

**PLANT BIOLOGY GRADUATE PROGRAM  
ANNUAL RESEARCH PROGRESS EVALUATION MEETING**

The Plant Biology (PLBL) Graduate Program uses on-line submissions for the annual review.

**The deadline for submission of your Annual Progress Report and ARPE is **June 1st**.**

**PLEASE READ INSTRUCTIONS CAREFULLY:**

**Student responsibilities:**

**At least one week prior to the Annual Meeting:**

- Prepare a one-page written summary of your research progress in the past year. The report should:
  - Emphasize accomplishments during the past academic year.
  - Note specific research goals for the next academic year.
  - Include a short statement about career goals.
- Fill out the on-line Annual Progress Report (APR).  
<https://ucrbgsac.wufoo.com/forms/qjg2cos06a1db0/>
- Attach to the APR:
  - your research summary *and*
  - your Annual Research Report from the previous academic year (this was sent to you electronically; please search your email using Wufoo as the search item.)
- Submit the APR for the current academic year.
- Send the entire report, including attachments, to your major professor and all committee members and save a copy in your records at least one week before the meeting. Every year, you will be asked to include last year's report, so please keep electronic copies of all of your reports.

**Prior to the Annual Meeting:**

- Prepare a power-point presentation (typically 30 min) that summarizes:
  - Coursework
  - short introduction to the project
  - research progress to date with emphasis on accomplishments in the past academic year
  - work remaining to complete the degree
  - plans for completing the research and degree
  - If meeting in person, reserve a room using this link:  
<https://chassintranet.ucr.edu/frs/app/user/view/calendar/calendarDetails>
- **NEW for 2020: Due to the three pandemic, we are not using the below signature page. Faculty instructions for signatures are below.s**
  - ~~Fill in and print out the Signature Page at the link below, and bring it to the Committee meeting.~~  
<https://plantbiology.ucr.edu/graduate-program/current-students/academics>

**Major Professor responsibilities:**

- Committees should meet between before June 1st. The only Committee members who do not need to be present are those on sabbatical leave. The meeting can involve a Skype or Zoom call if necessary.
- At the annual meeting:

- The student will give their presentation
- The Annual Progress Report should be discussed.
- The student's research goals for the next academic year should be discussed and modified from the Annual Report if needed.
- If the proposed research goals are accepted by the committee, the student does not need to do anything.
- If there are substantive changes in the student's research goals, the student should write a summary (bullet points are fine) of the new set of goals for the next academic year. This must be approved by the Committee and attached to the ARPE at the time of submission.
- After discussions, the Major Professor will fill in the on-line ARPE during consultations with the Committee members and student using the electronic form linked below:
  - <https://ucrbgsac.wufoo.com/forms/q1754dgg18iy91t/>
  - Please make sure to confirm the student's email address on the form.
- **NEW for 2020:**
  - In lieu of a signature page, the committee chair will email Amy Litt, or current faculty advisor for continuing students, with the names of the committee and confirmation that the committee agrees with the content of the ARPE form.
  - No signature page or signatures will be used during the campus closure period associated with Covid-19.
- ~~At the end of the meeting, the student and Committee members must sign the signature page. Indicate if any of the Committee members are on sabbatical and did not participate in this meeting (signature lines). The dated and signed Signature page should be returned to the Student Service Advisor. Alternatively, the signature page can be consecutively signed by pdf signatures.~~