering of questions might differ from the online application as we are including all follow-up questions depending on your answers.

**SECTION 1**

**PGR details**

**1. Your full name \***

*The online form will record your email and name, but please add your full name here.*

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**2. Your UWE student number \***

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**3. Research Degree you are registered for \***

Single choice option

|  |  |
| --- | --- |
| [ ]  | PhD (Doctor of Philosophy) |
| [ ]  | MPhil (Master of Philosophy) |
| [ ]  | DPhil (Doctor of Philosophy by Publication) (staff only) |
| [ ]  | Professional Doctorate |

**4. If you are on a Professional Doctorate Programme, please indicate which one \***

*This question will appear if a Professional Doctorate is selected in Q3*

Single choice option

|  |  |
| --- | --- |
| [ ]  | Prof Doc in Health Psychology (DHP) |
| [ ]  | Prof Doc Counselling Psychology (DCP) |
| [ ]  | Prof Doc in Biomedical Sciences (DBMS) |
| [ ]  | Prof Doc in Business Administration (DBA) |
| [ ]  | Prof Doc in Education (EdD) |
| [ ]  | Prof Doc in Education, International (EdD Int.) |
| [ ]  | N/A |

**5. Which College are you in \***

Single choice option

|  |  |
| --- | --- |
| [ ]  | College of Arts, Technology and Environment (CATE) |
| [ ]  | College of Business and Law (CBAL) |
| [ ]  | College of Health, Science and Society (CHSS) |

**6. Which CATE School are you in \***

*This question will appear if CATE is selected in Q5*

Single choice option

|  |  |
| --- | --- |
| [ ]  | School of Architecture and Environment (SAAE) |
| [ ]  | School of Arts (SADM) |
| [ ]  | School of Computing and Creative Technologies (SCCT) |
| [ ]  | School of Engineering (SENG) |

**7. Which CBAL School are you in \***

*This question will appear if CBAL is selected in Q5*

Single choice option

|  |  |
| --- | --- |
| [ ]  | Bristol Business School (SBBS) |
| [ ]  | Bristol Law School (SBLS) |

**8.** **Which CHSS School are you in** \*

*This question will appear if CHSS is selected in Q5*

Single choice option

|  |  |
| --- | --- |
| [ ]  | School of Education and Childhood (SEAC) |
| [ ]  | School of Health and Social Wellbeing (SHSW) |
| [ ]  | School of Applied Sciences (SOAS) |
| [ ]  | School of Social Sciences (SSOS) |

**9. Are you a Hartpury student\***

If you are unsure, then please answer `no’.

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| [ ]  | Yes |
| [ ]  | No |

**10. Mode of Study \***

Single choice option

|  |  |
| --- | --- |
| [ ]  | Full Time |
| [ ]  | Part Time |

**11. Funding Details \***

How is your project being funded? Please tick all that apply.

|  |  |
| --- | --- |
| [ ]  | Self-funding |
| [ ]  | UWE Bristol (Studentship/Scholarship/Bursary) |
| [ ]  | Partnership PhD |
| [ ]  | Non-UWE Funded (sponsorship e.g. employer) |
| [ ]  | DTP funded (SWW2/SWWDTP/SWBio) |
| [ ]  | Other |

**12. Please provide the name of your funder/external partnership company/or any other information about your funding \***

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**SECTION 2**

**Mandatory Training, Guidance and Development**

**13. Research Governance \***

Please answer each of the statements below to confirm you have completed the mandatory training for Ethics and Research Data Managements. You will not be able to complete this form until you have.

Please select the 3 options:

|  |  |
| --- | --- |
| [ ]  | I have completed the mandatory training for Ethics and know how to access the Research Ethics Policy and Procedure (<https://blackboard.uwe.ac.uk/ultra/courses/_360697_1/cl/outline> ) |
| [ ]  | I have completed the mandatory training for Research Data Management (<https://blackboard.uwe.ac.uk/ultra/courses/_360697_1/cl/outline> ) |
| [ ]  | I confirm I have access to and will comply with the University’s Code of Good Research Conduct (<https://www.uwe.ac.uk/research/policies-and-standards/code-of-good-research-conduct> ) |

**14. UWE Bristol Regulations and Guidance \***

Please confirm that you have access to and can refer to the following guidance and regulations.

Please select the 2 options:

|  |  |
| --- | --- |
| [ ]  | Doctoral Academy Handbook (<https://www.uwe.ac.uk/research/postgraduate-research-study/current-postgraduate-researchers/graduate-school-handbook> ) |
| [ ]  | Academic Regulations (<https://www.uwe.ac.uk/research/postgraduate-research-study/current-postgraduate-researchers/guidelines-and-regulations> ) |

**15. Development and needs analysis and training plan (not applicable to Professional Doctorate students) \***

Please confirm the modules and other development needs agreed with your Director of Studies or supervisory team. Your development needs must consider the Research Development Framework (RDF) and the minimum credit requirement. Further information can be found in the guidance document.

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**SECTION 3**

**About your project**

**16. Proposed title of research \***

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**17. Outline of proposed research methods and timeline \***

*(This is a ‘Non-anonymous question’, which means that the document attached here will be automatically identified with the applicant’s submission)*

You are required to upload an outline of the proposed research methods you are using for your project along with the expected timetable of work to completion.

The maximum word limit for both elements is a total of 1,500 words. Please refer to the guidance notes for full requirements.

*Attachment:* File number limit: 1 single file. Size limit: 1gb Allowed File types: Word, Excel, PPT, Image, Video, Audio.

**18. Project resources needs \***

Please provide information on specific resources required for your project and the arrangements or agreements in place to ensure availability for the duration of the research eg. Specific computer programme or hardware, specific lab equipment etc.

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**19. Collaboration \***

Does your project have a collaborating company/establishment?

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| --- | --- |
| [ ]  | Yes |
| [ ]  | No |

**20. Please provide the name of your collaborators, a contact name and an email/address \***

If you do not have collaborators, please write N/A

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**21. What are the risks if the collaboration fails? Please detail the back-up options in case of this happening \***

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**SECTION 4**

**Supervisory team**

**You will need to work closely with your supervisory team and collect the relevant information before you complete this section.** Please provide their name and if they're external to UWE you'll need to know the institutions they work at or are affiliated with. You'll also need to gather numbers of supervision experience of from each member of the supervisory team. Specific information is available in the guidance notes.

**22. Director of Studies \***

Name, Institutions, supervisory experience (e.g. number of PGR supervising and number of successful completions)

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**23. Please confirm which supervisory workshops the Director of Studies has attended \***

Please select at most 2 options.

|  |  |
| --- | --- |
| [ ]  | Introduction to Doctoral Supervision: Pedagogy and Practice |
| [ ]  | PGR Supervision Masterclass |
| [ ]  | None of the above |

**24. Second Supervisor (1) \***

Name, Institution, Supervisory experience (e.g. number of PGR supervising and number of successful completion)

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**25. Please confirm which supervisory workshops the Supervisor (1) has attended \***

Please select at most 2 options.

|  |  |
| --- | --- |
| [ ]  | Introduction to Doctoral Supervision: Pedagogy and Practice |
| [ ]  | PGR Supervision Masterclass |
| [ ]  | None of the above |

**26. Second Supervisor (2) \***

Name, Institution, Supervisory experience (e.g. number of PGR supervising and number of successful completion)

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**27. Please confirm which supervisory workshops the Supervisor (2) has attended \***

Please select at most 2 options.

|  |  |
| --- | --- |
| [ ]  | Introduction to Doctoral Supervision: Pedagogy and Practice |
| [ ]  | PGR Supervision Masterclass |
| [ ]  | None of the above |

**28. Advisors** \*

Please add details here of any advisors or write N/A if you don’t have any.

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**SECTION 5**

**Research Ethics and Governance for your Project**

You **must** familiarise yourself with the UWE Bristol's Research Ethics policies and procedures, see:
<https://intranet.uwe.ac.uk/tasks-guides/Guide/research-ethics-and-governance#part2>.

You should also discuss ethics with your supervisory team. \*

If you answer **'Yes'** to any of the questions below it is your responsibility to ensure that research ethics approval has been obtained **before** beginning your data collection. Please discuss this with your Director of Studies.

**29. Does your research involve human participants, their tissue, or their data?** \*

All research project involving human participants, their tissue or their data are subject to scrutiny by a Research Ethics Committee (REC). If 'Yes', it is your responsibility to ensure that the research ethics approval has been obtained before beginning your data collection. Please familiarise yourself with UWE Bristol’s Research Ethics Policy and Procedures.

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| --- | --- |
| [ ]  | Yes |
| [ ]  | No |

**30. Does your research involve animals or animal tissue?** \*

If `Yes’, your research will be subject to scrutiny by the Animal Welfare Ethics Sub-Committee.

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| --- | --- |
| [ ]  | Yes |
| [ ]  | No |

**31.** **Does your research involve patients in the National Health Services (NHS)? \***

If 'Yes', you will need NHS REC approval. Please see the National Research Ethics Service (NRES) website for information. Any student conducting research in the NHS must have at least one supervisor with an appropriate NHS background Health Research Authority.

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| --- | --- |
| [ ]  | Yes |
| [ ]  | No |

**32. Does your research involve NHS staff, data or premises and/or fall within the scope of the Department of Health Research Governance Framework for Health and Social Care Research? \***

If 'Yes', your research may be subject to Research Governance approval. Any student conducting research in the NHS must have at least one supervisor with an appropriate NHS background.

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| [ ]  | Yes |
| [ ]  | No |

**33.** **Does your research involve people under the age of 18 years, or adults who (or might become) vulnerable?** \*

If 'Yes', please familiarise yourself with UWE Bristol’s guidance on [research involving children](https://www.uwe.ac.uk/-/media/uwe/documents/research/guidance-on-research-with-children.pdf) and contact your supervisor for further advice.

|  |  |
| --- | --- |
| [ ]  | Yes |
| [ ]  | No |

**SECTION 6**

**Management of your research and data**

**34.** **Please confirm you have discussed a Research Data Management Plan (RDMP) with your Director of Studies \***

Further information can be found: <https://intranet.uwe.ac.uk/tasks-guides/Guide/manage-your-research-data>

|  |  |
| --- | --- |
| [ ]  | Yes |
| [ ]  | No |

**35. If you have an RDMP number please include it here:**

|  |
| --- |
|  |

**36. Please confirm you have discussed Intellectual Property (IP) with your Director of Studies \***

Further information can be found: <https://www.uwe.ac.uk/-/media/uwe/documents/business/intellectual-property-and-research.pdf>

|  |  |
| --- | --- |
| [ ]  | Yes |
| [ ]  | No |

**37. Please confirm whether you have a signed an IP agreement? (if you do not need an IP agreement, please answer `no’.**

|  |  |
| --- | --- |
| [ ]  | Yes |
| [ ]  | No |

**38. By submitting the completed form you are confirming the information you have given is complete and accurate to the best of your knowledge.** \*

Once you submit this form it will be considered for approval. You cannot start collecting any data until you have received confirmation of approval.

|  |  |
| --- | --- |
| [ ]  | I confirm that the information I have given is complete and accurate to the best of my knowledge. |