

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