

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)*
- *Time to Completion Plan for PhD Students at End of Year 4: At the end of year four, each PhD student continuing into year five is expected to complete the actions outlined in Section A of the 'Time to Completion Plan for PhD Students at End of Year 4' form (Appendix I) and provide the document to the advisory committee for evaluation at their committee meeting.*

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 the "Specific scientific recommendations made to the student and supervisor")

Date of last meeting: _____