Appendix B

Research Summary Report

Completion of this report is mandatory for all students once a Supervisory Committee Meeting has been scheduled. Students are to complete the report and distribute it to the Supervisory Committee members at least 1 week before the committee meeting. The completed report should be up to 3 pages long (see below for guidelines for each section). After the meeting, the original hard copy is to be handed in to the MBP office (Daphne Sears or Donna-Marie Pow) with the original hard copy of the completed and signed Supervisory Committee Meeting Report form.

Student Name: ___________________________ Date of meeting: ___________________________ (ddmmyyyy)

Supervisor: ________________________________

Committee members:

________________________________________

________________________________________

________________________________________

Project title: ______________________________

Structure of the Research Summary Report:

- Research Summary (1 page)
- Response to committee’s recommendation (mandatory at second and subsequent committee meetings)
- Students who are in their 4th year should also submit a detailed 1 page “plan of completion”

1. Research Summary (Point form, one page max)

   This section should include:
   - Rationale (what is known, what is unknown, why we need to know)
   - Hypothesis
   - Specific aims/Methods and Results, highlighting progress since last meeting
   - Conclusions/Impact/Outcome
   - Future directions

2. Response to Committee’s recommendations from last meeting (1 page)

   (Point form; refer to Question 10 on the Supervisory Committee Meeting form completed at last meeting)

   Date of last meeting: ___________________________