**Specific Aims Meetings: Videoconference**

**Purpose:** The Specific Aims meeting is designed to help students prepare for the Qualifying Exam (QE), and to provide an opportunity for faculty to communicate areas of investigation or concerns that the student should expect to address during the formal exam.

Both the Specific Aims meetings and the written proposal portions of the QE can, and should, proceed remotely with no delay or disruption.

**Procedures:**

The student will schedule the Specific Aims meeting with his/her committee members. The GSBS office must be notified of the scheduled date via Blackboard as soon as the date has been confirmed.

The General Examiner (GE) will act as the host of the meeting, creating a Zoom meeting and inviting the student and all committee members to attend the virtual meeting. UMMS IT has provided information on hosting Zoom meetings on their website: <https://umassmed.sharepoint.com/sites/information-technology/SitePages/zoom.aspx>

The student will send a one-page, specific aims document to all committee members at least 2 days in advance of the meeting.

The duration of the zoom meeting will be about one hour.

**Outcomes:**

The GE will complete GSBS72, the Specific Aims Outcome form, with input from the QEC (Qualifying Exam Committee) Chair on revisions. The GE must submit form GSBS72 to either [GSBS.Academics@umassmed.edu](mailto:GSBS.Academics@umassmed.edu) or [mindy.donovan@umassmed.edu](mailto:mindy.donovan@umassmed.edu) upon completion to maintain in the student’s file. Additionally, a copy of the form should be sent to the student, advisor and all QEC members.

If more than one Specific Aims meeting takes place, one form for each meeting must be completed.

Following a successful Specific Aims meeting, the student is given a deadline for completion of the proposal. The student must hand in the proposal by the date specified by the committee. Requests for extensions should be made to the QEC Chair; and communicated to the committee and to Mindy Donovan by the Chair.