

## The Checklist for Graduate Study in Biomedical Engineering at Brown University

### FIRST YEAR:

- ❑ Choose Classes (consult your advisor):
  - You must fulfill the BME course requirement and attend the BIOL 2230/40 seminar every semester (Ph.D. students do not register for seminar their first fall semester, Sc.M. students never register but are encouraged to attend).
    - Ph.D. – 2-2-2 (2 BIOL, 2 ENGN, 2 electives, 2 courses must be at 2000-level)
    - Sc.M. – 2-2-1 (2 BIOL, 2 ENGN, 1 elective, all courses must be 1000/2000-level)
  - Register using the Banner website ([selfservice.brown.edu](http://selfservice.brown.edu); login required)
- ❑ Sign up for appropriate lab training(s) to perform research in your lab:
  - Consult with you adviser, if selected, and the BME coordinator ([BME@brown.edu](mailto:BME@brown.edu))
  - Register for training (<http://www.brown.edu/Administration/EHS/training/index.htm> & <http://brown.traincaster.com/app/Login.pm>)
- ❑ Ethics and responsible research training:
  - Ph.D. students enroll in Responsible Conduct of Research (RCR) training course for fall semester.
    - Taught through BioMed
    - Time conflict with BIOL 2230 for most of semester – excused from attending BIOL 2230 until RCR ends
  - Sc.M. students complete online [CITI training](#)
    - Consult with BME coordinator if you have difficulty registering and accessing the training module.
    - Mail certificate of completion to BME coordinator
- ❑ Applied statistics training:
  - Ph.D. students take statistics short-course held in mid-January of first year
  - Students with significant prior (and recent) training in statistics can petition the Director of Graduate Studies (DGS, [Eric\\_Darling@Brown.edu](mailto:Eric_Darling@Brown.edu)) to be exempted
- ❑ Rotations (if applicable):
  - Arrange and perform rotations in your labs of interest
  - Submit name of your matched lab (due by end of first semester) in writing to your new research advisor, DGS, and BME coordinator
- ❑ Consider writing a grant or fellowship such as the NSF GRFP (mid-November deadline, not eligible if you currently hold a Masters or are beyond your 2<sup>nd</sup> year; you can only apply once – either your first or second year), NIH F31 (multiple deadlines), and others (DOD: mid-December)
- ❑ Tax/Paycheck:
  - If your paycheck was not taxed at all, find out whether or not you need to pay taxes on your income by contacting Elly Peimer ([Elly\\_Peimer@Brown.edu](mailto:Elly_Peimer@Brown.edu)). If you do, file them by April 15.
- ❑ Submit annual progress report form, sent from BME coordinator, in late spring to your adviser, DGS, and coordinator.
  - This document will be this basis for the first-year performance report, which will be reviewed by the [BME Graduate Program Committee](#) in August.