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 (Ph.D. students register, Sc.M. students do not)
    - Ph.D. – 2-2-2 (2 BIOL, 2 ENGN, 2 electives)
    - Sc.M. – 2-2-1 (2 BIOL, 2 ENGN, 1 elective)
  - Register using the Banner website (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 administrator (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 administrator if you have difficulty registering and accessing the training module.
    - Mail certificate of completion to BME administrator

- Applied statistics training:
  - Ph.D. students take statistics short-course held in mid-January

- Rotations (if applicable):
  - Arrange and perform rotations in your labs of interest
  - Submit name of your matched lab (due by end of first semester):
    - To PI in writing
    - To Director of Graduate Studies (Eric_Darling@Brown.edu)
    - To the BME administrator (BME@brown.edu)

- 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 2nd 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). If you do, file them by April 15.

- Submit first-year performance report to adviser, BME Graduate Program Committee, and BME administrator (BME@brown.edu) in August
  - An annual progress report form, sent from BME administrator, should also be completed after fall semester. This can form this basis for the first-year performance report.