

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 and submitted to the Main Office via the online **Annual Report**³⁰⁰⁰ system 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 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 second 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 a three-page JACS Communication with the appropriate listing of citations using ACS style. The report should 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, a full program does not need to be outlined and you do not need to have answers to all of the questions related to your 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 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; this document does not bind a student to this topic if they 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 Reportal³⁰⁰⁰ 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. Student completes the online Chemistry Department Annual Report Submission Form and uploads all their annual report documents to the Annual Reportal system {link to be provided in mid- to late June 2024} by the deadline set by their advisor. This deadline may be several weeks before the final departmental deadline, to allow time for review and discussion.
2. The report documents will move through the Reportal workflow to all members of the advisory committee. The advisor and committee members will automatically receive separate evaluation forms to complete though the Reportal after they have reviewed the report documents.
3. After the advisor completes their evaluation and digitally signs, the evaluation will route back to the student for signature. Before the student signs the evaluation, the student and advisor should meet to discuss the annual report and evaluation. After the meeting, the student signs the evaluation form.
 - a. Committee members do not need to meet with students after completing their evaluations. However, the student will still need to review the committee members' feedback and sign their evaluation forms to complete the Reportal workflow process.
4. Once all parties have signed their respective evaluation form/s, the completed report will be available to the student, advisor, committee members and the Main Office through the Annual Reportal.