

## NSERC/SSHRC ANNUAL RESEARCH PROGRESS REPORT

### INSTRUCTIONS

Holders of NSERC and SSHRC scholarships and fellowships are expected to make systematic and consistent progress in their research. An annual Research Progress Report, detailing the achievements of the previous year and the objectives for the next year, is **required** by NSERC and SSHRC and must be submitted to the Dean of Graduate Studies Office, Maggie Benston Student Services Centre 1100, Simon Fraser University, 8888 University Drive, Burnaby, BC.

The Report must be submitted 4 weeks prior to the anniversary date of the award, **in order to receive funding for the next year.**

Students need to complete the Research Progress Report and submit it to their Senior Supervisor for review. The Senior Supervisor needs to review the student's progress and, if deemed unsatisfactory, he or she will make appropriate recommendations and sign. The departmental Graduate Program Chair (or equivalent) will do likewise.

The completed Report will be kept in the student's file in the Office of the Dean of Graduate Studies, for possible review by the national granting Councils.

### SECTION A: To be completed by the student

Please complete the Research Progress Report taking into account the following questions:

1. What progress was made during the previous year toward completing the program requirements (courses, comprehensive examination, thesis, etc.)? Did the progress meet or surpass the objectives set at the beginning of the year? Please explain.
2. What progress was achieved during the previous year with respect to professional development in the program of studies (conference presentations, publications, etc.)?
3. What program requirements (courses, comprehensive examination, thesis, etc.) still need to be completed? Please specify the completion timelines for these outstanding program requirements, including the specific objectives for meeting these in the next year.
4. Other comments, if any.

### SECTION B: To be completed by the Senior Supervisor

The Senior Supervisor should respond to the questions in the Report and provide additional comments regarding the student's progress. If progress is inadequate, please attach documentation outlining the assessment of the progress.

### SECTION C: To be completed by the departmental Graduate Program Chair (or equivalent)

The Graduate Program Chair needs to review and sign the Report. If progress is unsatisfactory, the Graduate Program Chair and/or the Senior Supervisor should attach documentation outlining what measures have been or will be taken to redress the situation.

### DEADLINES

Completed Reports must be submitted to the Office of the Dean of Graduate Studies at least **four weeks before the anniversary date of the award.**

- **April 1** for awards whose anniversary date is May
- **August 1** for awards whose anniversary date is September
- **December 1** for awards whose anniversary date is January

**No future award payments will be made until the completed Research Progress Report is received.**

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(Please type or print — document not to exceed one page)

## STUDENT INFORMATION

First name	Surname
Student number	Email
Department	Degree <input type="checkbox"/> MA <input type="checkbox"/> MAsc <input type="checkbox"/> MSc <input type="checkbox"/> PhD <input type="checkbox"/> Other:
I am holding: <input type="checkbox"/> NSERC Post-grad Scholarship <input type="checkbox"/> SSHRC CGS-M Scholarship <input type="checkbox"/> Vanier CGS Doctoral Scholarship <input type="checkbox"/> NSERC CGS Scholarship <input type="checkbox"/> SSHRC DocFellow/CGS-D	

## SECTION A: STUDENT'S REPORT

Please refer to the questions listed on the instructions page.

Signature of student

Date

## SECTION B: SENIOR SUPERVISOR'S COMMENTS

How often do you meet with the student?  Weekly  Monthly  Every two months  Rarely or never

When do you expect the thesis to be submitted (date)?

What is your general assessment of the student's progress during the past year?

Excellent  Very Good  Good  Fair  Inadequate (attach relevant documents)

Please provide details on the student's research progress:

Name of Senior Supervisor

Signature

Date

## SECTION C: DEPARTMENTAL GRADUATE PROGRAM CHAIR'S COMMENTS

This report is:  Fully satisfactory

Unsatisfactory (Please indicate what measures have been or will be taken to redress the situation and attach any relevant documents.)

Comments (if required):

Name of Graduate Program Chair

Signature

Date