Preliminary exams:

Exam administration:

* Each student will be assigned an examination committee consisting of four faculty members from Medicinal Chemistry
* One member from outside the department should be chosen by the student in consultation with their dissertation advisor
* Dissertation advisor will not attend the exam
* Examination chairperson appointed from members of the examination committee by the Chair
* Examination committee composition may be different than the student’s subsequent Supervisory Committee

Specific Aims:

* A one page, NIH-style Specific Aims document is due to the committee by April 1.
* Committee will provide feedback and approve the Specific Aims by April 8. The one-page document will be used as the basis for the full written research proposal

Written exam format:

* NIH F32 style postdoctoral research application
* 1 page Specific Aims, 6 pages for the research proposal (single spaced, including figures but excluding references). References should include full titles.
* Proposal should be based on the student’s dissertation research, but should be written and designed by the student without input from their dissertation advisor.
* Students are encouraged to use NSF/NIH/other major fellowship proposals as the basis for their preliminary exam proposals. If students have submitted fellowship proposals to external funding agencies, they are allowed and even encouraged to use these proposals as the basis for their preliminary exam proposals.

Timeframe:

* In January of the second year, the student will present a 30-minute Journal Club to the Department Faculty; the topic is expected to be related to their preliminary exam.
* Students should begin assembling their proposed research project outline well before the April 1 deadline.
* Written research proposal (in NIH F32 style) due two weeks before the oral examination. In 2023 this deadline is April 22.
* Oral examination held within the first two weeks of May, between May 6 and May 20. Students should schedule the exam time and date when all committee members can attend.

Detailed Timeline:

* Draft Specific Aims due by April 1, will be approved by the committee with possible revisions by April 8.
* Oral exam will take place within approximately 5-6 weeks (May 6-20)
* Written proposal submitted at least 2 weeks before the exam date by April 22.

Evaluation: Pass, Fail, or Conditional Pass, in which the student will be asked to address deficiencies

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| **Department** | **Exam administration** | **Committee Chair** | **Exam format** | **Exam timeframe** | **Exam topic** |
| **Medicinal chemistry** | Assigned committee | Designated by the Department Chair | NIH postdoctoral research application | Formally begins April 1 | must originate from student and be based on student’s dissertation research |