

**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 TBA

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 and ARPE from the previous academic year (these were both 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

Major Professor responsibilities:

- Committees should meet between before deadline. The only Committee members who do not need to be present are those on sabbatical leave.
- 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.
 - In lieu of a signature page, the committee chair will email Amy Litt, or current faculty advisor for continuing students and copy the staff advisor, with the names of the committee and confirmation that the committee agrees with the content of the ARPE form.