



**Master's Degree Program TAC Progress Report Meeting**  
**Center for Clinical and Translational Science (CCaTS) Educational Resources**

**Instructions:** This report is due 3 months after the research proposal is approved and every 3 to 6 months thereafter until completion of the program. Scholar and all TAC members must sign the completed form directly or via DocuSign®. Email the typed and completed report to [CCATSEUCPROG@mayo.edu](mailto:CCATSEUCPROG@mayo.edu).

Scholar Name <i>(First, Middle, Last)</i>	Progress Meeting Date <i>(mm-dd-yyyy)</i>
Overall Assessment (thesis advisor to tally votes from committee members present) <input type="checkbox"/> Meets expectations <input type="checkbox"/> Does not meet expectations; needs improvement (explain below in narrative report)	

**Data Collection Status**

Number of Subjects/Charts Proposed
Number of Subjects/Charts Studied to Date
Data Collection Completed <input type="checkbox"/> Yes <input type="checkbox"/> No
Identify Barriers to Collection

**Data Analysis Status**

Data Analysis Completed	%
Identify Barriers to Analysis	

**Thesis Status**

Not started    In progress    Draft written

Final Oral Examination Projected Date *(mm-dd-yyyy)*

Identify Barriers to Writing the Thesis

**Data Presentations**

Yes    No

If yes, meeting location \_\_\_\_\_

**Narrative Report** (required)

Expectations Before the Next Committee Meeting

**Narrative Report** (continued) (required)

Additional Comments (optional)

**Signatures**

TAC Chair Signature ▶	TAC Chair Printed Name	Date (mm-dd-yyyy)
TAC Member Signature ▶	TAC Member Printed Name	Date (mm-dd-yyyy)
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Scholar Signature ▶	Scholar Printed Name	Date (mm-dd-yyyy)