



**TRAINEE ANNUAL DISSERTATION COMMITTEE MEETING REPORT FORM**

Each PSTP trainee past candidacy, shall meet minimally on an annual basis with their dissertation committee. The trainee's PhD advisor shall fill out the attached form to report the progress made since the last meeting, any obstacles identified and a plan for the future to the PSTP Director. The trainee and the PhD advisor should both sign the form prior to submission.

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Trainee: \_\_\_\_\_

PhD Advisor: \_\_\_\_\_

Committee Members: \_\_\_\_\_

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Meeting Date: \_\_\_\_\_

**Has the trainee made acceptable progress during the past year?**

**If not, then what obstacles to progress been identified and what solutions have been proposed?**

**Has a time frame been set for surmounting the obstacle(s) and has an acceptable and reasonable alternative (e.g., modification of project) been identified?**

**What should the trainee focus on for the next year?**

**Is the trainee is "on track" towards completion of his/her PhD in a timely fashion? If not, please explain why.**



**Please provide citations (with PMCID) for any presentations and/or publications for the trainee for the past year. Also, confirm that you have updated the trainee's and your Mtrain database records accordingly. Note that all publications must acknowledge PSTP support (i.e., "This publication was made possible by grant number GM007767 from NIGMS" or "The project described was supported by grant number GM007767 from NIGMS" and "Its contents are solely the responsibility of the authors and do not necessarily represent the official views of NIGMS".)**

**Did the committee meet with the advisor without the student present? Yes \_\_\_ No \_\_\_**

**Did the committee meet with the trainee without the mentor present? Yes \_\_\_ No \_\_\_**

**Student's Comments:**

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Trainee Signature: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_