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.

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Date of meeting:</th>
<th>(ddmmyyyy)</th>
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<tbody>
<tr>
<td>Supervisor:</td>
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<td>Committee members:</td>
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<td>Project title:</td>
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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 Question 10 on the Supervisory Committee Meeting form completed at last meeting)
   Date of last meeting: ___________________