

## The Checklist for Graduate Study in Therapeutic Sciences at Brown University

### THIRD YEAR & BEYOND:

- Classes:
  - Therapeutics-related elective or other elective course(s), and/or fourth elective if have not completed within first two years
  - If writing thesis, register for dissertation credits BIOL 2990
  - Complete Advanced Responsible Conduct in Research (RCR) - 4th year Fall/Spring semester
- Focus intensively on thesis research:
  - Meet at least twice per year with Thesis Committee (one of these can be via email)
    - Complete Committee Meeting Report Form before meetings to present to Thesis Committee
- Pre-Thesis Defense
  - Pre-defense Meeting with Thesis Committee 1-3 months before defense
  - Reach out to the Graduate Program Coordinator ([ruth\\_mattson@brown.edu](mailto:ruth_mattson@brown.edu)) once receive greenlight from Thesis Committee to schedule defense
  - Discuss defense timeline, funding issues, healthcare issues, with Thesis advisor and TSGP Program Coordinator (Ruth Mattson) before finalizing a defense date.
  - Review [Graduate School Policies](#) on degree requirements & tuition regulations
  - The written thesis is delivered to the Thesis Committee member at least two weeks prior to the defense
  - Fill out [Dissertation Defense Information Form](#) and submit to Barbara Bennett in the Graduate School with cc to the co-DGS and Kim Elber at least two weeks prior to defense.
- Post-Thesis Defense:
  - Submit the **signed copy of your signature page** to [Barbara Bennett](#) and copy the Graduate Program Coordinator ([ruth\\_mattson@brown.edu](mailto:ruth_mattson@brown.edu))
  - Submit your thesis electronically at <https://library.brown.edu/etd/>. Send the Graduate Program Coordinator ([ruth\\_mattson@brown.edu](mailto:ruth_mattson@brown.edu)) an electronic copy of your final thesis.
  - Obtain a Letter of Clearance from the Bursar indicating that all outstanding debts have been paid.
  - Complete the Exit Documentation required by the Graduate School, which you will find on the Grad School's [Dissertation Guidelines](#) page under "Submission of the Final Copy".
  - If you are leaving Brown, please turn in building keys, lab notebooks, electronic files that are property of the lab, and anything else you need to leave behind.
  - Communicate your post-graduate plans to the Graduate Program Coordinator at [ruth\\_mattson@brown.edu](mailto:ruth_mattson@brown.edu).
  - Request that everyone call you "Doctor" from now on!
- Attend:
  - TSGP Fall Meet & Greet
  - Monthly TSGP seminars & lunches
  - Monthly TSGP Data Clubs
  - TSGP Annual Retreat in May
  - Annual meeting with Thesis Advisor and Program DGS
- Present:
  - Third Year Talk
  - Scientific meetings (for travel policies, [click here](#))
- Publish as appropriate (one accepted first-authored, peer-reviewed is required by graduation)
- Submit an application for a fellowship for where there is eligibility, if not already done