

Confirmation (Progress Review 1) Report Template

PhD Student

March 18, 2022

Note: The confirmation committee might be comprised of researchers from fields outside your own, who may not be familiar with 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

[2] Second Important Paper