

## **Submission of Progress Report**

### **Guidelines for PhD and Postdoc Fellows in the Edmond J. Safra Center for Bioinformatics**

Students and postdocs will submit a detailed progress report to the advisor. The advisor will approve the report and submit a recommendation letter to the Edmond J. Safra administrator, at [safrabio@tauex.tau.ac.il](mailto:safrabio@tauex.tau.ac.il).

The 2-3 page progress report will be submitted in English, and refer to the period since the last report was submitted.

**The report header** will contain the following information:

Student name, ID number, telephone number, faculty, school, degree, advisor(s), research subject, date of admission to PhD, date of admission to Edmond J. Safra Center as a PhD fellow and date of submission of current report.

**The report body** will contain the following sections:

**1. Main results achieved**

2. A list of all **publications** to date, detailing each article:

- If the article was published in the past year
- If the article has already been reported in the previous report (as submitted or in preparation), an indication if there was a change in the status of the article

3. List of **works presented** at scientific conferences (with the conference title and date)

4. Other **scholarships and awards** received

5. **Plans** for further research

**Appendices to the report** will include the following:

**6. Updated CV**

**7. List of grades** in all courses so far

**8. A statement** that all publications in scientific papers and in conferences acknowledged the Edmond J. Safra Center for Bioinformatics and were sent to the Center's administrator.

The acknowledgement text will be as follows: "This study was supported in part by a fellowship from the Edmond J. Safra Center for Bioinformatics at Tel-Aviv University".

**Requirement from PhD students: Manuscript submission within the first two years:** A PhD Safra fellow is expected to submit at least one article for publication within the first two years. If a fellow does not meet this condition, the advisor's letter will explain the reasons for this or will confirm that the work so far is equivalent to a publication.

Please address any question to the Center's administrator, Gilit Zohar-Oren, Check Point Building, 1st Floor, Room 132, Tel. 03-6405391, at [safrabio@tauex.tau.ac.il](mailto:safrabio@tauex.tau.ac.il).