

2nd Year Annual Report Guidelines for Chemistry Graduate Students

The following instructions pertain only to 2nd Year students and students taking their preliminary exams earlier or later than their 5th/6th semester.

Annual Reports and Individual Development Plans (IDPs) should be completed by the student and evaluated by the primary advisor and advisory committee members by the final day of the summer semester. The steps of the process are outlined below.

Because the 2nd Year Annual Report includes extra components to assist you in preparing early for your preliminary exams and requires that all members of your advisory committee complete evaluation forms, it may take a significant amount of time to create the documents and have them evaluated. We strongly encourage you to begin working on your report at the beginning of the summer to give yourself adequate time to complete all components of the report.

For the 2nd Year Annual Report, you will need to create the following documents:

- **CV:**
The CV should be written in a style consistent with the type of position that the student plans to seek following completion of the degree.
- **Research Report:**
The 2nd year research report provides the foundation for the Dissertation Research Summary, which is one of the documents required for the preliminary exam. For that reason, students should spend extra time developing their report over the summer. As with the research report for other years, the 2nd year research report should summarize research questions and accomplishments and should set goals for research in the future.

The 2nd year report should be modeled on the format of JACS Communication with the appropriate listing of citations using ACS style. The report should be a minimum of 3 pages and conclude with a brief section on future research plans.

- **IDP (for the appropriate year):**
Templates for Individual Development Plans are available on the College of Science website at www.science.purdue.edu/graduate/idp.html. Click on "Chemistry" in the left-hand column. There are three different forms, one for first-year, one for second-year, and one for third-year and beyond. Students taking their preliminary exams early or late should complete the IDP for their respective year.
- **"One Page"/Specific Aims Document**

The purpose of Specific Aims document is to help students work towards preparing their original proposal idea early, and to get committee feedback before the formal report is written. This document will also serve as a model/tool for introducing students to the level of academic writing and ideas that the faculty will expect to see in their original proposals.

As with the Original Proposal, you should write on a topic that 1) has not been previously investigated, 2) does not **directly** relate to your current research, and 3) does not rely solely on techniques you are currently learning/implementing. The idea must originate from you, rather than your advisor or a member of your committee. You should ask your advisor how unrelated

the topic should be from your research, as divisions might have different expectations on that point.

Unlike the Original Proposal, your idea for the Specific Aims document does not need to be completely thought out, nor should it attempt to outline a full program or address every questions that might be related to the topic.

Committee members will read the Specific Aims document and may provide some feedback to students prior to receiving the final Original Proposal document. There is a check box on the annual report cover sheet where the committee members will acknowledge that they have received and read this plan. It is their option to provide feedback to the student if the topic does not look suitable either due to being overly similar to the thesis research described in their 2nd year report or due to low significance. Providing feedback to the student is encouraged as identifying issues with topic selection after the full proposal is written is disruptive for students and committee members alike.

The topic of this one-page document is flexible and the student isn't bound to the topic if they later deem it no longer appropriate after additional research and consultation with committee members.

You will also receive feedback from your advisor and committee members through online evaluation forms that each advisory committee member will complete through the new Annual Report³⁰⁰⁰ system. You do not need to upload copies of the evaluation form—the system will automatically create and distribute those documents.

Annual Report Submission and Evaluation Process:

1. Discuss with your advisor a deadline for submitting your annual report documents. This deadline may be several weeks before the final departmental deadline, to allow time for review and discussion. Students should ask their advisor what the deadline will be at the beginning of the summer.

2. Login to the Annual Reportal:

https://apps01.science.purdue.edu/chemistry/grad_program

3. Select "Submit Annual Report". Enter all your information and upload your documents.

- a. **Regardless of your year in the program, if you will be taking your OPs in the following fall or spring semesters you must select "2nd Year" from the options under "Student's Year in the Program."**

Student's Degree Objective *

☒ PhD

☐ MS Thesis

Student's Year in the Program *

☐ 1st Year

☒ 2nd Year

☐ 3rd Year

☐ 4th Year

☐ 5th Year+

If you do not select "2nd Year" you will not be prompted to upload your Specific Aims page and your committee members will not be prompted to evaluate you. If you are taking your OPs early or late, include a note in the "Optional Student Comments" section with your actual year in the program and a short comment about your OP plans for the upcoming semester.

Upload Your CV *

No file chosen

Upload Your Specific Aims (one page) *

No file chosen

Optional Student Comments

Though this would be my 3rd year report, I am filling out the 2nd year report because I will be taking my OPs in the Fall.

- b. Uploaded documents should be in PDF format.
4. After completing all form fields and uploading your documents, select "Submit" to complete your form submission.
5. Submitted forms will automatically route to the faculty members who were listed on your form as your advisor and committee members #1 and #2. Faculty will be able to download all copies of the documents you provided from the Reportal, so you do not need to email PDFs to them unless they are requested.
6. Your advisor and committee members should complete their evaluations through the Reportal. Once evaluations have been completed, students can log back into the Reportal and view the advisor and committee members' assessments and feedback by clicking "View Evaluation Data."

Chemistry Annual Reports

Chemistry Grad. Studies Annual Reportal

[View Evaluation Data](#)

7. Students should meet with their advisor to discuss the annual report and evaluation. Committee members are not obligated to meet with the student but need to complete their evaluations for 2nd year/OP taking students.
 - a. The Committee Evaluation includes a question about whether the topic of the student's One Pager/Specific Aims document is suitable for an original proposal as well as a place for the faculty member to provide optional feedback. In the event that one or both committee members indicate that the One Pager topic is not suitable or provide critical feedback, we highly advise that the student follow the committee member's recommendation/s. Requesting a meeting with the advisor to discuss the matter further may also be helpful.
8. A completed 2nd Year Annual Report will be available to the student, advisor, committee members and the Main Office through the Annual Reportal.

