**STAGE 2: Dissertation Grant Proposal** is to enable the student to clarify the rationale and strategy for approaching the subject, and to permit members of the doctoral dissertation supervisory committee to provide advice to the student. The student may work in consultation with the supervisor in preparing the proposal. The proposal is written in the format of a grant application.

Examination of the dissertation grant proposal will normally be completed within 6 terms of registration in the PhD program. Students who do not meet this deadline will be put on academic probation for term 7 of registration in the PhD program. If the examination has not taken place by end of term 7, the student will continue on academic probation for term 8 of registration in the PhD program. Failure to meet the requirement by the end of term 8 will result in withdrawal from the graduate program for failure to meet academic standards.

***NOTE:****The* ***Dissertation Grant Examination Form must be completed and submitted by the student to graduate program office no less than 15 working days prior to the examination.*** *The Supervisory Committee Approval section must be signed by each member before submission. The exam date, time and name of the outside member must also be provided. The graduate program office will reserve the examination room along with audio/visual equipment and send a confirmation to the student and exam members via email.*

The written Proposal should include:

* an introduction;
* a brief literature review; and
* a methods section.

The introduction should provide a rationale for the study and a concise statement of the problem and specific purpose(s). The review of literature should include those references that illustrate where the study fits in relation to the existing body of knowledge in the topic. The methodology should contain a description of the procedures to be conducted and the experimental design.

Content and Length: Presentation of the proposal content can be tailored to the granting agency that is appropriate for the person’s area (e.g., CIHR is more project based while NSERC is more program based). The proposal should be 15-20 pages (double-space) regardless of the grant style.

Budget: The budget (including the budget justification) and CV portions of the dissertation grant proposal are expected to be completed. These components are not included in the page limits of the dissertation grant proposal. The aim of this exercise is to give the student experience with writing all aspects of a dissertation grant proposal.

The Dissertation Grant Proposal shall be submitted by the student to each member of the examination committee at least 15 working days prior to the examination.

The Dissertation Grant Proposal Examination Committee should consist of the Dissertation Supervisory Committee members plus one KAHS members at arm’s length. Additional members from outside KAHS may be added if specific expertise is required.

Responsibilities of the Examination Committee

Doctoral Dissertation Supervisory Committee (three members):

* Approve the dissertation grant proposal
* Read the proposal submitted by the student prior to the examination;
* Take part in the questioning of the student at the examination;
* Vote on the outcome.

KAHS (arm’s length) member

* Acts as the Chair’s for the examination to ensure that the examination is conducted according to the regulations and that all signatures are obtained;
* Reads the dissertation grant proposal submitted by the student prior to the examination;
* Takes part in the questioning of the student at the examination;
* Conducts the vote on the outcome (the Chair is a voting member), including eliciting a consensus on written comments about the examination;
* Records the examination result and returns the completed examination form to the graduate program office.

Format of Examination

The duration of the examination shall be no more than two hours, and it shall follow standard dissertation defense procedure. It shall commence with a 15-20 minute dissertation grant proposal presentation by the student, followed by at least two rounds of questioning by the examination committee. Questions focus on the research proposal.

Evaluation

The result is recorded on the examination form. Evaluation options are as follows:

1. Pass

2. Pass with revisions

3. Re–examine with revisions

4. Fail

Portions of the dissertation proposal grant will no doubt be used subsequently in various sections of the dissertation and, thus, constructive criticism from members of the examination committee is encouraged.

Revision of the dissertation grant proposal is necessary if members of the examination committee decide that substantive changes to any component of the proposal are required.

Re–examination of the dissertation grant proposal is necessary if the student does not display sufficient knowledge of the study rationale and relevant literature, experimental design, or methodology, or analytical tools to be employed. This normally involves submission of a revised written proposal to the examination committee prior to re–examination.

All members of the examination committee must sign the Examination Form. The Chair shall submit the signed form to the graduate program office after the examination.

In the case of “Pass with revisions”

* Required revisions must be specified in writing to the student and a copy of these specifications shall be provided to the graduate program office.
* The due date for submission of revised materials must be set and written on the examination form at the time of the examination. The due date must be within 6 weeks of the examination date.
* All members of the doctoral dissertation supervisory committee must be presented with the revised dissertation grant proposal for their approval before the set due date. At the discretion of the committee, approval of the final revisions may be turned over to the Chair and Supervisor (i.e. minor revisions).
* The doctoral dissertation supervisor must notify the graduate program office in writing or by email when the revisions are completed to the satisfaction of all members of the doctoral dissertation supervisory committee.

In the case of “Re–examine with revisions”

* The student will automatically be put on academic probation for failure to meet academic standards.
* Required revisions must be specified in writing for the student and a copy of these specifications shall be provided to the graduate program office.
* The re–examination shall normally occur within 6 weeks of the initial examination.
* The re-examination committee membership shall remain the same as for the initial examination.
* The student will present the re-examination committee with revised proposal a minimum of 10 working days prior to the re-examination date.
* The student will undergo a second oral examination, following the same procedures.
* The student’s performance is evaluated as ‘pass’ or ‘fail’ and recorded on the Re-examination form provided by the graduate program office.
* All examination committee members must sign the form, and submit the signed form to the graduate program office after the re-examination.

In the case of “Fail”

* In the event of a ‘fail’ vote in any area after the re-examination, the student will be immediately withdrawn from the PhD program for failure to maintain academic standards. The student cannot be converted to a master’s degree.

Submission of Approved Dissertation Proposal

Following successful completion of the dissertation grant proposal examination or upon completion of revisions or re-examination, the student is responsible to submit the following documents to the Graduate Program Office within 10 days of the examination date.

Form TD1: Thesis/Dissertation Research Submission;

One copy of the dissertation proposal;

One copy of all appropriate ethics forms.