

# Annual Report

April 01, 2202, March 31, 2023

**INSTRUCTIONS:** Student completes parts A through K and sends the file to the advisor, along with the report (pdf format) for part I, the career development plan (pdf format) for part J, and the CV (pdf format) for part K. The advisor then reviews parts A through K and prepares a report (pdf format) according to part L. The advisor then signs the form and returns it to the student for review. The student then signs the form and submits an electronic copy of the complete report (as a single pdf document) to the DGSA before March 31. The student also forwards the complete report to all members of the student's Prelim/PhD committee, provided that the committee has been formed.

A. Student's Name: \_\_\_\_\_ Year of Matriculation: \_\_\_\_\_

B. Advisor's Name: \_\_\_\_\_

C. Course work:

Completed Last Year	Remains in the curriculum	Planned for next Year

D. Other degree requirements:

RCR Credits (remaining to complete)	English Language Courses (yet to be taken)

E. Date you passed (or intend to take) the Preliminary Exam: (MM/YYYY) \_\_\_\_\_

F. Title(s) of project(s) you plan to work on and the time-line for completion : (Discuss with your advisor before completing this part.).

G. At the current pace is it expected that you will be able complete all research and dissertation writing necessary for the PhD within the next year? YES NO

If yes, the expected date of defense (MM/YYYY) : \_\_\_\_\_

**H. Provide details of research-related activities over the past year:**

- a. Total number of papers/preprints published during the past year:  from the above, list the three most important papers/preprints. Provide title and journal reference or arXiv numbers.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

- b. Total number of conference Talks/Posters presented during the past year at national/international meetings: from the above, list the three most important talks/posters. Provide title, name of the conference, venue, and dates.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

- c. Total number of physics presentations/talks given at Duke. You can include group talks, graduate student seminars, or talks presented in a graduate course. List the three most important presentations/talks at Duke. Give a short description, venue and date.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

- d. Total number of External Funding Applications.**

Type of Funding	List sources (NSF, DOE, NIH, Duke, ...)	Total Applied	Total Successful
Research (external)			
Travel (external)			
Travel (from Duke)	Duke		
Research (from Duke)	Duke		

- e. List any awards that you won during the past year.**

- I. Attach a two-page description (pdf format) of research project(s) you worked on during the past year and the projects you plan to work on over the next year. In addition to explaining key technical details and accomplishments, you should also include a paragraph that explains the significance of your work in terms that are suitable for a general audience.**
- J. Attach a one-page description (pdf format) of career planning and resume-building activities that you have engaged in over the past year. What are your current career plans upon completing your**

**PhD? What activities are you planning for the coming year that will help you to achieve your career objectives. (Please indicate if you have a Duke Options portfolio and if you have participated in Duke Career Center training/workshops, job fairs, or related activities.)**

**K. Attach your most recent CV (pdf format). This should include papers published, preprints that have been posted (e.g., to arXiv), talks at conferences as well as local talks, and any awards/fellowships you have won.**

**Faculty advisor: Please review the student's responses to parts A – K and write a 2 – 3 paragraph analysis of the student's performance over the past year and plans for the upcoming year. If appropriate, you should include feedback on how the student can improve in the future. You may use the space below or attach as a pdf document.**

---

**Signature of Advisor   DATE**

---

**Signature of Student   DATE**

---

**Signature of DGS   DATE**