**Progress Update**

**Name:**

**Lab, Institute:**

**PhD Start Date:**

**Working Title:**

**Reporting time:**

**Dates of previous TAC meetings:**

1. Brief description of the project’s progress in the last year:

2. Outlook for the upcoming year:

3. Did you reach your proposed goals for this period?

a. If not, why?

4. What were the major accomplishments (bullet points)

5. Please list any milestones reached in the past year

a. Meetings/Presentations

b. Publications

c. Courses

6. 2-3 key points I would like to discuss during the meeting to get feedback (scientific and/or training/mentoring related)

*This report should be concise (1-2 pages long) and has to be uploaded on STREP before your TAC meeting.*

**Annual career development plan**

*A pre-requisite for an effective planning is a well-defined timeline, where experiments, goals and milestones are realistically planned. The timeline should be evaluated and revised by the student and supervisor regularly.*

**How to set a SMART goal (from** [myIDP](https://myidp.sciencecareers.org/)**)**

S – Specific – Is it focused and unambiguous?

M – Measureable – Could someone determine whether or not you achieved this goal?

A – Action-oriented – Did you specify the action you will take?

R – Realistic – Considering difficulty and timeframe, is this goal attainable?

T – Time-bound – Did you specify a deadline?

**Research Project:**

1. What is your overall goal for the next year? Did it change in the last year?
2. What research skills and techniques do you need to learn to reach this goal?
3. What training activities are you planning in the next year to acquire these skills and techniques?

*For example: courses, workshops, conferences, student supervision.*

1. How will you develop research management skills this year?

*For example: updating data management plan, writing funding applications, supervising of students, working in teams, managing collaborations*.

1. How will you improve written and oral communication skills this year? *For example: writing proposals, papers, thesis; presenting at conferences; attending courses or workshops.*
2. Do you plan collaborations or secondments in other laboratories in the next year, to learn new techniques or progress in your project?
3. Do you plan to engage in any outreach, or teaching activities?

**Professional Development:**

1. List 1-3 career options you are considering.
2. Are the skills you are developing during your PhD in line with the ones required for your desired career? Which of these or other skills do you want to focus on in the next year?
3. What networking opportunity are you planning in the next year?

*For example: conferences, career fairs, networking events.*