



## Master of Biostatistics Program

MP -1

### Master's Project Landmark 1 | Specific Aims Approved by the Program

Must Be Completed by **September 7** of the student's second year.

*Please see the Student Handbook for a full description of the requirements of the Master of Biostatistics Project.*

After selecting an advisor and project topic, students must submit a brief specific aims document that describes the project, the expected scope of work, and the suggested examining committee for approval by the Director of Graduate Studies. Students should work closely with their advisor in developing the project aims and in identifying an appropriate examining committee. Students must obtain their advisor's approval before submitting the proposal to the Program Coordinator. The Director of Graduate Studies will review the project description and specific aims and may request clarification or modification before approving.

The document submitted by the student should include typical elements of an NIH-style specific aims page along with additional detailed required by the MB program. The document that is submitted should be 1-2 pages in length and should include the following information:

- Project title
- Description of the background for the project
- Clearly stated specific aims for the research (1 to 3 aims is sufficient) along with a brief description of how each aim will be addressed (study design, data sources, statistical methods, etc.)
- Proposed timeline that lists completion dates for relevant project milestones (for example, completing data management to create final analytic dataset, drafting statistical analysis plan, completing all planned statistical analyses, drafting presentation slides and written report, and dates of committee meetings)
- Learning objectives to be accomplished by completing the project
- Suggested examining committee members (must contain at least 2 B&B faculty members including advisor)

Students are encouraged to consult the numerous available resources on writing effective specific aims available online. See the B&B Bulletin Board Sakai site for suggested references.

To submit the MP-1 form, students should turn in the signed form to the Program Coordinator and upload their project proposal to their Drop Box folder on the B&B Bulletin Board Sakai site. Project proposals should be submitted as a PDF file. The document should use the following naming convention: *MP1\_Lastname\_Firstname.pdf*.

-----

Suggested Committee Members (list names and email addresses only; signatures are not required here):

Advisor's Name and Email Address: \_\_\_\_\_

Committee Member 1 Name and Email Address: \_\_\_\_\_

Committee Member 2 Name and Email Address: \_\_\_\_\_

-----

**PLEASE SIGN THIS FORM ELECTRONICALLY. DO NOT SUBMIT PAPER FORMS.**

*In Adobe Acrobat, open the Tools menu and select Certificates → Digitally Sign and draw a box on the form where your digital signature will be placed. Make sure you do NOT check the box that says “lock document after signing” so that others can sign after you. There is no date field on this form because your digital signature includes a date.*

-----

Student's Name and Email Address: \_\_\_\_\_

Student's Digital Signature: \_\_\_\_\_

-----

**Advisor's Approval:**

By signing below, I certify that I have reviewed and approved the above student's initial project proposal and suggested examining committee. I also agree to serve as the student's advisor during the course of this project, providing oversight and guidance until the project is completed.

Advisor's Digital Signature: \_\_\_\_\_

-----

Director of Graduate Studies (DGS) Digital Signature: \_\_\_\_\_