

**graduate school frt vu**

# Research proposal

for submission to FRT research team and/or the PhD Proposal Advisory Committee (PPAC)

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| **Personal details** | | |
| PhD candidate’s name: | Click or tap here to enter text. | m  f  other |
| Accepted to Graduate School FRT VU on:  *The research proposal must be submitted to the PPAC within one year after acceptance to the Graduate School* | (date) | |
| **Supervision**  (Required minimum is two supervisors) | | |
| First supervisor:  Second supervisor:  First co supervisor:  Second co supervisor: | Click or tap here to enter text. | |
| Click or tap here to enter text. | |
| Click or tap here to enter text. | |
| Click or tap here to enter text. | |
| **Research proposal** | | |
| Provisional title (and subtitle) of dissertation | Click or tap here to enter text. | |
| Proposal presented to research team:  On: | (research team) | |
| (date) | |
| Date of submission to PPAC: | (date) | |

**1. Description**

A brief description of the issue that the research project will investigate (max. 300 words)

**2. Significance**

The *significance* of the research project for the chosen (sub)discipline and for theology and religious studies in general (max. 100 words)

**3. Research question and sub questions**

The *main research question* (only one and to be formulated in max. 30 words) and the leading *sub questions*

**4. Method**

The *method* to be used (100-400 words, depending on type of research).

**5. Table of content**

A provisional *table of content* (max. 250 words)

**6. Description of planned chapters**

A brief description of the content of the *planned chapters* (max. 500 words)

**7. Bibliography**

A provisional *bibliography* of the most relevant literature (max. 500 words)

**8. Time schedule**

A realistic *time schedule* including the planned date of the public defence (approx. a half year after acceptance by the supervisors of the final text of the complete manuscript), including an indication of the research time per week to be invested by the PhD candidate during the planned period (max. 100 words)

**9. Curriculum vitae**

The PhD candidate’s academic CV (max. 300 words)

**10. Training and supervision plan**

Has the PhD candidate’s TSP already been approved by the Graduate School FRT VU? (this is a requirement for submitting the research proposal to a research team and the PPAC)

Yes

No

**11. Research Data Management Plan**

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| 11 A. Research Data Management-protocol  Do you declare to have read, and to follow the [Research Data Management-protocol](https://vu.nl/en/about-vu/more-about/downloads-and-links) of the Faculty of Religion and Theology during your PhD trajectory? |
| Yes |
| B. Type of data  What (type of) data will be collected or generated? |
|  |
| C. Reuse data  Will data be collected or generated that are suitable for reuse? |
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| D. Storing data  Where will the data be stored during the research? |
|  |
| E. Long term availability data  After the project has been completed, how will the data be stored for the long-term and made available for the use by third parties? To whom will the data be accessible? |
|  |
| F. Facilities  Which facilities (ICT, (secure) archive, refrigerators or legal expertise) do you expect will be needed for the storage of data during the research and after the research? Are these available? (ICT facilities for data storage are considered to be resources such as data storage capacity, bandwidth for data transport and calculating power for data processing.) |
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**12. Ethical clearance**

Is *ethical clearance* needed for this project?

Yes, the present research involves collection or presentation of information involving human subjects or sensitive information.

No, the present research does not involve collection or presentation of information involving human subjects or sensitive information.

*If yes, the ethical clearance form below must be filled in and approved by the Science and Ethics Committee as an integral part of the research proposal*.

**Please note** that the Ethical Clearance form must be approved and signed by the Science and Ethics Committee before the research proposal can be submitted to the PPAC.

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| Ethical clearance form*(fill in when applicable*)  *This form must be used prior to conducting research, projects or productions that involve the collection or presentation of information involving human subjects or sensitive information. The form should be completed by the candidate and supervisor. This form MUST be completed and approved by the Ethics Committee prior to the commencement of the project/research.* |
| **Section 1. Description of the project** |
| **Anticipated time frame for collection of data** |
| From: ……………………………….  Till: ………………………………. |
| **Description of project**  *Provide a brief outline of the project including what participants will be required to do. Explain any technical terms. (up to 300 words)* |
|  |
| **Proposed methods**  *Outline how the data will be collected. Include specific techniques, methods, tasks participants will be asked to do, time and commitment required of participants and analysis of the data. If the project includes procedures or activities different from already established acceptable practice then please explain and justify (up to 700 words).* |
|  |
| **Research skills:**  *Outline any experience or skills you may need to gain to assist in completing the project.* |
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| **Future dissemination of information:**  *Outline to whom a copy of the results or final report/ presentation will be given or shown.* |
|  |
| **Location of project:**  *Identify the type of locations where data will be collected or trials will take place, ensuring the anonymity of these locations (e.g. 2 churches, or a community project)* |
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| **Other approvals:**  *Is there a requirement for approval from any organisation/institution other than VU FRT prior to starting or completing the project? If so, by whom and has it been obtained?* |
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| **Section 2. Participant/Audience details**  *Who are the intended participants?* | | |
|  | | |
| Students/staff VU | | Yes  No |
| Adults (over the age of 16 and competent to give consent) | | Yes  No |
| Vulnerable Adults | | Yes  No |
| Children / legal minors | | Yes  No |
| Members of your church or organization | | Yes  No |
| A member of any organization where another individual may also need to give consent. | | Yes  No |
| Others, namely … | | Yes  No |
| **Participant numbers, age and source:**  *Provide details of the demographics of the participants. Include methods of recruitment and any exclusion criteria.* | | |
| Participant number |  | |
| Participant age group |  | |
| Participant source |  | |

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| **Section 3. Risk management**  *Where the answer to any question is Yes please provide additional information.*  *Does the project include:* | |
| Use of questionnaire or similar research instrument (attach copy) | Yes  No |
| Use of written or computerised test | Yes  No |
| Interviews whether structured, semi-structured or unstructured (attach provisional questions) | Yes  No |
| Focus groups (outline intended format) | Yes  No |
| Diaries/Journals kept by participants | Yes  No |
| Participant observation with their knowledge | Yes  No |
| Participant observation without their knowledge | Yes  No |
| Video or audio-recording | Yes  No |
| Access to personal or confidential information without the participants’ specific consent | Yes  No |
| Any questions or presentations that may be experienced as physically, mentally, emotionally or spiritually harmful / offensive | Yes  No |
| Performance of any acts which may cause embarrassment or affect self-esteem | Yes  No |
| Investigation of matters that may be deemed illegal in the jurisdiction of the participants | Yes  No |
| Other method of data collection (please explain) | Yes  No |
|  | Yes  No |
| **Benefits of the research:**  *Describe how the benefits of the project outweigh any risks (up to 200 words).* | |
|  | |
| **Potential risk to participants:**  *Identify, as far as possible, any potential risks to participants (physical, psychological, legal, social or economic) associated with the project.* | |
|  | |
| **Potential risks to researcher:** *Outline any potential risks to the researcher greater than might be encountered on a daily basis.* | |
|  | |
| **Management of risk:**  *Outline how any risks identified will be managed.* | |
|  | |
| **Adverse outcomes:** *Outline any measures you have put in place to mediate any adverse effects or outcomes of the project. Include any emergency protocols.* | |
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| **Section 4. Monitoring, feedback and confidentiality** |
| **Monitoring:**  *Outline any strategy included to monitor the conduct of participants and or investigators throughout the project.* |
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| **Debriefing and support:**  *When and what support or feedback will be given to participant, if any?* |
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| **Informed consent:**  *Outline the method by which you are documenting the consent to participate in the project (include a copy of the consent form if you are using one).* |
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| **Section 5. Data access, storage and security** |
| **Responsibility for data collected:**  *Indicate how and who is responsible for the storage and security of all information collected.* |
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| **Data access:**  *Indicate who will have access to the data and whether there are any conditions to access.* |
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| **Confidentiality/Anonymity:** *Outline the methods used to ensure confidentiality of information and the anonymity of participants.* |
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| **Please add any further comments you wish to be considered with this application.** |
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| **Assessment by the FRT Science and Ethics Committee** | |
| **Supported**  *The FRT Science and Ethics Committee is confident that any and all ethical issues have been addressed and that the investigators possess the necessary skills and competence to conduct the research outlined on the attached sheet.* |  |
| **Supported subject to amendments**  *The FRT Science and Ethics Committee is unsure that all ethical issues have been addressed or that the investigators possess the necessary skills and competence to conduct the research outlined on the attached sheet. Further details are required before approval is given.* |  |
| **Not supported**  *The FRT Science and Ethics Committee is not confident that all ethical issues have been addressed and that the investigators possess the necessary skills and competence to conduct the research outlined on the attached sheet.* |  |
| **Comments or recommendations:** | |
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| **Signatures** | | |
| *PhD candidate* | *Supervisor* | *Representative of FRT Science and Ethics Committee* |
| Name:  Date: | Name:  Date: | Name:  Date: |

**Appendix A Workflow submitting a research proposal**

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| Step | Person | Description | |
| 1 | PhD candidate | The PhD candidate follows the mandatory course Research Design (when applicable) and writes their research proposal (in cooperation with supervisor(s). Sends final version of the research proposal to supervisor(s); and after the elaboration of all the comments to the coordinator/teacher of the Research Design couse. | |
| 2 | Supervisor | After the elaboration of all the comments to the coordinator/teacher of the Research Design,sends research proposal to chair research team. | |
| 3 | Chair research team | Schedules discussion of research proposal during one of the research team meetings. Informs supervisor(s). | |
| 4 | PhD candidate | Is (together with supervisor(s)) present during the meeting of the research team when the proposal is being discussed. After the meeting, the PhD candidate elaborates feedback from the research team to improve the research proposal.  When applicable, the PhD candidate sends research proposal to the FRT Science and Ethics committee (with supervisor(s) in CC) for ethical clearance. Obtaining ethical clearance is an absolute requirement for submitting the research proposal to the PPAC. | |
| 5 | Supervisor | Submits final version of the research proposal, including signed ethical clearance form (when applicable) to the PPAC by using the [online submission form](https://docs.google.com/forms/d/e/1FAIpQLSc1v-5gD78Duyh21hoT6j3OR724m0MrUq2YkCr22QppzMj8vw/viewform?usp=sf_link). Deadlines for submission can be found on the online submission form and on the [PPAC start document](https://canvas.vu.nl/courses/59252/files/4748052?module_item_id=731376).  Requirements for submitting the proposal:   * PhD candidate must be accepted to the Graduate School FRT VU * PhD candidate must have completed the course Research Design (when applicable) * Research proposal is discussed by one of the FRT research teams * Ethical clearance is obtained and the ethical clearance form is signed by all parties (candidate, supervisor and committee) | |
| 6 | Graduate School | On set dates, forwards the research proposals that meet the requirements (see step 5) to PPAC, dean of research and chair of professors’ board.  Contacts supervisor(s) who submitted research proposals that do not meet the requirements to resubmit for the next deadline. | |
| 7 | PPAC | Assigns two assessors for each proposal. Puts the research proposal on iBabs for the upcoming PPAC meeting. At all times, the research proposal is available on iBabs so other staff members can give input. | |
| 8 | Pre-advisors | Assess the research proposal by filling in the pre-advice form. These forms are uploaded on iBabs. | |
| 9 | Supervisor(s) | When applicable, respond to the assessment of the assessors either by writing or during the monthly PPAC meeting. | |
| 10 | PPAC | a. Positive advise:  PPAC informs the dean about its positive advise. The dean officially accepts the research proposal. The PPAC sends the acceptance to FRT Graduate School. | b. Negative Advise:  PPAC contacts the supervisor(s) and explains why the research proposal was rejected. The PhD candidate can revise the proposal. Resume at step 5. |
| 11 | Graduate School | Informs the supervisor(s) and PhD candidate about acceptance to the PhD trajectory. The Graduate School starts the registration in Hora Finita. After all parties involved have approved the registration, the PhD candidate gets access to their personal dashboard in Hora Finita | |
| 12 | PhD candidate | The PhD candidate starts/resumes writing the dissertation and following courses. | |
|  | PPAC | PPAC sends the pre-advice to the Dean and uploads it in IBABS. The Dean's final decision is also uploaded to the IBABS. PPAC informs the Graduate School about Dean's decision and informs the supervisors. | |

FRT VU staff members can find more information on the [Canvas page ‘research](https://canvas.vu.nl/courses/59252/files/4748052?module_item_id=731376).’