**Annual Progress Report for**

**Institute of Bioinformatics Graduate Students**

**(effective March 2024)**

This progress report is due by September 30 every year and required for all Institute of Bioinformatics PhD students regardless of year in program, anticipated graduation date, and source of funding. The report is for the period of the prior academic year. The student completes Part 1 and passes it to their advisor. The advisor then completes Part 2 with input from the student’s advisory committee and returns the form to the student. Part 3 is an opportunity for the student to respond to the advisor’s feedback. Email the final document and your current CV to April King Mosley (iobgradadmin@uga.edu) no later than September 30.

**PART 1: Student’s report**

Name:

Year and semester you started the graduate program (including time in ILS/IPS):

Today’s date:

Advisor’s name:

**1-A. Progress towards your degree**

**Coursework** (provide semester when the class was taken or when you intend to take it, or date when a waiver or substitution was granted by the GAC or the Graduate Coordinator; for electives, include the class number)

BINF 8441:

BINF 8500:

BINF 8600:

IOB-approved elective (see the [Graduate Student Handbook](https://iob.uga.edu/graduate-program/graduate-handbooks/) for the list of approved courses):

Advisory Committee-approved elective:

Have you taken BINF 8060 as required? (every spring and fall unless an exception was granted; if not, provide an explanation)

Have you taken BINF 8061 as required? (every spring and fall in years 1-3, once a year in years 4 and 5; if not, provide an explanation)

**Advisory Committee** (students are required to establish their committee by their end of the first year; at least one committee meeting must be held before the qualifying exam and then at least once every year)

List your committee members:

Last committee meeting date:

Expected next committee meeting date:

**Date of the qualifying exam** (required before the end of the first semester of your third year; provide date you passed the exam, date for which it is scheduled, or approximate expected date; if your exam is past due provide date when exception was granted by the GAC):

**Have you submitted your final program of study**?

**1-B. Research accomplishments (during the past academic year)**

**Papers published**: (indicate those that are peer-reviewed and those that will be part of your dissertation)

**Papers submitted**: (indicate those that will be part of your dissertation)

**Other research products**: (software, patents, databases, etc.; indicate if part of your dissertation)

**Conferences attended**: (include names, dates, locations, and titles and types [poster or oral] of your presentations if applicable)

**Other seminars/presentations, including at UGA**:

**Fellowship/grant/award applications submitted**:

**Fellowships/grants received**:

**Honors/awards received**:

**Any other research-related highlights you want to highlight:** (optional)

**1-C. Teaching, service, and professional development during the past academic year**

**Teaching**: (list the courses you taught, semester, and your role – TA or other)

**Students you mentored in the laboratory**: (provide start and end dates, names of the students, and programs the students participated in such as Young Dawgs, LSAMP, or REU)

**Professional development activities**: (e.g., workshops, training events, internships)

**Other service and outreach activities**: (e.g., participation in student/professional organizations, reviewing papers, judging at science fair, organizing meetings or seminars, K12 classroom presentations, etc.)

**1-D. Additional concerns or issues**

**Is there anything you would like to discuss with your advisor/committee**?

**Do you have any feedback for the graduate program**? If you have any concerns or feedback that you would rather discuss in private, please set up a meeting with the Graduate Coordinator, any member of the GAC, or talk to the IOB office staff and ask them to convey your concern to the IOB leadership.

**PART 2: Advisor/Committee report**

**Is the student making satisfactory progress towards a PhD**?

**Please provide feedback on the student’s progress, strengths/weaknesses, and accomplishments**. Aspects to address include research efforts and progress, intellectual growth, professional development, quality of presentations, growth and quality of mentorship if the student mentored others, and coursework recommendations. If the student is not making sufficient progress, discuss how the student is not meeting expectations, and list specific suggestions for improvement.

**Have you discussed the student’s career plans and/or Individual Development Program at their most recent committee meeting**? List any specific recommendations as to how the student can prepare for this career while a graduate student.

**Anticipated month/year of defense**: If this is longer than five years in the PhD program, please provide an explanation.

**For students in Year 5 and beyond: provide the ‘exit plan’ for the student** (what experiments, analyses, and writing must be completed for the student to complete their degree?) *This plan must be discussed and agreed upon by the student and their committee.*

**Comments above were approved by**: (list any committee members who provided feedback)

**PART 3: Student response to committee report (optional)**