

OKLAHOMA CENTER FOR NEUROSCIENCE

POST-GENERAL EXAM PROCEDURES

After passing the General Exam, OCNS students are expected to assemble their Doctoral Advisory Committee, write an NIH F31-style proposal, and have their first committee meeting by December 10th of the same year they take their General Exam). Completing these tasks as soon as possible after the General Exam is highly encouraged. Failure to follow these guidelines will place a student on academic probation.

Doctoral Advisory Committee

The Doctoral Advisory Committee consists of the student's Mentor, three OCNS faculty, and one outside faculty member. The outside faculty member can be an OUHSC faculty member but cannot be a member of OCNS. The outside faculty member can also be faculty at another academic institution, but must be approved in advance by Dr. Greenwood-Van Meerveld (Director of OCNS) and must apply for temporary Graduate Faculty status with the Graduate College. This process may take 1-2 months (plan ahead!). Students must have Doctoral Advisory Committee meetings every 6 months until their dissertation defense.

NIH F31-style Proposal

This proposal is designed to focus the student on outlining their research plan and is modeled after the Research Strategy portion of the NIH F31 pre-doctoral proposal. The student is highly encouraged to seek advice or assistance from their Mentor and other senior graduate students when preparing this proposal. This proposal will be the basis for discussion during the student's first committee meeting. The following sections should be included in the proposal:

Abstract	30 lines of text
Specific Aims	1 page
Background and Significance	
Innovation	6 pages (total)
Research Design	
General Timeline	¼- ½ page

To learn more about the F31 funding mechanism, visit <https://grants.nih.gov/grants/guide/pa-files/PA-18-671.html> . If eligible, we highly encourage students and their Mentors to submit a full F31 proposal to NIH.

The First Committee Meeting

The first committee meeting is designed to familiarize the student's Doctoral Advisory Committee with the student and his/her research plan, as well as with his/her overall goals for the future. Because of the high likelihood of scheduling conflicts, students should begin scheduling this meeting at least two months in advance. At this meeting, students will present and discuss their research plan with their committee. Students should supply each committee member with their proposal at least one week in advance of their first committee meeting. Students should prepare a 15-20 minute slide presentation based on their proposal for this meeting.

The Next Committee Meetings

The next committee meetings are designed to ensure that the student is making appropriate progress. At these meetings, students will present and discuss their latest research with their committee. Students should prepare a 15-20 minute slide presentation for these meetings describing their latest data, progress made since the last meeting, and a list of presentations, publications, honors, and awards.

Last Committee Meeting

The last committee meeting is designed to ensure that the student's Doctoral Advisory Committee considers the student ready to defend their thesis research. It is expected that the student be given approval to complete their experimental research and submit a written thesis to their committee and to the Graduate College one month prior to their defense date.