Written Research Plan Approval Form Guidelines (updated July 2022)

Department of Chemistry and Biochemistry

A written research plan is required by each Ph.D. student to fulfill the written component of his or her General Doctoral Exam. According to the Graduate Student Handbook, upon receipt of a written research plan each member of a graduate student's advisory committee is to evaluate the document and return a grade of *Exceptional, Satisfactory*, or *Unsatisfactory*. At least a three-fourths majority of the committee must rate the research plan as *Satisfactory* or better in order to proceed on to the oral component of General Doctoral Exam. For the purposes of this form, the grades *E*, *S*, and *U* are taken to mean the following:

E = *Exceptional*: The research plan is excellent in its conception and writing, and it fulfills the required written

component of the Ph.D. qualifying exam. The student is free to proceed with scheduling the

oral examination component of the General Doctoral Examination.

S = Satisfactory: The research plan is of sufficient quality to pass the written requirement of the General

Doctoral Exam; the student is free to proceed to the oral component of the exam. An advisory committee member may have critiques or concerns with the research plan that do

not preclude its rating as Satisfactory. These can be addressed during the oral exam.

U = Unsatisfactory: The research plan is of insufficient quality to pass the written requirement of the General

Doctoral Examination. A revised research plan addressing the critiques of the members of the Advisory Committee is required before the student can proceed to the oral exam.

A student who receives a grade of *U* from two or more advisory committee members has two weeks to prepare and submit to the advisory committee a revised research plan which addresses the critiques raised by the committee members. A student who receives a grade of *U* on the revised research plan from two or more committee members, will have two weeks to submit a third and final version of the research plan. If the third version receives a grade of *U* from two or more committee members, the student will be deemed to have failed the written component of the Ph.D. qualifying exam and will not proceed on to the oral component of the exam.

Instructions to the student: Send your research plan to each committee member as an e-mail attachment. Fill out the Written Research Plan Approval Form (Qualtrics form) by checking which draft of the proposal is to being evaluated, and filling in the spaces indicated with your name, and the names of your committee members. In our department, only four committee members (including your advisor) are required. Space is provided for additional committee members if it applies in your particular case. The student is responsible for emailing the committee members and giving them the link to the Written Document Evaluation Form (Qualtrics).

Instructions to the committee member: Two weeks are given for research plan review. Use the Written Document Evaluation form (Qualtrics) to score the document and provide constructive comments to improve the research plan, particularly if a grade of *U* is going to be given. Your evaluation will be automatically sent to the Graduate Program Officer (GPO).

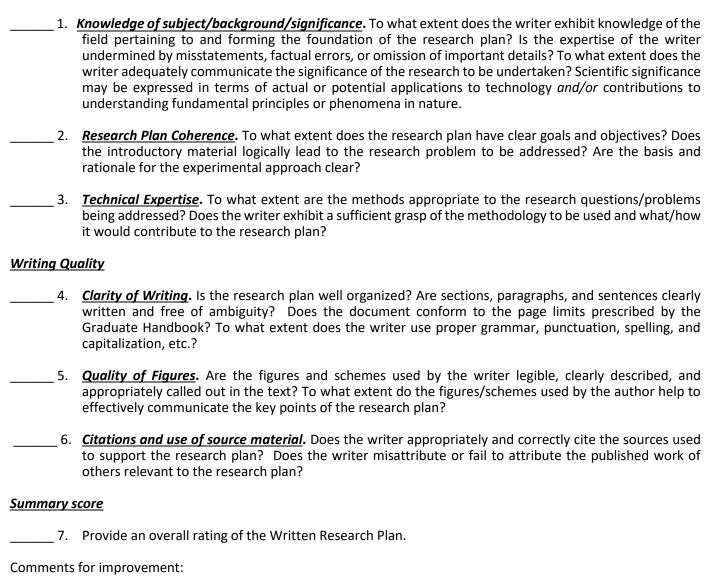
Instructions to the advisor: Upon receipt of committee feedback from the GPO, determine whether or not the student has passed the written component of the General Doctoral Exam (i.e., has an S or better from at least ¾ of the committee). Compile the feedback of the advisory committee into a summary statement; arrange a meeting with the student to communicate the grade received and summarize the feedback from the committee, and in cases where a U has been assigned, advice for submitting an improved research plan.

Written Research Plan, Scoring Rubric

Scoring will be done using the Written Document Evaluation Form (via Qualtrics; see DCB website)

Faculty will rank the following items on a scale of 1 - 5, where 1 is poorest and 5 is best.

Scientific	Content
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Summary Score	Grade
Score ≥ 4	Ε
2 ≤ Score < 4	S
Score < 2	U