

Duties and Responsibilities of the Dissertation PI

The Graduate school has designed a compact which you may use to formalize the relationship between the PI and the students

Create and maintain an inclusive environment in the laboratory and deal with issues in a timely fashion

Exercise leadership and direction in the student's choice of a worthwhile research project, which is likely to lead to the generation of new knowledge in a particular field of biomedical science

Supervise the student's research and dissertation preparation and meet to discuss progress on a regular basis

Educate the student in the proper care and usage of laboratory equipment and to make the student aware of laboratory safety procedures, and the handling of hazardous or toxic agents/materials/substances; to make the student aware of the proper usage and handling of laboratory animals

Direct the student's research of background literature salient to the proposed experiments, and accept responsibility for training (or making arrangements for training) the student in techniques essential to the project

Mentor the student in scientific writing and presentation

Educate the student concerning scientific integrity and the appreciation and respect for the work of others; to acquaint the student with rules of copyright and patent, as well as the definition of plagiarism

On the basis of the proposed didactic and scholarly program for the student, identify members of the faculty to comprise the student's Research Advisory Committee ([RAC](#))

Serve as the chair of the RAC and with the RAC guide the student's academic program (research and didactic) including their Admission to Candidacy Exam (fill out [Report of Oral Examination Form](#)) and their final Dissertation Examination (fill out [Report of Final Examination](#)).

Call a regular meeting of the student's RAC no less than once per year and submit annual progress report ([use this form](#)) to the program director

Assist the student in the development and annual review of their IDP

Complete the form for the final defense of thesis no less than 10 working days prior to the planned date of defense

Have the student file the application for graduation no less than 10 working days prior to the [University's deadline](#) within the semester in which he/she plans to graduate. Should the student miss the deadlines for a particular graduation, he/she must submit a new application for the next semester

Assist the student in organizing the seminar which introduces the defense and to conduct the final defense