

## 2023-2024 PhD Annual Evaluation Instructions

1. Go to the [PhD Annual Review Form](#) and fill in your name and email in the PhD student – initiate form section.
2. Enter the name and email for your faculty research advisor in the role listed below.
3. Enter your name and email again in the PhD student – signature section. *Important: You should enter your name and email twice so that you will be able to initiate and then sign the form.*
4. Click the blue begin signing button. *In order to avoid an error message, you may need to **Allow Location Access**.*

PhD student - initiate form **1. Student Name & Email**

**Your Name: \***

  
**Your Email: \***  

Please provide information for any other signers needed for this document.

Faculty Advisor (PI) **2. Enter your faculty advisor's name and email**

**Name:**

  
**Email:**  

Faculty Advisor (optional for students with co-advisors)

**Name:**

  
**Email:**  

PhD Student - signature **3. Enter your name & email again.**

**Name:**

  
**Email:**  

**BEGIN SIGNING**

5. Enter your **Student ID number** and **select the number of years you have completed** from the drop down.

6. **Click the gold finish button** to route this to your faculty advisor.
7. The **form will be sent back to you to sign** to acknowledge after your faculty advisor completes and signs.
8. Signers will receive an email inviting them to complete and sign this document. You will also receive an email copy once everyone has signed.