

REQUIRED EVENTS

Poster presentation at Fall IDM Research Day

All except 1st year student

- | | |
|---------------------------------|---|
| <input type="checkbox"/> Year 2 | <input type="checkbox"/> Year 5 |
| <input type="checkbox"/> Year 3 | <input type="checkbox"/> Year 6 – if applicable |
| <input type="checkbox"/> Year 4 | |

Attend Annual Department Fall Retreat

Each academic year you are enrolled

- | | |
|---------------------------------|---------------------------------|
| <input type="checkbox"/> Year 1 | <input type="checkbox"/> Year 4 |
| <input type="checkbox"/> Year 2 | <input type="checkbox"/> Year 5 |
| <input type="checkbox"/> Year 3 | <input type="checkbox"/> Year 6 |

PRELIMINARY EXAMINATION (consult [student handbook](#) for exam requirements)

Exam usually taken in May or June after first academic year and within 4 weeks after paper distribution

- Ensure 3.0 GPA or above
- Faculty Prelim Exam Coordinator, Graduate Programs Director, and SS Coordinator will establish committee chair, and committee members for exam. Student will be notified of the approved committee.
- Prepare for exam (4 weeks to prepare)
- Pass exam - **Note:** Your advisor cannot be on the examination committee or attend

COMPREHENSIVE EXAMINATION (consult [student handbook](#) for exam requirements)

Exam usually taken in June or July after second academic year.

- Ensure 3.0 GPA or above
- Faculty Comp Exam Coordinator, Graduate Programs Director, and SS Coordinator will establish committee chair, and committee members for exam. Student will be notified of the approved committee.
- Attend informal and instructional meeting 3 months prior to scheduled exam – follow timeline outlined at this meeting – multiple deadlines
- Write abstract and (7 pg.) proposal and have committee chair approve both **before** oral exam
- Pass oral exam

FOURTH YEAR SEMINAR PRESENTATION

- Present at Monday seminar when scheduled
- Will receive evaluations from attendees, and these will be factored into yearly doctoral evaluation

PUBLISHED PAPERS

Required to publish 1 first author paper (invited reviews are excluded from this criterion):

- First-Author Publication – Title
-

F31 GRANT WRITING (consult [student handbook](#) for more information)

After passing the Comprehensive exam and in full-time dissertation research, students who are eligible must submit an F31 grant.

- **Sample application:** <http://www.nigms.nih.gov/training/indivpredoc/pages/predoctoral-f31-sample-applications.aspx>
- **NIH announcement:** <http://grants.nih.gov/grants/guide/pa-files/PA-14-147.html>
- **Application guide:** http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_Fellowship_VerC.pdf
- **General Tips:** http://www.pitt.edu/~gsiegle/Siegle-f31hints-BehaviorTherapist10_fordistrib.pdf

DISSERTATION (consult [student handbook](#) for dissertation requirements)

Committee Meetings

- Establish dissertation committee members with advisor after Comprehensive Exam is passed
Adhere to GSPH [committee composition rules](#)
- Send dissertation committee to IDM SS Coordinator for official approval 2 weeks before the 1st committee meeting
- Notify IDM SS Coordinator the date/time of first committee meeting to schedule a room and complete paperwork

Must have a committee meeting every 12 months and no less than 3 committee meetings before graduation

First committee meeting usually held in December post passed comp. exam

- Committee Meeting 1** (Graduation Milestones satisfied: dissertation overview approved, research requirement fulfilled, admit to candidacy)
 - Submit project proposal to all committee members 2 weeks before scheduled meeting
 - Submit [Committee Meeting Summary Report](#) to IDM SS Coordinator
- Committee Meeting 2**
 - Submit project progress report to all committee members 2 weeks before scheduled meeting
 - Submit [Committee Meeting Summary Report](#) to IDM SS Coordinator
- Committee Meeting 3**
 - Submit project progress report to all committee members 2 weeks before scheduled meeting
 - Submit [Committee Meeting Summary Report](#) to IDM SS Coordinator
- Committee Meeting 4 (if needed)**
 - Submit project progress report to all committee members 2 weeks before scheduled meeting
 - Submit [Committee Meeting Summary Report](#) to IDM SS Coordinator

DISSERTATION DEFENSE (consult [student handbook](#) for dissertation requirements)

- Organize a date/time all committee members can meet
- Schedule a room with the IDM SS Coordinator for the agreed date/time
- [Announce defense](#) according to the rules.
- Submit dissertation draft to advisor and one other committee member to approve for submission to the entire dissertation committee
- Submit dissertation to committee at least two weeks prior to the defense date
- Pass Defense

DISSERTATION SUBMISSION (consult [student handbook](#) to view submission requirements)

- Submit dissertation electronically through [D-Scholarship](#)
- [Submit all other paperwork and satisfy requirements by deadlines](#)
- Submit 1 hard copy of the approved final bound dissertation to advisor

GRADUATION REQUIREMENTS (follow requirements on the [Graduation webpage](#))

- Upload and submit draft of dissertation by date detailed on above webpage
- Meet with Joanne Pegher to review dissertation formatting by date detailed on above webpage
- Turn in required paperwork to Joanne Pegher date detailed on above webpage
- Complete Pitt Public Health [exit survey](#)
- Complete IDM exit survey – link provided at the time of graduation
- Schedule an exit interview with the Graduate Programs Director through the SS Coordinator