

Chemistry Graduate Student Annual Progress Report

Name: _____

UIN: _____

Research
Advisor: _____

Date of Preliminary Exam: _____

PhD Program Start Date: _____ (Fall/Spring) of _____ (Year)
(Only students started in **Fall 2019** or **Earlier** need to submit this form)

(Student: please check one of the following boxes)

- The Student Requests a Committee Meeting*
- The Student Dose **NOT** Request a Committee Meeting

(Advisor: please check one of the following boxes)

- The Research Advisor Requests a Committee Meeting*
- The Research Advisor Does **NOT** Request a Committee Meeting

The written report is to be completed by the student and should consist of a summary of the research already completed and goals for future research. The written report should be between 1 and 3 pages in length (Using the template in the Appendix is recommended). If a student has made significant contributions for a publication in the past year, a copy of the publication or the submitted manuscript can be used as a substitute to the report.

Graduate students are required to submit the annual report and this form to the Chemistry Graduate Office starting at the end of their 6th long semester of graduate study, and then every summer until graduation. This form, with comments on page 2 and both signatures from the student and the research advisor, must be submitted to the Chemistry Graduate Office by **5pm on August 15**.

Students who fail to submit a report will be blocked from registration.

* Committee Meeting:

A committee meeting is triggered if: (1) It is requested either by the student or by the advisor; or (2) the student started in **Fall 2016 or earlier** AND has not yet scheduled a defense.

If a committee meeting is triggered, the graduate office will reach out to committee members and schedule the meeting. A separate form is due to the Graduate Office immediately after the meeting.

Appendix

Template for Graduate Student Annual Report

Name / Date and Year of the Report

1. Significance, Background and Objectives

Briefly introduce the overall goal(s) of your research project. Discuss about the significance of the project in the context of a brief summary of literature background.

If you have multiple projects or multiple objectives for your research program, please summarize these objectives as follow.

- 1.1 Objective 1
- 1.2 Objective 2
- 1.3

2. Results and Discussion

Describe the progress you have made since the *start of your PhD research program*. Include both successful results and important unsuccessful attempts. It is recommended to use figures to help summarizing your results.

- 2.1 Project 1
- 2.2 Project 2
- 2.3

3. Future Work

Provide a year-by-year plan on how to achieve the research objectives towards the completion of your PhD research, based on the estimated number of years left in your PhD program. These plans should be realistic and reasonable. They should guide your future work, pending the approval or feedback from your research advisor.

- 3.1 Year 2022~2023
- 3.2 Year 2023~2024
- 3.3

References

Use the JACS format, include titles to the journal articles.