Qualifying Examination (QE) Committee

Student: ___________________________ Date: ___________________________

Overview and Timetable
- The QE includes a written grant proposal and an oral presentation of the grant proposal.
- Students submit a title for their grant proposal, approved by their committee, by the end of April. Students submit the grant proposal to their Committee by the end of August. The Committee evaluates the grant proposal and indicates an outcome by the end of September. The Oral Presentation takes place by the end of November.

Grant Proposal Guidelines and Evaluation
- The grant proposal should take a broad approach to addressing an important problem or a critical barrier to progress within the student’s research area.
- The grant proposal must include the following elements.
  - Abstract / Lay Summary (up to 1 page)
  - At Least Two Specific Aims (1 page)
  - Background and Significance, and Research Design and Methods (not more than 15 pages combined)
  - One Future Goal (1 page)
  - Literature Cited (unlimited pages)
- The grant proposal must be formatted as indicated below unless a petition has been approved.
  - Up to 18 pages, excluding references and figures
  - 12-point Arial font
  - .75” margins all around
  - Single line spacing
- Each committee member will read the grant proposal and complete a Rubric Form and a Comments Form. The student must receive a Total Score of 3.0 or above for the grant proposal to be accepted.

Oral Presentation Guidelines and Evaluation
- The student is expected to begin the oral presentation with no more than a 30-minute overview that summarizes the proposal. The entire oral presentation is expected to be between 1 ½ to 2 hours in length.
- The committee will decide on a rating score that represents the consensus of the committee for 7 criteria. Each committee member will also provide an overall score for the entire oral presentation.
- The oral presentation is evaluated as “Pass” or “Fail.” The student must receive a Total Score of 3.0 or above to receive a “Pass” on the oral presentation. “Pass” indicates that the student has passed the entire QE.

I agree to serve on this committee and I understand the procedures and deadlines listed above:

Advisor: ____________________________________________ ______________________
                       Printed name                           Signature

Faculty Member: ____________________________________________
                       Printed name                           Signature

Faculty Member: ____________________________________________
                       Printed name                           Signature

Faculty Member: ____________________________________________
                       Printed name                           Signature

Student acknowledges and agrees to this committee: ________________________________
                       Signature                           Date

Approved by the Graduate Director: ____________________________________________
                       Signature                           Date