



Student name: _____ Advisor: _____

Date of Committee Meeting: _____

INSTRUCTIONS FOR ANNUAL PROGRESS REPORT SUMMARY

Submit the Progress Report form to the Thesis Committee **one week in advance** of your meeting.

The Progress Report gives students the opportunity to think critically about their project and to develop the writing skills necessary for grantsmanship. Furthermore, a well-planned Progress Report can be of great value by providing a record of accomplishments. In addition, the Progress Report provides information to Thesis Committee that is essential for them to give helpful advice on current and future research as well as professional development.

The Progress Report should be a brief presentation of the accomplishments on the research project during the prior year and plans for the coming year. The Progress Report **should not exceed two pages**. The report should follow the outline and numbering system shown below.

1. Specific Aims

State the aims as actually stated in the Preliminary proposal. If the aims have not been modified, state this. If they have been modified, give the revised aims and the reason for the modification.

2. Studies and Results

Describe the studies directed toward each specific aim during the past year and the results obtained. Include negative results. If technical problems were encountered in carrying out this project, describe how your approach was modified.

3. Significance

Emphasize the significance of the findings to the scientific field.

4. Plans

Summarize plans to address the specific aims during the next year. Include any important modifications to the original plans.

1. Specific Aims

2. Studies and Results

3. Significance

4. Plans



Check here if this will be considered your 6-month meeting.

If this is your 6-month meeting, please also attach a chapter outline of your thesis. A generic outline can be found on the Progress Report page of the CMB Handbook (<https://cmb.wisc.edu/progress-report/>).

Students should have a “6-month meeting” with their committee to determine whether they are ready to move on to the thesis defense. The committee should agree the student is ready before the thesis defense is scheduled. This meeting usually occurs about six months prior to the defense but the timing can vary significantly.

Brief Description of Student's Progress. Comment as appropriate on:

A. Activities outside the laboratory (e.g. attendance at seminars, participation/performance in subgroups etc.)

B. Research activities (e.g. participation in lab meetings, discussion/involvement with research, independence, initiative, research progress, etc.)

C. Individual Development Plan (IDP) Report. Please check off each category that you have worked on and discussed with your mentor/advisory committee:

Research Progress Professional Development (grant writing, teaching, communication)

Prelim Timeline

Defense Timeline

Career options/planning



Summary Evaluation:

Progress is: A. Satisfactory_____ B. Marginal_____ C. Unsatisfactory_____

If B or C, Please Comment:

Recommendations:

Signature of Thesis Advisor

Signature of Committee Members

Signature of Student: _____