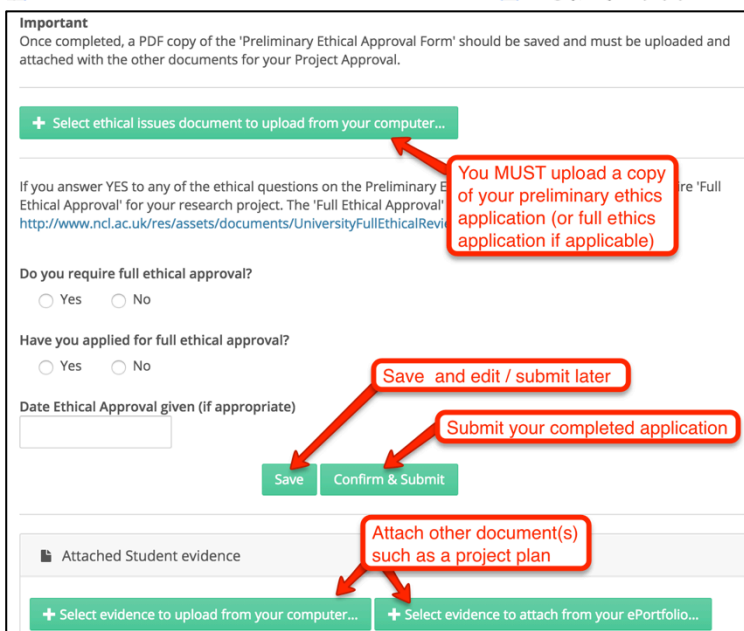
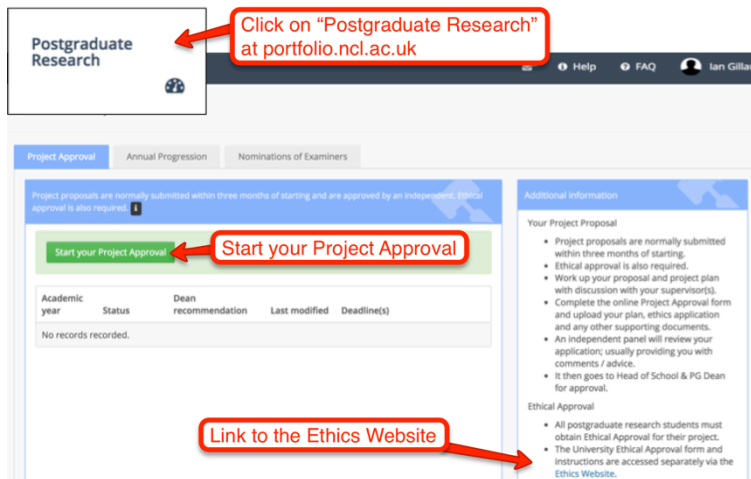


Your Project Proposal

- Project proposals are normally submitted within three months of starting.
- Ethical approval is also required.
- Work up your proposal and project plan with discussion with your supervisor(s).
- Complete the online Project Approval form and upload your plan, ethics application and any other supporting documents.
- An independent panel will review your application; usually providing you with comments / advice.
- It then goes to Head of School & PG Dean for approval.
- For more detail on procedures and requirements see the Student Progress Website.

Submitting your Project Proposal

Log on to your ePortfolio (<https://portfolio.ncl.ac.uk>) and click on the “Postgraduate Research” button. Then go to the Project Approval tab. As well as the form this section includes links to the Ethics Website and links to further guidance on the Student Progress site.



Ethical Approval

- All postgraduate research students must complete ethical review.
- The University ethics form is a separate online process, accessed via the [Ethics Website](#) (see link below).
- **Download your ethics application as a PDF, when you complete your preliminary application.**
- Where necessary a full ethics review may be required.
- Save your Ethics decision Email (see below)
- Upload your completed ethics form and decision Email as part of your Project Approval.

Submitting your project proposal

- Click on Start to begin your form (or ‘Edit’ if it is already started).
- Complete the form. For the questions on Project Summary and Project Plan you can also upload supplementary documents. If so you don’t need to add any text into the box, unless you want to.
- Answer the Ethics questions and upload your ethics application document(s).
- Attach any other supplementary documents.
- Submit your proposal (you can also Save if you want to edit/submit later).

After you submit

- Your supervisor will also complete a form to support your application.
- You can monitor the progress of your application on this Website.
- You will be notified when the Project Approval process has been completed by the Panel and Dean.
- When the process is complete, you can access the reports and any comments made by your Panel,

Ethics Website: <https://www.ncl.ac.uk/research/researchgovernance/ethics/process/>

Including your Ethics Decision Email

After submitting your Ethics application you will receive an Email, which will include the approval decision. Save this as a file to upload as part of your Project Approval.

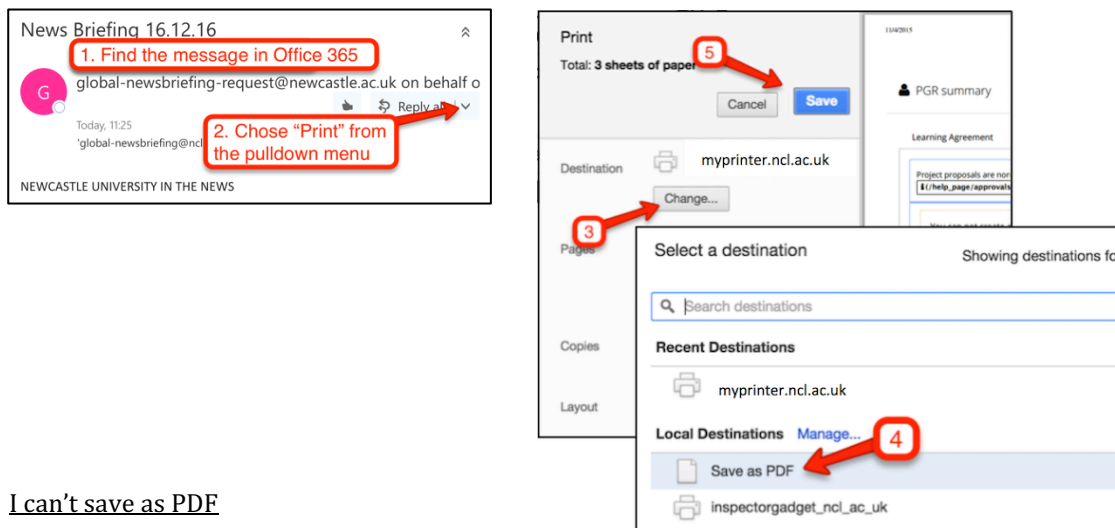
How to Save Your Email as a PDF

How you save your decision email depends on which browser, browser plugins, and Email software you are using.

Start by opening your decision Email in Office365.

Most browsers allow you to save the page you are viewing (ie. your decision Email) as a PDF via the **File - Print** menus.

Using Chrome:



I can't save as PDF

You may be able to use **File - Save As** in your Browser to save as a HTML file. This may generate a folder containing formatting information. For the purpose of your Project Approval just upload the single HTML file of your decision Email.

I never got an Email

If you never received a decision Email then contact the Research Student Support Team/Graduate School in the first instance.

There is a box on the Project Approval form to state why you haven't attached your decision Email.