

## MCB Annual Committee Meeting Report PDF Form Instructions

### INPUT INFORMATION

Completed by designated Note-Taker

- Download [PDF Form](#)
- Open Form in Adobe
- Input Student and Meeting Date
- Check IDP box
- Check appropriate Expectations box
- Complete Description of Academic/Research Progress
- Complete Other Recommendations
- Input Committee Chair Name
- Input Committee Member Name for members in attendance
- Save file with this naming convention: SmithJane\_AnnualReport\_2020.pdf

### GATHER SIGNATURES

Completed by Committee and Student

Sign the form with a digital signature according to the protocols of Public Key Infrastructure (PKI)

1. Open the PDF form
2. Right-click in the PDF document where you want to add the Digital signature
3. Select Sign Document from the right-click menu
4. Select Digital Signature
5. Follow instructions to insert or create digital signature
6. Save file at prompt
7. Forward form to next committee member or student if committee signatures are complete

### SUBMIT FORM AND OTHER DOCUMENTS

Completed by Student

Submit the following:

- Completed Annual Committee Meeting Report
- Updated IDP
- One-page research summary
- Publications (if applicable)
- Upload site: [http://bit.ly/MCB\\_AnnualReportDocs\\_2020](http://bit.ly/MCB_AnnualReportDocs_2020)