**Program Advisory Committee (PAC) Research Report**

The student should distribute a Research Report to each of their PAC members one week (seven calendar days) in advance of each PAC meeting. This report will help re-familiarize the committee members with the project and provide details of progress in advance of the meeting.

**A copy of the previous PAC report should be included and combined with the Research Report into a single pdf file.**

The Research Report should provide enough information without being overly long. The IMS suggests the following format as a guideline:

* Thesis Title
* A paragraph briefly (300 words or less) summarizing the background and main goals of the research (i.e., an abstract).
* A summary of highlights of progress described at previous committee meetings.
* A summary of the progress made since the last committee meeting (mention publications that have been submitted, accepted, or are in preparation).
* A summary of the recommendations or concerns that were made at the last committee meeting and an explanation of how these were addressed (or why they were not addressed).
* A summary of what experiments are planned in the near future (i.e. six months to a year), and what goals remain to be achieved to complete the thesis.
* Figures to help explain the research progress
* List of references as needed