

**Expectations at each SOC meeting as outlined below:
 (The fellow is expected to submit a brief written summary of his/her interval progress 1 week prior to the meetings)**

SOC #1	Present written outline of project rationale including background, hypothesis and anticipated methods (not more than 1 page, which can be in bulleted format, but must be logical in thought progression). Provide this to SOC one week prior to meeting so they can advise/comment. These written summaries will serve as outlines for the final work product.
SOC #2	Protocol should have been submitted for IRB approval. Present details about methods including data acquisition and statistics to be used. Propose timeline for project completion. SOC members should formally edit and/or approve the presented work product in progress and identify clear cut goals in the project timeline. Particular attention should be paid to setting specific goals for the subsequent 6 months.
SOC #3	Update the committee on progress of data collection thus far and any obstacles, demonstrate understanding of background information and its impact on project and report status of learning other skills (including computer skills) needed to complete project. The fellow should have polished his/her background, hypothesis and methods section of the his/her work product.
SOC #4	Provide evidence of complete understanding of the methods used for data generation, and as appropriate, the performed or planned graphical/statistical methods. Discuss any problematic areas and any concerns about ability to complete project within timeline
SOC #5	Should have submitted abstract to PAS. Provide abstract to SOC and prepare for SOC discussion of implications of initial results. The reading you have done in years 1 and 2 should greatly prepare you to discuss the subject without undue stress. Draft and edit the results and Conclusion sections of your work product.
SOC- FINAL	Distribute "final" work product/manuscript and personal statement to SOC members 2 weeks prior to this meeting for revisions. Make appropriate changes and submit FINAL work product/manuscript and personal statement. Obtain approval signatures for all SOC members. Every attempt should be made to submit the manuscript to a peer-reviewed journal before graduation.