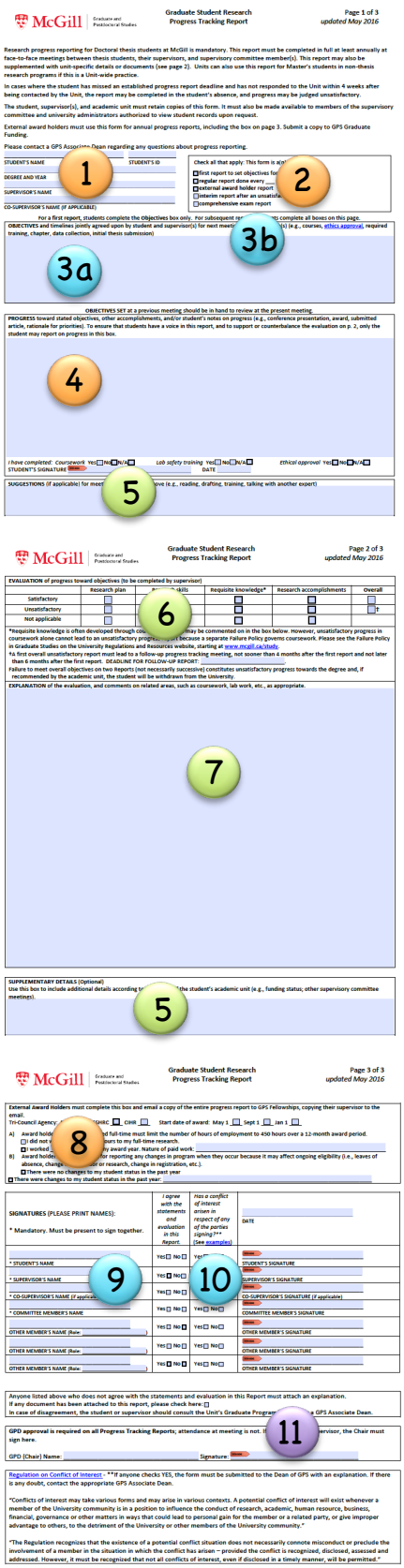
Simple steps for completing your Graduate Student Research Progress Tracking Form



Key: student | student +/- supervisor & SC | supervisor & SC | GPD

1. Complete identification information (student).
2. Check appropriate box(es) indicating purpose of meeting (student).
3. Clearly state objectives to be achieved for the next SC meeting (3a). This can be completed by the student and their supervisor prior to the meeting or with input from the SC members at the meeting. Be realistic. Also include the # months until the next meeting (3b). Student should bring GSRPT form from last meeting or circulate it when you send out your SC report 1 week before to remind committee of previous goals.
4. The progress section MUST be completed by the student. Progress towards objectives listed at last meeting should be addressed. Also include any manuscripts submitted/accepted; meetings attended or courses completed with grades. Student should indicate if coursework and lab safety training are completed, and if ethics approval has been obtained and sign.
5. IF the SC members have suggestions to improve progress or help the student achieve their objectives, they can include the information here. Alternatively, it can be included in Supplementary details at end of page 2.
6. This section MUST be completed by the Supervisor and SC members. If the evaluation is unsatisfactory, they should indicate the date of the next meeting. This meeting MUST occur within 4 to 6 months from the present meeting.
7. The Supervisor and SC members should provide written justification of their evaluation. This section MUST NOT be completed by the student.
8. All students who hold a tri-council award (CIHR, SSHRC or NSERC) must complete this section.
9. The student, supervisor and SC members must complete this section. Student can pre-fill names electronically. All members MUST indicate if they agree with the evaluation (#6) and statements (#7) and sign. NOTE: Individuals should not sign a form that has not been filled-in. If any student, SC member or supervisor does not agree with the statements, they are requested to provide an explanation to the department, as soon as possible following the meeting. The explanation should be emailed to ross.mackay@mcgill.ca .
10. Everyone should also indicate if they have a 'conflict of interest'. The primary purpose of this is to ensure that all parties are aware of any potential hold that might be put on being able to release data for publication. Anyone who checks 'yes' should follow instructions at bottom of page.
11. The GPD reviews and signs here. If any information is incomplete, the form will be returned to the student and supervisor prior to signing. NOTE: your annual meeting is not considered completed until all signatures have been obtained.

If you still have questions about completing this form, please do not hesitate to contact Ross or me.

Aimee Ryan, GPD, Human Genetics
19 August 2016