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Annual Progress Report

The annual progress report is designed to assist you in assessing your current progress in the context of your research and career goals and in focusing your future efforts to maximize the likelihood of your success in achieving your goals. Please complete this report with a reflective assessment of your current progress and the plans that you have for reaching both your short- and long-term goals.

We hope that your annual progress reports will provide an ongoing documentation developed through coordinated discussions with your mentor(s) and/or thesis advisor and that they will be revisited annually. You may want to share your progress reports with your thesis committee (if applicable) to assist them in providing advice on what resources will help you best achieve your goals at Tufts and beyond.

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1. SHORT-TERM GOALS

What are the research questions that you will be working towards answering in the next year?

What is significant about your current work and what components are innovative?

What approaches are you currently pursuing?

What are your benchmarks for progress?

Are there other approaches that you could try or more promising avenues that you should be considering and incorporating into your work?

How long are you willing to keep trying before you would consider dropping a project or significantly altering your short-term goals?

What factors would motivate you to shift your current approach?

What specific data or evidence do you need to write a manuscript, chapter or other form of publication on your current research?

What would enable you to present your findings in a public forum?

Are there funding opportunities you should pursue?

Are there teaching or other career development goals you want to pursue?

If you are taking courses, how are they applicable to your goals?

Did the IDP identify any gaps in your training that are still unmet?

What is a one sentence summary of your short-term research goals?

2. SHORT –TERM PLANS AND NEEDS FOR IMPROVING CURRENT PERFORMANCE (OVER THE NEXT YEAR)

What goals would you like to meet? and/or What skills need to be learned?	How are you going to do this? (List any desired training, courses, assignments and opportunities to present your work)	When are you going to do this? (Course dates, assignment dates, manuscript submissions, etc.)	Estimated Completion Date	Actual Completion Date

3. LONG-TERM TRAINING GOALS

What are your long-term objectives for research and scholarship?

What approaches/techniques/background will you need to learn to achieve these objectives?

How will your objectives inform or assist you in achieving your career goals?

What is the most significant aspect of your overall project and what parts are innovative?

What achievements and experiences would enhance your likelihood for success?

How much more time will be required to reach your goals?

4. LONG-TERM PLANS AND THE NECESSARY TOOLS TO MEET THESE:

The major steps toward my long term goals are:	What skills or tools are necessary? (e.g., technical skills, teaching, communication skills, networking, supervisory or leadership experience, demonstration of ability to secure funding)	How are you going to do this? (List any desired training, courses, workshops, assignments, networking opportunities, new collaborations, finding additional mentors, conferences/ presentations)	When are you going to do this? (Course dates, assignment dates, semester, etc.)	Estimated Completion Date	Actual Completion Date

5. LONG-TERM CAREER GOALS

What is important to you in a career?

What type of work do you want to do?

What type of role would you like to play in an organization?

What have you done toward searching for your next position?

What would help you in this search?