

# GRADUATE PROGRAM IN CELLULAR AND MOLECULAR BIOLOGY

## FIRST DISSERTATION COMMITTEE MEETING

### Scheduling

*The first meeting should occur no later than November of the 3<sup>rd</sup>/G2 year, unless exceptional circumstances pertain, with approval of the Director.*

### Written Proposal and Oral Presentation

*At this meeting the student is expected to present a detailed written proposal* for their dissertation research. This proposal may borrow from the student's preliminary exam proposal, if appropriate, but should be prepared in consultation with the dissertation mentor, unlike the preliminary exam.

The written proposal should follow standard proposal format: specific aims, background/significance, summary of preliminary data, and research plan. The written and oral presentation should include a hypothetical timeline. In the oral presentation, preliminary data may be presented, but the focus of the first meeting should be on articulating a well thought-out research plan and on getting constructive feedback from the committee.

### Submission Timeline

*Before the Meeting* – submit written proposal at least 3 days in advance to committee members

*At the Meeting* - The student will provide the committee members with a copy of the PowerPoint presentation of the research proposal at the meeting.

*After the Meeting* – The student will send CMB a copy of the research proposal, within 2 weeks of the meeting. Additionally, at each meeting, the committee should work on filling out the Dissertation Committee Meeting Addendum of the Semester Report on page 3 of the “candidate” form. This addendum requires the mentor to collect input from the committee, and should be signed by both the mentor and student. It should be saved and submitted at the end of the semester with the student's Fall or Winter Semester report.

For subsequent meetings, students should include a progress report in lieu of the proposal (discussed further below). Dissertation committee meeting forms can be found on the [CMB Forms](#) page.