MSU Engineering
Graduate Student
Annual Report Requirements

Fall 2015
What is Required?

- Required from all PhD students, and from some MS students
  - For 2015, Computer Science requires annual reports from MS students
  - All other MS students are strongly encouraged to submit reports;
- Documents PRIOR year's activities
  - Outlines academic and career goals (and progress)
  - Identifies challenges and areas for development
- Faculty adviser will provide feedback
  - Written feedback within the report
  - Required in-person meeting to review and sign
- ECE department also asks for committee signatures
What are the Deadlines?

* January 31
  * Students enter their information in the online report
  * Students must click to notify their adviser when done!
* February
  * Advisers provide written feedback in online report
  * Students and advisers meet to review and sign
* March 1
  * Students must verify report completion online
  * Students must submit signed report to graduate secretaries
* **Failure to meet March 1 deadline results in account hold**
Why is this Valuable?

- Opportunity to communicate with your adviser
  - Written agreement about goals, progress, next steps
- Review and update your CV
- Review and update your academic and personal goals
- Fulfills University requirements (GSRR)
- Mirrors annual reporting requirements for faculty (and many industries!)
Annual Report Step 1:
Submit Student Information
Current Graduate Students

Current Graduate Students

MSU and the College of Engineering offer a variety of resources for graduate students. Typically, your faculty adviser or the Graduate Director for your program can help you resolve academic concerns. The Graduate Secretary in your department is often a good resource for questions about enrollment, assistantships and payroll. Other resources are listed below, and you should feel free to contact Dr. Katy Celery (celeryk@msu.edu), Director of Graduate Initiatives, with questions or concerns.

Student Reports and Forms
- ICAR (Responsible Conduct of Research) (due annually by December 31)
- MS Program Plans (via GTS)
- PhD Program Plans (via GradPlan)
- Graduate Student Annual Report (due annually by January 31)
- PhD Candidate Information Form (to be completed at least 1 week prior to defense)

Events, Programs and Student Groups
- Fall 2015 New Graduate Student Orientation
- Graduate Student Research Symposium
- Certification in College Teaching
- Certification in Community Engagement
- MSугGrad (Engineering Graduate Student Group)

Career Preparation
- Graduate Resume Book Submission Form (if you wish to share your resume with employers)
- MSU BEST Program (optional training for biomedical careers)
- MSU PhD Career Services
Graduate Student Annual Reporting Requirements

ALL PhD students in the MSU College of Engineering are required to submit an annual report each year. As part of this report, students will report their progress during the previous year, outline their academic and professional goals, and communicate their future advisors about their plans and progress toward degree completion. PhD students who do not complete the annual reporting process will have a hold placed on their accounts.

In addition, all students nearing or completing their degree are required to submit an annual report each year. The annual reporting system is available to all MSU students, who are encouraged to submit reports each year even if their department does not currently require it.

Deadlines
- January 31: students complete their portion of the annual report using the online GRS system and must click to notify their advisor that it’s ready for review.
- February: advisors provide written feedback using online GRS system. students and advisors meet to review and sign the report.
- March 1: students must verify report completion using online GRS system.

Failure to meet the March 1 deadline for completing and verifying the annual report will result in a hold being placed on students’ accounts.

Submission Instructions

Detailed instructions for completing the annual report are available by clicking HERE. A successful submission includes the following steps:

1. Students click the “Send Annual SAE Report” button to notify their advisors that the report is complete.
2. Primary advisors review the report and submit feedback.
3. Students print a simulation of the full report and meet with their advisors to discuss their progress and future plans.
4. All students sign the report before submitting it to their departmental office.
5. Students log into the GRS system and verify their account.

Membership of the PowerPoint presentation about the GRS system and annual report requirements is available by clicking HERE.

Graduate Reporting System (GRS)

All annual reports must be completed online using the Graduate Reporting System (GRS). Click HERE to access the GRS and submit your annual report. If you have technical questions or are unable to log into the GRS system, please email gradrep@msu.edu.

Frequently Asked Questions
- The GRS system is not recognizing all of my SAE entries. What should I do?
  - You may need to submit reports from 2014-15 and for 2015-16 into a new SAE file and include that with your annual report.
- If I'm currently a PhD student, do I have to submit an annual report?
  - No plans exist to mandate PhD students submit annual reports. MSU students who are required by their MSU college to submit an annual report will be required to submit.
The Graduate Reporting System (GRS) is accessed from https://www.egr.msu.edu/grs/.
Log in using your MSU or EGR NetID and password.
As part of the annual report, you will need to upload the following document (each in separate PDF files):

- A copy of your current graduate program plan, which for PhD students is available from GradPlan (https://gradplan.msu.edu). MS students should check with their departments if they do not know how to access their current graduate program plan.
- A copy of your completed RCR training report, which for all students is available from the RTTS system (https://www.egr.msu.edu/secureresearchcourses/). NOTE: you may need to retrieve reports for multiple academic years from RTTS, and combine them into a single PDF file, in order to demonstrate the required RCR hours for the calendar year covered by the annual report.
- A copy of your current resume or CV. There are no specific formatting requirements or page limits for this document.
The first time that you use the GRS system, you will need to add your Primary Adviser by clicking on the tab. If your Primary Adviser changes, you can update this information in the appropriate annual report by re-visiting this tab.
The first time that you use the GRS system, you will need to add your committee members by clicking on the tab. If your committee members change, you can update this information in the appropriate annual report by re-visiting this tab.
To complete your annual report, click on the “Reports” tab and then select the appropriate year (in this example, the selected reporting year is 2014). Choose the top option to edit the current year’s report.
You should complete all of the information requested in the annual report. Note that some questions appear only for PhD students, and not for MS students.
Throughout the report, you should include activities that took place ONLY during the reporting year (in this example, only activities from 2014).
When responding to the questions about your goals and progress, use this as an opportunity to reflect on your academic and professional plans. This is an opportunity to communicate with your adviser(s) about your plans and to identify any challenges you anticipate in meeting your goals.
Click on the link to add or edit publications from the current reporting year.
Enter each publication separately, and include all pertinent information. Select the appropriate publication type for each item:

- Books
- Book sections/chapters
- Monographs
- Reviewed, archival journal papers
- Other journal papers
- Reviewed conference proceedings papers
- Other conference proceedings papers
- Reviews
- Other creative works
Add any academic awards or honors you received during the reporting year.
Each award or honor should be entered separately, including all pertinent details.
In addition to filling out the information:

1. A copy of your current graduate plan
2. A copy of your recent publications
3. Academic year

You will need to upload copies of the following document in PDF format:

- Upload Program of Study 2014
- Upload RCR Report 2014

Please note, only PDF format is supported.

[Browse] No file selected. [Upload Document]
In addition to filling out the information, you will need to upload copies of the following documents in PDF format:

1. A copy of your current graduate program of study
2. A copy of your completed RGRC report
3. A copy of your resume/CV

Upload Resume 2014
AFTER you have completed all of the student portions of the annual report, return to the “Primary Adviser” tab and click on the button to “Email Primary Adviser about Report Completion.” This will send a message to your adviser asking him/her to log into the GRS system and review the information you have submitted. Your adviser will also be asked to provide written feedback about your progress and plans.
Once you have sent the message to your adviser, you must log out of the GRS system and wait for your adviser to provide the feedback.
Annual Report Step 2:
Adviser Adds Feedback Online
To check if you have received feedback from your adviser, log back into the GRS system (https://www.egr.msu.edu/grs/).
From the “Reports” menu, select the current year and the option to “view” the current report. This will generate a PDF file in a separate window, where you can see the information that you entered and the feedback from your adviser.

PRINT OUT THIS REPORT and take the hard copy to your primary adviser to discuss. Once you have met and discussed the annual report, you and your adviser should each sign the final page where indicated. In some departments, you will also need to meet with your committee members to discuss your annual report, and to get their signatures on the final page. Check with your department graduate secretary to determine whether you need your committee members’ signatures.
Annual Report Step 3:
Student and Adviser Meet, Review Report, Sign Final Page
Annual Report Step 4:
Student Verifies Report Online, Submits Signed Copy to Dept.
After meeting with your adviser and committee members and obtaining their signatures, log back into the GRS system (https://www.egr.msu.edu/grs/).
Under the “Reports” menu, select the current year’s report and click on the option to “Verify” the report.
On the verification page, enter your full name and the date. **PLEASE NOTE: you should only verify your report AFTER you have met with your adviser and collected his/her signature on the final page of the printed report.**

Once you have verified your report online, take the signed, printed copy to your departmental graduate secretary for filing.

Congratulations! You’ve completed your annual report for the current year. Remember to log back into the GRS system to update your report for next year – the system is available throughout the year, so you don’t have to wait until January to update your publications, awards, etc.
Congratulations! You’re done until next year!

Questions?