

Year 2 Spring
 (Students >1.5 years and <2 years aftermatriculation)
Graduate Student Status Report Signature Page



The Graduate School of
Biomedical Sciences

MD/PhD Program?	
YES	NO

Student Name: _____
 Program: _____
 Meeting Date: _____

ID#: _____
 Dates of LOA: _____
 Matriculation Yr: _____

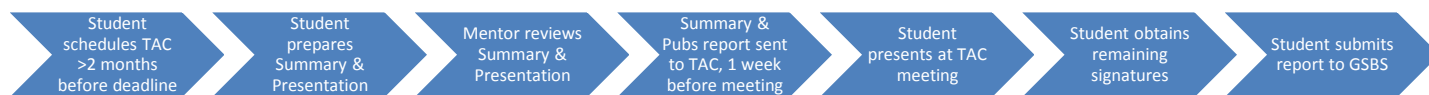
		Yes	No			Yes	No
Was the proposal clearly written?				Is Rigor and Reproducibility Addressed?			
Oral presentation clear?				Was Individual Development Plan discussed?			
Was the background and significance adequate?				Is Publication Report attached?			
Were the proposed experiments well defined?				Is Academic & Grant Awards Report attached?			
Did the proposal define a reasonable initial project?							

Explanations and Comments for Items Above Marked No (continue on additional sheet(s) if necessary)

REQUIRED SIGNATURES: My signature denotes that I approve the summary and explanations (a member or student may attach a minority report to this document if they dissent from the majority opinion).

	Printed Name	Signature	Date		
Major Advisor					
Student					
Committee Members				Present	Not Present
Reporting Member					
Program Director					

INSTRUCTIONS FOR THESIS PROJECT PROPOSAL (Year 2–Spring)



Submission: (See section 9.4 of the GSBS Policy). Thesis Advisory Committee (TAC) meetings may be held at any time between January 1 and the June deadline. Status reports are due in the Graduate School by 5:00 pm on the last business day in June. There is no extension of this deadline except under extraordinary circumstances approved by the Dean. Academic consequences and fines for delinquent reports are located in section 9.4.6.

Status report meetings (except under the special circumstances described in Section 9.4.7) must include the Major Advisor, Reporting Member and at least two members of the thesis committee (total of 4) but all members must review and sign the status report. It is the responsibility of the student to schedule and hold the TAC meeting so that they are completed before the deadlines. Since scheduling difficulties may be encountered, the student should begin arranging the meeting significantly in advance of the deadlines. A committee member (including the mentor) may be present through teleconferencing or video conferencing arrangements.

Dissertation Project Proposal (Year 2 – Spring: Students >1.5 years and < 2 years after matriculation)

The purpose of this meeting is for the student to present to the Committee a proposal for a project that will define an initial route of research that the student will pursue toward his/her dissertation. It is not intended to be a commitment on the part of the student, mentor or the committee as to the final content of a dissertation, but an initial, well thought out plan for approaching a defined project. Students should be prepared to discuss Rigor & Reproducibility with respect to their project's experimental design and authentication of key biological and/or chemical resources (e.g. cell lines, antibodies, specialty chemicals, other biologics).

Every Status Report must include:

1. Signature Page: completed and signed
2. Summary – Research Progress & Plans: see below
3. Publication and Awards Reports <https://www.bcm.edu/sites/default/files/2020-10/Publication%20Report%20and%20Honors%20%26%20Grant%20Award%20Report.pdf>
4. Along with a scientific presentation, the student should prepare a 2-5 page introduction and literature review plus a 1-2 page written report of progress to date, and a 2-3 page summary of specific aims and future experimental strategies for a starting dissertation project. It is the responsibility of the student to provide the report to the mentor so that he/she has adequate time to read it before it is distributed to the committee. It is the responsibility of the mentor to read and discuss the summary report with the student before it is distributed to the members of the thesis committee. It is also the responsibility of the student to provide the report to the committee at least one week before the meeting so that they have adequate time to read it in advance of the committee meeting. The report should be attached to the completed Student Status Report Signature Page. It is recommended that the student save an e-copy of the Publications & Awards forms that can be easily updated at each subsequent TAC meeting.

The Summary should include:

1. Introduction and literature review (2-5 pages)
2. Statement of overall significance
3. Description of progress and experimental results to date (1-2 pages)
4. Specific Aims and experimental rationale (2-3 pages)
5. Publications and publication plans (if any)
 - A. Publications
 - B. Papers in press
 - C. Unpublished papers
 - i. List and/or description of completed figures
 - ii. List of experiments and/or figures remaining to be done and estimated dates of completion.
 - iii. Status of draft manuscript, including date completed or expected completion date
 - iv. Anticipated submission date

Individual Development Plan

The individual development plan (IDP) is intended as a tool to enable trainees to identify professional goals that match their interests and values for the purpose of identifying and developing appropriate career specific skills. Following completion of the student's self-assessment, trainee and mentor set goals to further develop the scientific skills and knowledge that are needed for acquiring proficiency in the core competencies and those that will allow the trainee to be competitive for opportunities in the chosen career path. A set of strategies to achieve short-term and long-term objectives consistent with achieving the trainee's career goals should be developed by the Year 2 – Spring meeting, but no later than the Year 3-Fall meeting.. The trainee and mentors can establish the "Plan" using multiple web-based IDP templates or a specific BCM-branded IDP template. The Plan's contents, including the proposed strategies to correct deficiencies, should be discussed at TAC meetings, where all members are encouraged to participate in the evaluation of the trainee's current status and the proposed course of action. The student and/or mentors may also seek input from the TAC regarding career goals and development.

See <https://mediasrc.bcm.edu/documents/2014/58/idp-process-gsbs-june2014.pdf> for more information.

Status Report Form #2 (Project Proposal Required) – Revised 10.5.20