

ANNUAL GRADUATE STUDENT RESEARCH OBJECTIVES/PROGRESS REPORT FORM

Supporting Documents

Required Format Instructions

- This document must be regularly updated and printed out each year by the graduate student and handed in with the progress report form to support all the accomplishments listed in “Section 3: Research Achievement” of the “ANNUAL GRADUATE STUDENT RESEARCH OBJECTIVES/PROGRESS REPORT FORM”.
- In this document, you must insert: “itemized and well-organized proof of each journal paper, conference paper, conference presentation, and other contribution claimed in the progress report form”.
- The required organization is as follows, before each contribution a cover page should be inserted detailing the following:
 - Contribution classification (i.e. Journal Paper, Conference Paper, Conference Oral/Poster Presentation, Other) and authorship status (F=“First Author”; NF=“Non-First Author”).
 - Year of Publication/Submission;
 - Name of Journal/Conference/Other;
 - Title of Publication/Conference/Other Contribution;
 - Full Author List, with your name in bold.
- The information provided in the cover page of each contribution must then be highlighted (in yellow) or circled (in red) in the supporting documentation of each contribution, to provide proof of the contribution.
- All contribution classifications must be grouped together, in reverse chronological order by year (i.e. Submitted, 2013, 2012, 2011, etc):
 - All your Journal Papers should go first;
 - All your Conference Papers go second;
 - All your Conference Presentations (Oral or Poster) go third;
 - All your Other (e.g. patents) go last.
- Lastly, the safety requirements in “Section 5. Departmental Safety Requirements” must be validated by attaching scanned copies of the following to the end of this document:
 - A scanned copy of your WHMIS certificate;
 - A scanned copy of the last page of the “safety orientation checklist” signed by you and your advisor;
 - A scanned copy of the quiz you wrote in the safety seminar;
- It is strongly recommended that you perform these progress tracking actions in MSPowerPoint by inserting each supporting contribution page as a PDF and highlighting supporting information “proof” accordingly (claimed on the cover page of each contribution). This will make your task of updating and tracking your contributions much easier and cumulative from year to year, rather than performing the task manually each year. A sample MSPowerPoint document is attached to these instructions, that follows the above required format.

