

## **Protocol for CMDDB Student's ANNUAL RESEARCH PROGRESS EVALUATION (ARPE)**

Each CMDDB student is required, by both the Graduate Division and the CMDDB Program, to have an Annual Research Progress Evaluation (ARPE). This will allow determination of whether the student is making normal and acceptable progress towards completion of her/his Ph.D. dissertation or MS thesis. Each student must hold an annual ARPE meeting with all the members of her/his Advisory /Dissertation Committee by June 30 for each year the student is enrolled. During or following the meeting, the student's Guidance Committee must prepare a written evaluation using the CMDDB ARPE Committee Report to be reviewed and signed by the student and all the Committee members. Copies of the signed report must be given to the student and each Committee member and a scanned copy of the signed report e-mailed to Mr. Julio Sosa (julio.sosa@ucr.edu) in the CNAS GSAC by the stipulated deadline. Students who do not complete the ARPE process by the stipulated deadline will be declared "not in good standing". These students will have a hold placed on their fall quarter enrollment and must schedule a meeting with the Graduate Advisor and propose a plan to fulfill their ARPE requirement in a prompt manner. Students who remain classified as "not in good standing" will not be eligible for Teaching Assistant appointment or for financial support from the CMDDB Program. Once the Graduate Advisor is satisfied that the ARPE requirement has been met, a recommendation will be made to the Director to restore the student to "good standing" within the program.

After review of the student's ARPE report by the appropriate CMDDB Graduate Advisor, the CMDDB Student Affairs office will forward the report to the Graduate Division.

### **General Protocol for ARPE:**

The ARPE will be initiated by the student preparing a written report (see details below), completing the online ARPE form at: <https://ucrbgsac.wufoo.com/forms/q1v8p70819cb0dl/> by June 20 each year.

Students are also responsible for scheduling, several weeks in advance, a time, date and location for the meeting of her/his Guidance/ Dissertation/Thesis committee. The report must be attached to the online ARPE form. The student and the major professor will receive a copy of the student's submission and report which can then be distributed to the rest of the committee.

The meeting will be chaired by the student's major professor. At the meeting, the student will make a 25 - 45 minute oral presentation, augmented by slides or other visual aids, if necessary, and answer questions raised by the Committee. The last phase of the meeting will be a private discussion of the

Committee members to evaluate the student's annual research progress. The meeting will be concluded by the Committee sharing its conclusions and the CMDDB ARPE Committee Report with the student.

**Student's Annual Written Research Report:** The student's written research report should not be simply a recapitulation of the student's oral presentation to her/his Advisory Committee. The written research report is a formal document that should be prepared according to the guidelines provided in the paragraphs below. It must be comprehensive and allow for being understood by a reader who would not attend the

student's Advisory Committee presentation. Each student's Annual Research Progress Evaluation written report will be reviewed by the appropriate Graduate Advisor.

**Page #1 Background and Introduction:** There should be no more than 1 page of Introduction that will allow the reader to understand the context and starting point for this year's research evaluation; literature citations are not needed. The Introduction should conclude with an enumeration of 2-3 key research questions (goals) that will be covered in this year's evaluation.

**Pages #2-6 Research Data:** Summarize the key results (both positive and negative) as Figures and Tables using experimental data obtained over the past 12 months. Each Figure and Table should have a title and a legend that will permit the reader to understand the experiment; the extent of legend detail should be similar to that utilized by the Journal of Cell Biology. Also, under each legend, one or two sentences explaining the purpose of the experiment should be provided. The written report is limited to no more than 5 pages of data presentation; additional results may be included in the student's verbal presentation. No narrative of the results, discussion or reference citations should be included in the report.

**Page #7 Major Points:** Following the Research Data pages, a list of the significant conclusions revealed or supported by the experimental data should be written. Each conclusion or point should be limited to no more than two sentences. These points may be verbally and graphically amplified and discussed in the student's oral presentation. Collectively, they should answer the question "What have you learned in the past 12 months?" This page should be concluded with an enumeration of 2-4 research goals for the following year.

**Page #8 Additional Information on the Student:** All information solicited here pertains to the previous 12 months. Provide the following information on a page titled "Additional Student Information". (a) List the courses you completed with their grades. (b) Indicate whether you completed your written qualifying exam (date) or oral qualifying exam (date). (c) List any scientific papers or abstracts that you authored or co-authored that were formally published; provide a complete citation using the reference style of the Journal of Cell Biology. (d) List any scientific meetings that you attended; list the name of the

meeting and where it was held, the approximate number of attendees and describe your contribution(s) (platform talk, poster, observer, etc.). (e) List any awards you have received.

#### Instructions for Student Preparation of the ARPE Report

The ARPE document should be typed in font 11 or 12 (with each page numbered in the lower right corner). A Header for each page should list the students first and last name and the scheduled date and location of the Advisory/Dissertation Committee meeting. The student is required to attach the ARPE Report to the Online ARPE form and to submit both by June 20 each year. Once submitted, the student and major professor will receive a copy of his/ her online submission and the report in an e-mail which needs to be forwarded to the rest of the committee at least one week before the scheduled meeting. The student is responsible for scheduling the ARPE meeting and reserving a room for the meeting. Also the student should send an e-mail reminder to each Committee member 24 hours in advance.

#### ARPE Guidance Committee Report

The student's Major Professor, acting as Chair of the Guidance/Dissertation Committee is responsible for preparing the required formal written report concerning the student's Annual Research Progress Evaluation. The form will be e-mailed to all major professors with the ARPE call each spring, but will also always be available at <http://cldb.ucr.edu/current-students.html>

The Report should be completed at the ARPE meeting and all Committee members should sign the report. Copies of the signed report must be given to the student and each Committee member and a scanned copy of the signed report e-mailed to Ms. Kathy Redd in the Cldb Student Affairs office by July 15 each year.