

DGP Annual Thesis Committee Meeting Report

Instructions The form may be completed by the student (page 1 only) and a committee representative then signed by the Committee Chair on behalf of all committee members. **The student is responsible for ensuring that the completed final form, their progress report, CV, and IDP are submitted to the DGP Office at which time all documents enter the academic record.** A PDF copy of the Meeting Report should be emailed to dgp@northwestern.edu, the Research Advisor(s), and the student. The student copy will serve as a written notification from the DGP of adequate annual research progress (in compliance with The Graduate School requirement).

Student Name				
Date of Meeting				
Recommended next meeting:	3 months	6 months	9 months	12 months

Committee Members	Role
	Chair
	Member/Advisor
	Member
	Member
	Member
	Member

Indicate Yes (Y) or No (N) by checking the boxes below:

Were all committee members in attendance?	Y	N
If no, who is missing and provide reason. _____		
Did the committee receive the student's written Progress Report?	Y	N
Did the committee receive an updated CV?	Y	N
Since the last meeting, are there new presentations/seminars?	Y	N
Since the last meeting, are there new publications?	Y	N
Since the last meeting, are there new student awards (e.g., external fellowships, etc.) with start and end dates?	Y	N
Has the student completed an annual Individual Development Plan and discussed the form with their PI within the last 12 months?	Y	N
Has the committee reviewed and completed the Verifications Checklist (form page 4) with the student during this meeting?	Y	N

The committee is required to meet with the student without the advisor present.

Committee confirms that this occurred.

Initial here _____

Is the student making sufficient academic progress for their career stage?

Y N

If no, complete request below.

If the student is not making sufficient progress, the thesis committee must provide a remediation plan for improvement and a timeline for the next committee meeting to evaluate progress. *If the student does not make sufficient progress by this time, they may be dismissed from the lab.* The committee shall outline the improvement plan for the student here or attach an additional file; attach any additional documentation of the concerns with the student's progress.

I have reviewed the final report and certify that it is complete and represents the views of the entire committee.

Chair's Signature: _____

STUDENT'S RESEARCH PROGRESS:

Please attach or submit additional pages addressing prompts below, if more space is needed.

POSITIVE aspects of student's work:

Aspects of student's work that need improvement:

Is the student's overall progress towards degree appropriate for his/her stage?
Please elaborate as needed:

Specific GOALS for research or other areas set by the committee for next meeting.
(You may wish to comment on met or unmet goals from previous meetings).

Thesis Committee Verifications Checklist

Learning and practicing the essentials of “Responsible Conduct of Research” (RCR) and “Rigor and Reproducibility” (R&R) are essential parts of graduate student training. While the DGP offers classroom instruction in these areas, the primary responsibility for establishing good practices in a student’s habits lies with the thesis advisor and other members of the student’s lab. In addition, the thesis committee can help ensure that students understand and adhere to the best principles.

To aid in efforts to hold students accountable, the DGP asks that thesis committees use the checklist below as a starting point for questioning students and evaluating the student’s practice of RCR and R&R in their presentations to the committee and their written documents, particularly the dissertation. At the final stage, before approving a dissertation as complete, the committee should be assured that proper procedures have been followed and reported.

- | | | |
|---|---|--|
| Y | N | Does the student indicate, in text and figure legends, the number of times experiments have been repeated? |
| Y | N | Are replicates clearly identified as biological or technical? |
| Y | N | Has the student used appropriate statistical methods to determine the significance of the results? |
| Y | N | Are conclusions supported by adequate repetition of experiments? |
| Y | N | Are data and conclusions that are based on one or a few observations labeled as preliminary? |
| Y | N | Are the methods written in sufficient detail in the dissertation to make it a useful resource for the lab and the broader scientific community? |
| Y | N | Has the student properly attributed any work that was done by others?
Has the student generated their own new figures, especially for models of their system? If the student uses copied figures for the thesis, has the student obtained permission and indicated that such permission was obtained? |
| Y | N | Has the student authenticated reagents (cell lines, animals, DNA constructs, etc.) and properly notated the source(s)? |
| Y | N | Are the data properly archived and easily accessible to PI? |

If possible scientific misconduct (fabrication, falsification, or plagiarism) is found while evaluating a student’s work, the committee should report the specific occurrence(s) to the DGP Office and Northwestern’s Office for Research Integrity. If any data presented by a student, either in writing or oral presentations, is later found to violate the principles of RCR or R&R, a committee may revoke “Permission to Write” or may withdraw approval of a final defense.