

Research progress reporting is mandatory for Doctoral students and recommended for Master's thesis students. This report must be completed in full at least annually at face-to-face meetings between thesis students, their supervisors, and supervisory committee member(s).

In cases where the student has missed an established progress report deadline and has not responded to the Unit within 4 weeks after being contacted by the Unit, the report may be completed in the student's absence, and progress may be judged unsatisfactory.

The student, supervisor(s), and academic unit must retain copies of this form. It must also be made available to members of the supervisory committee and university administrators authorized to view student records upon request.

All Doctoral students are required to apply for at least one federal and one provincial award each year they are eligible. External award holders must use this form for annual progress reports, including the box on page 3. Submit a copy to GPS Graduate Funding.

Please contact a GPS Associate Dean regarding any questions about progress reporting.

STUDENT'S NAME _____ STUDENT'S ID _____

DEGREE AND YEAR _____ DEPARTMENT _____

SUPERVISOR'S NAME _____

CO-SUPERVISOR'S NAME (IF APPLICABLE) _____

Check all that apply: This form is a(n)

- ☐ **first** report to set objectives for first-year students
- ☐ **regular** report done every ____ month(s)
- ☐ **external award holder** report
- ☐ **interim** report
- ☐ **comprehensive exam** report

For a **first report**, students complete the **Objectives** box only. For subsequent reports, students complete all boxes on this page.

OBJECTIVES and timelines jointly agreed upon by student and supervisor(s) for next meeting in ____ month(s) (e.g., courses, [ethics approval](#), required training, chapter, data collection, initial thesis submission, external funding applications - specify targeted awards based on eligibility)

OBJECTIVES SET at a previous meeting should be in hand to review at the present meeting.

PROGRESS toward stated objectives, other accomplishments, and/or student's notes on progress (e.g., conference presentation, award, submitted article, rationale for priorities, report on external funding applications: specify awards applied for or explain why you didn't apply). To ensure that students have a voice in this report, and to support or counterbalance the evaluation on p. 2, only the student may report on progress in this box.

I have completed: Coursework Yes ☐ No ☐ N/A ☐

Lab safety training Yes ☐ No ☐ N/A ☐

Ethical approval Yes ☐ No ☐ N/A ☐

STUDENT'S SIGNATURE _____ DATE _____

External funding applications Yes ☐ No ☐

EXPLANATIONS (if applicable) for meeting the objectives above (e.g., reading, drafting, training, talking with another expert, applying for external funding)

EVALUATION of progress toward objectives (to be completed by supervisor)

	Research plan	Research skills	Requisite knowledge*	Research accomplishments	Overall
Satisfactory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unsatisfactory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> †
Not applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

*Requisite knowledge is often developed through coursework, which may be commented on in the box below. However, unsatisfactory progress in coursework alone cannot lead to an unsatisfactory progress report because a separate Failure Policy governs coursework. Please see the Failure Policy in Graduate Studies on the University Regulations and Resources website, starting at www.mcgill.ca/study.

†A first overall unsatisfactory report must lead to a follow-up progress tracking meeting, not sooner than 4 months after the first report and not later than 6 months after the first report. DEADLINE FOR FOLLOW-UP REPORT:_____.

Failure to meet overall objectives on two Reports (not necessarily successive) constitutes unsatisfactory progress towards the degree and, if recommended by the academic unit, the student will be withdrawn from the University.

DETAILED EXPLANATION of the evaluation, and comments on related areas, such as coursework, lab work, etc., as appropriate.

External Award Holders must complete this box and email a copy of the entire progress report to GPS Funding, copying their supervisor to the email.

Tri-Council Agency: NSERC ____ SSHRC ____ CIHR ____ Start date of award: May 1 ____ Sept 1 ____ Jan 1 ____

- A) Award holders who are registered full-time must limit the number of hours of employment to 180 hours per term.
☐ I did not work any additional hours to my full-time research.
☐ I worked ____ hours during my award year. Nature of paid work: _____
- B) Award holders are responsible for reporting any changes in program when they occur because it may affect ongoing eligibility (i.e., leaves of absence, change in supervisor or research, change in registration, etc.).
☐ There were no changes to my student status in the past year
- C) There were changes to my student status in the past year: _____

SIGNATURES (PLEASE PRINT NAMES): * Mandatory. Must be present to sign together.	I agree with the statements and evaluation in this Report.	Has a conflict of interest arisen in respect of any of the parties signing? ** (See examples)	DATE
_____ * STUDENT'S NAME	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ STUDENT'S SIGNATURE
_____ * SUPERVISOR'S NAME	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ SUPERVISOR'S SIGNATURE
_____ * CO-SUPERVISOR'S NAME (if applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ CO-SUPERVISOR'S SIGNATURE (if applicable)
_____ * COMMITTEE MEMBER'S NAME	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ COMMITTEE MEMBER'S SIGNATURE
_____ OTHER MEMBER'S NAME (Role: _____)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ OTHER MEMBER'S SIGNATURE
_____ OTHER MEMBER'S NAME (Role: _____)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ OTHER MEMBER'S SIGNATURE
_____ OTHER MEMBER'S NAME (Role: _____)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ OTHER MEMBER'S SIGNATURE

Anyone listed above who does not agree with the statements and evaluation in this Report must attach an explanation.

If any document has been attached to this report, please check here: ☐

In case of disagreement, the student or supervisor should consult the Unit's Graduate Program Director or a GPS Associate Dean.

GPD approval is required on all Progress Tracking Reports; attendance at meeting is not. If the GPD has signed above as the supervisor, a committee member or the unit representative replacing a committee member, the Chair must sign here.

GPD (Chair) Name: _____

Signature: _____

[Regulation on Conflict of Interest](#) - **If anyone checks YES, the form must be submitted to the Dean of GPS with an explanation. If there is any doubt, contact the appropriate GPS Associate Dean. For guidance on how to disclose a Conflict of Interest, click [here](#).

"Conflicts of interest may take various forms and may arise in various contexts. A potential conflict of interest will exist whenever a member of the University community is in a position to influence the conduct of research, academic, human resource, business, financial, governance or other matters in ways that could lead to personal gain for the member or a related party, or give improper advantage to others, to the detriment of the University or other members of the University community."

"The Regulation recognizes that the existence of a potential conflict situation does not necessarily connote misconduct or preclude the involvement of a member in the situation in which the conflict has arisen – provided the conflict is recognized, disclosed, assessed and addressed. However, it must be recognized that not all conflicts of interest, even if disclosed in a timely manner, will be permitted."