

Graduate Advisory Committee Meeting: Annual Review

Name:	Meeting Date:
Year in Program:	
Date of Previous Meeting:	

Directions for completing form: For the standard committee meetings, the student should complete parts 1, 2 (biosketch), 3 and 4 prior to the committee meeting. This report should be given to the committee members 2-3 days prior to the meeting. Part 5 is completed by the student's advisor and can be completed during or immediately after the committee meeting. If the advisor has not prepared this within one week of the meeting, the student should submit a draft to the advisor. At subsequent meetings, the student should bring part 5 with them and briefly review what has been done with the previous recommendations.

For the dissertation proposal defense, the student should follow the guidelines in the handbook for the proposal document in lieu of Part 1.

Routing: This form should be given to the Graduate director for placement in the student's file, a copy given to the office of research and graduate education, and a copy retained by the student.

Part 1. Progress Report of Research Accomplishments Since the Last Committee Meeting

Directions: The entire Progress Report for sections A through D **should not exceed two pages**. Tables and figures of results are **not** counted in the two-page limit and should be attached after section D. Be sure to include a legend for each figure or table of data provided. (NOTE: This is very close to the format used for grant progress reports). If a committee meeting is held prior to the proposal defense, the aims section can be abbreviated to include only the study objective.

A. Specific Aims

List the aims, **as proposed in the previous meeting with the advisory committee**. They may differ in scope from those stated in the original proposal, because of Advisory committee recommendations or changes in the project due to recent reports in the literature. If the aims have been modified further since that time, give the revised aims and the reason for the modification.

B. Studies and Results

The intent here is to provide a summary of where you are in completing all the proposed work as well as a report of your productivity since the last meeting. Recommended organization:

1. List the specific aim
 - a) Experimental approach: describe the studies carried out toward completion of the specific aim. If the aim has been completed state this and move on to the next aim.
 - b) Results: Describe the positive and negative results obtained since the last committee meeting. If technical problems were encountered in carrying out this project, describe how your approach was modified.
 - c) Conclusions: Briefly indicate your conclusion or interpretation of these results.

C. Significance

Emphasize the significance of the findings to the scientific field.

D. Plans

Summarize plans to address the Specific Aims during the next year.

Part 2. Biosketch

Attach your biosketch in NIH format after the figures and tables. On the biosketch be sure to include any honors, fellowships, or patents received. A template for the biosketch can be found on the Biochemistry website.

Part 3. Academic and Professional Accomplishments (for reports of proposal defense meetings start at this point on the form)

A. Fulfillment of plan of study

Date plan of study was filed:
Courses remaining to be completed:
Date out of area seminar was completed:
Date proposal was defended:

B. Professional meetings attended (give name of meeting and if oral or poster presentation was given):

C. Professional meetings planned for coming year (indicate meetings your are already planning to attend or would like to attend):

D. Indicate any other activities completed or planned such as teaching experiences or certificate programs:

Part 4. Future Plans

A. Career Goals:

B. Progress on plans for after graduation (to be completed by students beginning in their 4th year):

Part 5. Assessment by Committee

Directions: This section should be completed by the committee chairperson (advisor) within one week of the meeting). In can be hand written during the meeting and turned in without retyping. Assessment of student progress in these areas but also recommendations to enhance knowledge or productivity is appropriate.

A. Knowledge of research area:

B. Recommendations for future work:

C. Assessment of student's productivity:

Signatures (required or an email attachment of consent from the committee member)

Committee member

Committee member

Committee member

Committee member

Committee member (if needed)

Committee member (if needed)

Student

Committee Chairperson (Advisor)