Instructions

1. Fill out report every Friday with activities completed each week.
2. Include information for activities completed in the current month only.
3. Save your report and submit a **soft and hard copy** to **Dr. Jain and Ms. Sloan** on the 20th of each month.
	1. A copy of all confirmations and documents indicating proof of efforts should accompany the hard copy of your report. See report instructions for areas where proof is required.
	2. To be accepted by the MARC Office the hard copy of your report must be signed.
4. After Submission of your report the MARC Program Office will review your report.
	1. **If comments are made or additional information is requested an amended report should be submitted within 3 business days. If an amended report is not received, receipt of your stipend will be delayed**.
	2. If your report is deemed complete you will receive an email indicating your report is accepted and stipend will be released.

To add a row to any table:

1. Select a cell within the table.
2. Move your cursor to the margin of the page between two rows of the table.
3. Click the “+” that appears between the rows of the table. See image below for assistance.



Important Information

**Monthly reports are due on the 20th of each month**. If the 20th of the month falls on a weekend reports are due the following Monday. Stipend will only be released AFTER a completed report has been received and accepted. If your report is more than 5 days late you risk not receiving your stipend for that month.

When filling out your report it is important that you include ALL the requested information. If you do not have something to report in a given field indicate this rather than leaving the field blank. If you are unsure or confused about how to fill out your report use the "Example" report provided or contact the MARC office.

The MARC Program is funded by a grant from the National Institute of General Medical Sciences.

**Title**: ASU MARC to BRIDGE Program Monthly Accomplishment Report

**Purpose**: To aid MARC trainees in tracking and reporting their accomplishments.

**Objective**: This monthly accomplishment report will serve as a record of all your activities and accomplishments for the month, in addition to a teaching tool. Students are expected to learn to track their efforts both in and out of the lab. This will aid in improving both organizational and communication skills, while providing practice in tracking your personal progress and growth as a researcher.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Scholar: |  | Report Month: |  | Report Year: |  |
| MARC Office Use Only: |  |

Section 1: Mentorship and Research Activities

**Academic Mentorship**

Copy and paste this table for each academic mentor that you speak with regularly.

|  |  |  |  |
| --- | --- | --- | --- |
| Faculty Mentor: |  | Meeting Dates: |  |
| Topics Discussed: |  |
| Short-term Academic Goals: |  |
| Long-term Academic Goals: |  |
| Progress Toward Goals: |  |

If needed, paste new table here.

**Research**

Most Recent Summer Internship

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Research Mentor: |  | Date:From |  | To |  |
| Program & Location: |  |
| Research Project: |  |
| Goals & Progress: |  |
| Date & Description of Most Recent Communication: |  |

Current Research at Albany State University

|  |  |  |  |
| --- | --- | --- | --- |
| Research Mentor: |  | Department: |  |
| Research Project: |  |
| Goals & Objective: |  |
| Research Experiments & Accomplishments: Indicate which objective you are working on, explain your experimental design, methods, and results (include data tables and figures where appropriate). **Your mentor should initial the hard copy of your report, indicating that the listed experiments were completed.** |
|  |

Other Research Activities

List and describe any other research activities you have completed over the past month:

|  |
| --- |
|  |

Section 2: Scientific Communication and Development Activities

**Workshops/Training/Hands-On Activity**

Add rows to the table as needed. Include all requested information. **Provide proof of attendance with hard copy of your report.**

| Date | Activity | Instructor | Purpose | Benefits | Issues |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Seminar/Scientific Meeting/Conference**

Add rows to the table as needed. Include all requested information. **Provide proof of attendance with hard copy of your report.**

| Date | Title/Name of Meeting | Presenter & Affiliation | Topic | Benefits | Issues |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Presentations**

Add rows to the table as needed. Include all requested information. **Provide proof of attendance with hard copy of your report.**

| Date | Location | Meeting | Presentation Title | Type | Notes |
| --- | --- | --- | --- | --- | --- |
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Section 3: Academic and Career Related Activities

**Course Work**

Add rows to the table as needed. Include all courses from the current semester. Include all requested information.

| Course Number | Course Title | Instructor | Notes/Comments/Issues/Concerns |
| --- | --- | --- | --- |
|  |  |  |  |
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**Exam/Tutoring Attended Outside of Normal Class Hours**

Add rows to the table as needed. Include all activity toward obtaining help toward current courses, such as visiting professors during office hours or attending GRE Prep Sessions. Include all requested information.

| Date | Instructor | Topic | Knowledge Gained | Notes |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

**Individual Development Activities**

Include 2 skills and 2 goals from IDP self-assessment that you worked on this month.

|  |  |
| --- | --- |
| Weak Skills to Improve: |  |
| Short-term SMART Goals: |  |
| Long-term SMART Goals: |  |
| Progress Toward Goals: |  |

Section 4: Post Baccalaureate and Other Activities

**Summer Internships**

Add rows to the table as needed. Explain all efforts you have made to contact or apply to internships for the coming summer. As a reminder you must apply to 8-10 internships. Include all requested information. **Provide proof of communication, application, or acceptance with hard copy of your report.**

| Date | Internship/ Program | Contact Name | Contact Phone | Date & Description of Communication |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

**Graduate Schools**

Add rows to the table as needed. Explain all efforts you have made to contact schools/programs for information related to higher education. As a reminder we recommend that you apply to 8-10 graduate programs. Include all requested information. **Provide proof of communication, application, or acceptance with hard copy of your report.**

| Date | Graduate School/ Program | Contact Name | Contact Phone | Date & Description of Communication |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

**Extramural Organizations**

Add rows to the table as needed. List and describe all extramural organizations/activities in which you are currently an active participant. Include all requested information.

| Date | Organization | Role | Description of Organization | Notes |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

**Awards/Honors/Recognitions/Fellowships**

Add rows to the table as needed. Be sure to describe the nature of the award (i.e. What is the purpose of the award? What type of award is this? Why was the award given? Did you apply for this recognition?). Include all requested information.

| Date | Name of Award | Nature of Award | Type | Notes |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

**Other Notable Activities**

Don’t leave blank, if no activity please indicate.

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| --- |
|  |

Printed Name Signature Date

Required on hard copy only.