King Group Schedule and Requirements for Original Research Proposals
8 Dec 2005 version 1.0

The ORP should be completed within one year of completion of cumulative exams.

Proposal
1) Submit a topic to Ben for approval. The proposal must not be related in any way to research in our group. For example, projects involving on PAHs or perfluorination are not permissible. If you are uncertain if your project is sufficiently remote, ask.
2) Perform a thorough literature search using both scifinder and Web of Science to ensure that the project is original and feasible. If it is not, go back to 1) as necessary.
3) Set exam date, working with your committee members. The date should be at least six weeks out.
4) Immediately reserve a room and projector by enlisting the help of the chemistry front office.
5) At least three weeks before the exam, give Ben a complete, refined draft (not a first draft) of the proposal. This should have been read over by at least two of your colleagues and then revised. The manuscript must be double spaced and include references and figures. Ben will return this within three days.
6) At least two weeks before the exam, give Ben the next draft (double spaced). Ben will return this within three days.
7) At least eight days before the exam, distribute the proposal to the committee.
8) The day before the exam, send an email reminder to the committee, giving the time and location.
9. Print and fill out the Doctoral Degree Admission to Candidacy Form. Bring this to the exam.

Presentation
1) Schedule a practice presentation/exam during group meeting immediately after the exam date is set (see Ben).
2) At least one week before the practice exam, give a complete, refined draft of the presentation to Ben for review. The presentation should be 20 +/- 2 slides. Ben will return this within three days.
3) At the practice exam, provide the audience with a printed copy the presentation. The slide background should be white and the slides should be printed four or six to the page, double sided.
4) The day after the practice exam, provide Ben with the updated presentation.

General Comments on Organization
Both the proposal and the presentation should be organized in a top-down format: start with what is being proposed (big picture, first two slides), why it is important and why it should be funded (a couple of slides), how it will be accomplished (often, but not necessarily, synthesis), how we will know that it was accomplished (analytical).

The schedule and list of requirements are not flexible.