# **School of Health & Rehabilitation Sciences**

# **Higher Degree Research (HDR) Progress Review 3 (R3)**

# **Review Documentation**



|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Student No. |  |
| Commencement | RQ1  RQ2  RQ3  RQ4 | Program | MPhil  PhD |
| Thesis Title |  | | |
| Principal Advisor/s |  | | |
| Associate Advisor/s |  | | |
| Chair |  | | |
| Independent Panel Member |  | | |
| R3 Due Date | RQ1  RQ2  RQ3  RQ4 | | |

# R3 Progress Review Documentation Checklist

|  |  |  |
| --- | --- | --- |
| **Component** | **Checklist** | **Page Number** |
| **1. Candidate Statement:** This is a confidential questionnaire only shared with the Chair of the review panel, the Director of HDR, and the Graduate School. It should not be uploaded to the UQRDM. The statement is designed to find out how you are finding the process. You may ask your Chair to consider periods of leave or other events that have impacted your research progress. You can find an example of the questionnaire in the [systems training guide](https://systems-training.its.uq.edu.au/systems/research/hdr-systems/progression/complete-hdr-progress-review-request-candidates?qt-field_uq_structured_content=1#qt-field_uq_structured_content). | I have submitted my Candidate statement to the Chair vi the PR online myUQ form  YES  NO | N/A |
| **2. Individual Development Plan:** Every candidate should identify their professional development needs and create a professional development plan. The Graduate School has created a [Development Needs Analysis and Individual Development Plan (IDP)](https://cdf.graduate-school.uq.edu.au/individual-development-plan) template to help you identify areas for development. | I have included my Individual Development Plan in my review documentation  YES  NO |  |
| **3. Portfolio of Activity:** This should be in the form of an academic curriculum vitae (<https://cdf.graduate-school.uq.edu.au/academic-cv-guidelines>), including any Career Development Framework sessions (see how you can [download a list](https://cdf.graduate-school.uq.edu.au/files/2921/How%20to%20view%20your%20event%20attendance%20in%20StudentHub.docx) of CDF sessions you attend via your Student Hub), and any other professional development activities, training, and experiences that have been undertaken during your candidature. | I have included my Academic Curriculum Vitae in my review documentation  YES  NO |  |
| **4. Updated Thesis Outline, Research Plan, and Timeline** (including progress review dates and scholarship expiry dates where relevant) | I have included my proposed thesis outline, research plan, and timeline in my review documentation  YES  NO |  |
| **5. Updated Knowledge Translation Plan** | I have included my proposed knowledge translation plan in my review documentation  YES  NO |  |
| **6. Updated Budget** | I have sent the Chair and Independent Panel Member a copy of my Excel Budget approved by my principal advisor  YES  NO | N/A |
| **7. Other Required Resources** |  |  |
| **8. Summary and status of risk assessments and ethical clearances** (including a copy of any approvals in appendix) |  |  |
| **9. Full thesis draft or draft of completed chapters and outline of planned content of incomplete sections and any additional papers written since previous review.** | I have included drafts of papers or chapters written to date in my review documentation  YES  NO |  |
| **10. References** |  |  |
| **11. iThenticate Report** | I have sent the Chair and Independent Panel Member a copy of my iThenticate Report  YES  NO | N/A |

# **1. Individual Development Plan**

[Insert Individual Development Plan here]

# **2. Portfolio of Activity: Academic Curriculum Vitae**

[Insert Academic CV here]

# **3. Updated Thesis Outline, Research Plan, & Timeline**

## 3.1 Overview of Proposed Thesis

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Thesis Chapter** | **Proposed Chapter/Study Title** | **Purpose/Aim of Chapter/Study**  [e.g. This chapter will provide an overview of the literature …. This chapter will examine the results of a survey] | **Proposed Research Design**  [e.g., systematic review, eDelphi study, observation, RCT, interview study] | **Status**  [X% complete or incomplete] |
| **I** |  |  |  |  |
| **II** |  |  |  |  |
| **III** |  |  |  |  |
| **IV** |  |  |  |  |
| **V** |  |  |  |  |
| **VI** |  |  |  |  |
| **VII** |  |  |  |  |

## 3.2 Research Abstract

[Define the key concepts of the project and the rationale – 400 words]

## 3.3 Proposed Research Plan

[Below is only a guide. Please adapt as required]

**5.3.1 Chapter 2 – Study 1**

**Study Title:**

**Aims/Research Questions/Hypothesis [where appropriate]:**

**Research Design:**

**Study Procedure / Data Collection Methods:**

**Participants:**

**Data Analysis:**

**Ethics Approvals:**

**5.3.2 Chapter 3 – Study 2**

**Study Title:**

**Aims/Research Questions/Hypothesis [where appropriate]:**

**Research Design:**

**Study Procedure / Data Collection Methods:**

**Participants:**

**Data Analysis:**

**Ethics Approvals:**

**5.3.3 Chapter 4 – Study 3**

**Study Title:**

**Aims/Research Questions/Hypothesis [where appropriate]:**

**Research Design:**

**Study Procedure / Data Collection Methods:**

**Participants:**

**Data Analysis:**

**Ethics Approvals:**

**5.3.4 Chapter 5 – Study 4**

**Study Title:**

**Aims/Research Questions/Hypothesis [where appropriate]:**

**Research Design:**

**Study Procedure / Data Collection Methods:**

**Participants:**

**Data Analysis:**

**Ethics Approvals:**

## 3.4 Proposed Timeline to Completion

[Sample only. Please adapt as required]

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| **Year & Research Quarter** | **202\_** | | | | **202\_** | | | | | **202\_** | | | | | **202\_** | | | | |
|  | **RQ1** | **RQ2** | **RQ3** | **RQ4** | **RQ1** | **RQ2** | **RQ3** | **RQ4** | **RQ1** | | **RQ2** | **RQ3** | **RQ4** | **RQ1** | | **RQ2** | **RQ3** | **RQ4** |
| **Enrolment** |  |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |
| **Ethics Submitted** |  |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |
| **Ethics Approved** |  |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |
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## 4. Updated Knowledge Translation Plan

Your knowledge translation (KT) and impact plan **summary** should be written in plain language and be no longer than 1 page. Your KT and impact plan should include:

* A summary of the issue your research is addressing e.g. “This program of research aims to explore/investigate x and is expected to expand knowledge about x”.
* Your KT plan could then summarise **any** of the following that you plan to do or have done (as relevant):

1. A formal synthesis of the literature (eg. scoping or systematic review)
2. ‘Exchange’ (eg. how you will/have engaged end-users, such as consumers or clinicians, in the research process)
3. How you will disseminate your research findings (eg. publications, conferences)
4. Whether you have plans to implement your research (eg. use by clinicians or policy makers) or are undertaking an implementation project (eg. your research is about changing practice).

* Impact:you may also include information about the potential impact of your translation plans and how you may measure that impact.

Please access the Knowledge Translation and Impact Planner (KTIPs) which includes an Instructional Guide and Template to learn about knowledge translation and impact planning: <https://shrs.uq.edu.au/research/knowledge-translation-and-impact>

There is also a video explaining KTIPs. You can complete the KTIPS template and copy the summary from it into your Progress Review document or just attach the completed template. Alternatively, you may complete the 1-page summary using a different planning approach.

## 5. Updated Budget

[Please see attached excel document]

## 6. Other Required Resources

### **Skills and Techniques: Higher Degree Research Attributes Progress**

#### Knowledge and Skills in the Field of Study

#### Effective Communication Skills

#### Research Skills

## 7. Summary and Status of Risk Assessments & Ethical Clearances

## 8. Full thesis draft or draft of completed chapters and outline of planned content of incomplete sections and any additional papers written since previous review.

## 9. References

## 10. iThenticate Report

[Please see attached PDF document]