2017-2018 PhD and Postdoctoral Student Expectations

All students are required to present at least once each year at BMI 505F/605F (weekly PhD/Postdoc meetings). This presentation should include either a critique of medical literature or background slides for the student’s current research.

In-person attendance is required at:
1. 80% of weekly PhD/Postdoc meetings
2. Informatics conferences
3. Thesis and dissertation proposal defenses and final defenses
4. Annual NLM Fellowship Training meeting (for those on NLM Fellowship)
5. Fall Open House
6. OHSU Research Week

Year 1 Expectations – PhDs and Postdocs

Required to present at:
1. BMI 505F/605F “Fellows Meeting”
2. Fall Open House

Encouraged to submit an abstract for a poster or a talk at one of the following:
1. Informatics conference
2. Annual Open House (Fall)
3. AMIA. Submission due: March*
4. Annual NLM Training meeting submission (for those on NLM Fellowship). Abstract and Open Mic due: March
5. Oregon HIMSS meeting (April)
6. OHSU Research Week submission (due: March)
7. Other national meetings*

*If accepted, must apply for travel funding.

PhD students:
1. Complete all first year required courses.
2. Pass Comp Examination (Health and Clinical Informatics track only)

Mentoring
1. Complete Individual Development Plan (IDP) by Nov. 28 per emailed instructions from Karen Eden. Have meeting with Virginia Lankes, Career Development Specialist, by Feb. 1 to review IDP.
2. PhD Candidates: Begin work with mentor after passing qualifying exam (if not before)
3. Postdocs: Identify faculty mentor to work with before Annual Review

Academic Progress
1. Student must maintain good academic standing (3.0 or higher GPA)

Submission Deadlines
AMIA Fall Meeting
Paper due - March
Panel due - March
Abstracts due - March
Meeting - November

ISMB or equivalent
Proceedings - January
Highlights - February
Meeting - July

AMIA Translational Meeting
Paper - August
Panel - October
Abstracts – December
Meeting - March

NLM Training Meeting
Paper – March
Open Mic – March
Panel - March
Abstracts - March
Meeting – March

OHSU Research Week
Abstracts due – March
Meeting – May
2. PhD students must complete at least 30.0 credits in the first academic year

**Research Rotations**
New PhD students must complete 2 Research Rotations (1 quarter each) during the first year. (Register for 1-9 credits of BMI 601 per rotation.)

**Year 2 Expectations – PhDs and Postdocs**

**Required to present at:**
1. BMI 505F/605F “Fellows Meeting”
2. Fall Open House

**Encouraged to submit an abstract for a poster or a talk at one of the following**
1. Informatics conference
2. AMIA. Submission due: March*
3. Annual NLM Training meeting. Abstract and Open Mic due: March
4. Oregon HIMSS meeting (abstract due: April)
5. OHSU Research Week submission (abstract due: March)
6. Other national meetings*

*If accepted, must apply for travel funding.

**PhD students:**
1. Complete all required, Advanced Research Methods and Cognate courses and be in good academic standing to sit for the qualifying examination.
2. Pass Qualifying Examination (PhDs only)
3. Convene Dissertation Advisory Committee (DAC) within one term after passing Qualifying Exam. Meet with DAC every six months.

**Postdocs:**
1. Complete all requirements for MS or MBI
2. Submit abstract to a national or local meeting (see above), OR
3. Submit manuscript to a peer-reviewed journal
4. Develop plan to apply for future funding during the 3rd year

**Mentoring**
1. Update Individual Development Plan (IDP) by Nov. 28 per emailed instructions from Karen Eden. Have meeting with Virginia Lankes, Career Development Specialist, by Feb. 1 to review IDP.

**Year 3 Expectations – PhDs and Postdocs**

**Required to present at:**
1. BMI 505F/605F “Fellows Meeting”
2. Fall Open House

**Encouraged to submit a poster or an abstract to one of the following**
1. Informatics conference
2. AMIA. Submission due: March*
3. NLM Training meeting submission (Abstract due: March; Open Mic due: May)
4. Oregon HIMSS meeting (April)
5. OHSU Research Week submission (abstract due: March)
6. Other national meetings*

*If accepted, must apply for travel funding.

Submit:

1. Manuscript to a peer-reviewed journal

PhD students:

1. Present Symposium
2. Defend dissertation proposal

Postdocs:

1. Apply for funding (e.g., K-award)
2. Plan next steps

Mentoring

1. Update Individual Development Plan (IDP) by Nov. 28 per emailed instructions from Karen Eden. Have meeting with Virginia Lankes, Career Development Specialist, by Feb. 1 to review IDP.

Year 4+ Expectations – PhDs

Required to present at:

1. BMI 505F/605F “Fellows Meeting”
2. Fall Open House

Encouraged to submit an abstract for a poster or a talk to one of the following

1. Informatics conference
2. AMIA. Submission due: March.*
3. Annual NLM Training meeting submission (abstract due: March; Open Mic: May)
4. Oregon HIMSS meeting (abstract due: April)
5. OHSU Research Week submission (abstract due: March)
6. Other national meetings*

*If accepted, must apply for travel funding.

Submit one of the following:

1. Manuscript to a peer-reviewed journal

PhD students:

Defend and submit dissertation

Years 1-4 Expectations for all PhDs and Postdocs

Submit notice of all publications, abstracts, and posters to www.surveymonkey.com/r/.... (URL TBD)