

## Research Qual Checklist

Below are the *ten* steps for the Research Qual. Please consult the longer [Qual document](#) for more specifics.

- ❑ Step 1 -- Work on a research project with UW mentor and prepare a manuscript for publication in a journal. This will be the same manuscript you submit for the Qual. The intention is for you to not do anything different in preparation for the Qual than you would normally in completing a research project.
- ❑ Step 2 -- When your manuscript is nearing completion, discuss with your research advisor if you are ready to take the Qual. The manuscript that is submitted to the Qual Committee should meet the criteria outlined in the Qual document, but does not have to be as finalized as it would need to be for submission to a journal.
- ❑ Step 3 -- Alert your mentoring team that you plan to take the Qual (*They should be anticipating rough timing based on your bi-annual mentoring team meetings!*)
- ❑ Step 4 -- Alert the Qual Committee Chair that you plan to take the Qual. This is often in response to the bi-annual query sent to astro-grads email list. Once you have notified the Qual Committee Chair, they will send you update and reminder emails.
- ❑ Step 5 -- (time to Qual Day=minus two months) In **late March or late September** (see email for announced dates), submit your qual document to your mentoring team for comments.
- ❑ Step 6 -- Wait...Your mentoring team should provide comments within **two weeks**. The Qual Committee Chair is in contact with your mentoring team making sure this happens!
- ❑ Step 7 -- Now you have comments from your mentoring team! You have **two weeks** to alter your qual document in response and prepare your manuscript for submission to the Qual Committee.
- ❑ Step 8 -- (time to Qual Day=minus one month) -- submit your qual document to the Qual Committee with 1-2 page cover letter detailing:
  - a. what is left to do in the manuscript prior to submitting to a scientific journal
  - b. what you think are the most major comments of your mentoring team plus what you have done to address them.
- ❑ Step 9 (time to Qual Day=minus two weeks) -- The Qual Committee notifies you of their decision. If you pass, you have **two weeks** to prepare your Oral Qual presentation.
- ❑ Step 10: **It's Qual Day** (generally the last Friday before the Thanksgiving Holiday or the second Friday in May). You have 30 minutes + 10 for questions to present your research. Good luck!
  - a. Immediately after all presentations are completed the Qual Committee will confer. Generally within a half hour presenters are notified if they have passed.
  - b. If the Qual Committee has substantive feedback about the presentation, they will send it in an email within about two weeks after Qual Day.