

WALTER S. AND LUCIENNE DRISKILL GRADUATE TRAINING PROGRAM IN LIFE SCIENCES (DGP) ANNUAL PROGRESS REPORT INSTRUCTIONS

A. Progress Report Summary

Well-planned Progress Reports can be of great value by providing records of accomplishments that serve as a basis for determining adequate academic progress by the dissertation advisory committee. Furthermore, Progress Reports provide information to the DGP that is essential for tracking student accomplishments and provide tangible information to report to the Graduate School. The Progress Report should be a brief presentation of the accomplishments on the research project during the reporting period.

The entire Progress Report for dissertation projects, exclusive of the list of publications and key figures/tables, **should not exceed three pages**. Key tables and figures that summarize key accomplishments are not counted in the three-page limit.

In the Progress Report Summary, you should address each of the following specific points:

1. Specific Aims

Indicate the current aims of your thesis project. These may differ in scope from those as originally approved by the dissertation advisory committee stated in the dissertation proposal. If the aims have not been modified, state this. If they have been modified, give the revised aims and the reason for the modification.

2. Studies and Results

Describe the studies directed toward specific aims during the year and the positive and negative results obtained. If technical problems were encountered in carrying out this project, describe how your approach was modified.

3. Significance

Emphasize the significance of the findings to the scientific field.

4. Plans

Summarize plans to address the Specific Aims during the next year. Include any important modifications to the original aims/plans. Present a timeline for specific targeted accomplishments (such as completion of key experiments, preparation of manuscripts, presentation of results at meetings, etc.) for the next 3 months, six months, 12 months, and beyond (if applicable).

B. Publications, abstract presentations, and awards

Report any publications resulting from this project, including manuscripts submitted or accepted for publication. Provide the complete citation (author(s), title, journal or book, volume, page number, year).

Report any individual fellowships awarded, both internal and external as well as appointments to institutional training grants.

C. Progress Report submission.

The Progress Report will be submitted to each member of the dissertation advisory committee at least one week prior to the meeting. Additionally, a copy of the Progress Report will be submitted to the DGP office along with the signed annual committee meeting report, both of which will be placed in the student's file.