

# Core Component of the Structure Program (CCSP)

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## ***CCSP: 12 steps to complete it on time***

1. Review (if necessary) the most recent **AFW induction seminar**, on your MyUni site.
2. Download the editable CCSP form called “Core Component of the Structured Program” from the AGC website, “**A-Z Policy and Forms**”. Complete all sections of the form and be sure to provide evidence of any ethics approvals and biological approvals required for your project.
3. Download the **HDR Safety Management Plan** from the AGC website. You will need to log-in to gain access to this document.
4. Download the **AFW Induction checklist** from the School website. Several signatures are required, and you should record the name and contact details of the person you invited to be your Independent Advisor. Be sure this person reads your Research Proposal and provides feedback. Ask them to send an email to your PGC to indicate they have read the Proposal and provided you with feedback on it.
5. Download the **Research Proposal template** from the AFW website, and insert your proposal under the headings listed throughout. Complete all sections.
6. Use the **GANTT chart** on the AFW website to set up a clear timeline of activities for your HDR program. Insert as much detail as you can. (link to: <http://www.adelaide.edu.au/graduatecentre/forms/milestones/planning-communicating-tracking/>)
7. Discuss with your Supervisor(s) and the School Manager the budget and funding for your project. If your project is eligible for support from the School you need to complete the 2-page detailed **Budget template** from AFW website. Supply both pages of the budget: the detailed page plus the summary page.
8. Record in the “Comment” section p.8 of CCSP form under “E. AUTHORSHIP”, exactly what you and your supervisor(s) agree to do in relation to co-authorship of research papers and other publications arising from your work. Don’t just tick the “Yes” box.
9. If you are an International Student you probably need to participate in the IBP. You need to provide certification that you completed the IBP from the IBP coordinator.
10. Discuss and prepare a program of professional development and skills training for the whole HDR program but in particular a detailed program for the coming year. A template for the **Professional Development Plan** is provided on the School web page; you can edit this as required.
11. For students starting in 2012, you now need to have some training in the Australian Code of for the Responsible Conduct of Research, and provide evidence that you have completed it.
12. Obtain signatures of your supervisor and PGC before taking it to the DHOSP for checking and approval. This may take up to 1 week so leave plenty of time before your CCSP due date for all of this.