

Annual Report Guidelines for Chemistry Graduate Students

Important Note to 2nd Year PhD students and students taking their preliminary exams earlier or later than their 5th/6th semester: Please review and follow the instructions included in the "2nd Year Annual Report Guidelines" document instead of these guidelines.

Annual Reports should be completed and submitted to the Main Office via the online **Annual Reportal**³⁰⁰⁰ workflow system by the final day of the summer semester. The steps of the process are outlined below. This may take significant time so we encourage you to work on your plan throughout the summer.

Every student will create the following documents for each annual report:

- **CV:** For all years, 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:** All research reports should summarize research questions and accomplishments and should set goals for research in the following year. Year-specific requirements include:
 - First year: Two pages maximum
 - Second year: See the "2nd Year Annual Report Guidelines" document
 - Third year: Five pages maximum
 - Fourth year and beyond: Five pages maximum. The report should include a timeline for completion of the degree, and an outline of the planned dissertation.
- **IDP (for the appropriate year):** Templates for Individual Development Plans are available on the College website at www.science.purdue.edu/graduate/idp.html. Please read through the information and instructions provided and then 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. Choose the template for your year and complete your IDP.

Students will receive feedback from their advisor through an online evaluation form that the advisor will complete through the Annual Reportal. You **do not** need to upload a PDF copy of the evaluation to your Annual Reportal report submission form.

Annual Report Submission and Evaluation Process:

1. Student completes the online Chemistry Department Annual Report Submission Form and uploads all forms to the Annual Reportal workflow system {link to be provide in mid- to late June 2024} by the deadline set by the advisor. 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. Upon submission of the documents and completion of the form, the report documents will route to the advisory committee. The advisor will automatically receive an evaluation form to complete and sign.
3. After the advisor completes the evaluation and 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.
4. Once all parties have signed the evaluation form, the completed report will be available to the student, advisor, committee members and the Main Office through the Annual Reportal.