Foundational Research Project Checklist

1. Form a Foundational Research Project (FRP) Committee

☐ Identify at least 2 graduate faculty members who are not your supervisor(s) and whose research interests or research methods overlap with yours. In total, you need 3 faculty members to serve on your FRP Committee, including your supervisor(s).

☐ Share the list with your supervisor(s) to get their advice on the candidate committee members

☐ Email the faculty member(s) who are not your supervisors to ask them to be a part of your FRP Committee

☐ When everyone has said yes, ask them to sign the PSY1100 Form

☐ Submit the PSY1100 Form to psy.graduate@utoronto.ca by January 31, 2022

2. Propose a Foundational Research Project

☐ Together with your supervisor(s) and maybe your other FRP committee member(s), plan out a research project for the first two years of the program

☐ Also with the advice of your supervisor(s), identify which tri-council agency is most relevant to you (i.e., CIHR, NSERC, or SSHRC)

☐ Read the relevant guidelines for the main research proposal section of a grant to that agency:

☐ Describe your foundational research project following the instructions for the twi-council agency that is most relevant to you (20 pages max, about 10 - 20 pages expected)

☐ Schedule a meeting with your FRP Committee that will occur before the last day that coursework must be completed and grades submitted for full-year and Winter-session courses (May 13, 2022).

☐ Send your FRP Proposal to your FRP Committee members by email about 2 weeks prior to the meeting with them

☐ Create a brief presentation (10 - 20 minutes) to describe the proposal to the committee at the start of your meeting

☐ Submit a "5-YEAR DIRECT-ENTRY PHD STUDENT COMMITTEE MEETING REPORT" to psy.graduate@utoronto.ca

☐ After the FRP committee meeting, send an email to the FRP Committee that summarizes any changes to the proposal, if relevant. If no changes were made to the proposal during the committee meeting, then this email is not necessary.

3. Complete your Mini Orals Reading List Exam

☐ Build a list of references to 30 articles or chapters that are relevant to your foundational research project

   ☐ The list should look just like an enumerated list of full references in APA style. The references should generally be listed in alphabetical order, but can be grouped thematically under section headers and then alphabetized within sections.

   ☐ When building the reading list, you will likely include all the papers that you cited in your FRP Proposal. If that is less than 30 papers, then you can add other papers that you have not read but expect to be relevant. A good way to get started is to ask your supervisor(s) if there are any papers that they think you should definitely read.

☐ We recommend that you send the list to your FRP Committee before the end of the Winter session (e.g., May 13, 2022). You are asking your FRP Committee members whether they would recommend adding or removing any papers, noting that the maximum number of papers on the list can be 30. Give them a deadline (e.g., 3 weeks from when you email them) for them to suggest any changes. Note that you can fold the feedback on your Mini Reading List together with the FRP Committee meeting you have to discuss your FRP proposal.

☐ Create a plan to systematically read the papers on your list (e.g., plan to read a paper on Monday and Thursday of each week for 15 weeks of the Summer)

☐ Schedule a meeting with your FRP Committee for the Mini Orals Reading List Exam that will occur before the Registration Deadline for the Fall 2022 Semester, Year 2 (around September 10, 2022)

☐ Create a brief presentation (~10 minutes) that synthesizes what you have learned from reading the papers on your list for the start of your meeting. The 3 members of your FRP Committee will then each take turns asking you questions about the ideas you expressed for 10 minutes each. The Supervisor(s) are in charge of timing the rounds.

☐ Submit a "5-YEAR DIRECT-ENTRY PHD STUDENT COMMITTEE MEETING REPORT" to psy.graduate@utoronto.ca

4. Complete your Foundational Research Project

☐ After your proposal was accepted, then you can complete your project as proposed

☐ Note that, while you can change your FRP from what was proposed, no student should be required to change the project from what was agreed on in the proposal meeting. To meet the requirements of PSY1100, the student must only complete and report the project that they successfully proposed.

☐ Over the course of Year 2, you will work on the Project Write-Up. The Foundational Research Project Write-Up. The paper should be formatted to meet the submission requirements of the journal or volume that you are targeting for publication (i.e., identify a journal and read the "Submission Guidelines" or "Instructions for Authors"). Note that some of these guidelines will include short word counts, which is fine to incorporate in your Project Write-Up. Many papers will be approximately 40 - 60 manuscript pages. The Project Write-Up should not exceed 100 double-spaced pages.

☐ We recommend that you finish the Write-Up by June or July in Year 2 and send it to your supervisor(s) so you can have a round or two of feedback before you send it to your whole FRP Committee

☐ Schedule a meeting with your FRP Committee that will occur before the Registration Deadline for the Fall 2022 Semester, Year 3 (around September 10, 2023)

☐ Send your Project Write-Up to your FRP Committee members by email about 2 - 3 weeks prior to the meeting with them

☐ Create a brief presentation (10 - 20 minutes) to present your completed FRP to the committee at the start of your meeting. This presentation should be in the form of a symposium talk you would present at a conference.

☐ The 3 members of your FRP Committee will then each take turns asking you questions about the ideas you expressed for 10 minutes each. The Supervisor(s) are in charge of timing the rounds.

☐ After the meeting, the Supervisor(s) should submit a letter grade for PSY1100 by emailing it to psy.graduate@utoronto.ca. This email marks the completion of the Foundational Research Project!

☐ The student and committee should also complete and submit a "5-YEAR DIRECT-ENTRY PHD STUDENT COMMITTEE MEETING REPORT" to psy.graduate@utoronto.ca