

February 7, 2021

## Guidelines for Dual Degree PhD Students from IQ-USP joining CBC-OSU

### Step-by-step guide to join the program

1. Interested students (candidates) should first discuss this opportunity with their PhD advisor at IQ-USP.
2. The candidate should contact a potential host advisor at OSU as early as possible in their career and discuss a possible research project and obtain a preliminary commitment to serve as the host advisor. It is desirable if the project is a collaborative effort between the IQ-USP and CBC-OSU faculty member. OSU faculty members must be tenure-track faculty in the Department of Chemistry and Biochemistry.
3. The candidate will then communicate their intentions to join the program to the Dual Degree Committees at both IQ-USP and OSU.
4. Once a preliminary agreement has been reached about the proposed research project, the candidate should write, with the input from the PhD advisor and host advisor, a 3-page Research Plan (3-page limit excluding references).

The Research Plan should provide a strong scientific rationale for joining OSU to conduct research. This includes a description of the long-term research objectives along with specific aims and milestones with timelines.

Specifically: How is this objective achievable during 4 semesters at OSU? How does this tie to the student's prior experience and to the expertise of the host advisor's lab? How does it enhance the candidate's research skills? What are the deliverables if everything works as planned? What is the planned start date? What are the plans after graduation?

5. Send the 3-page Research Plan to the Dual Degree Committees at IQ-USP and OSU. The committees will evaluate the Research Plan on its consistency with the general mission and objectives of the Dual Degree PhD program. If warranted, the Dual Degree Committees may ask for clarifications or modifications of the Research Plan. Once everyone approves, the OSU-CBC Dual Degree Committee will make a positive recommendation to the OSU-CBC Graduate Admissions Committee. The latter will review the application using the same types of criteria used to assess other applicants to the OSU Chemistry Ph.D. program, while also taking into account that the candidate has already been accepted to the graduate program at IQ-USP, has prior research experience, has completed their qualification (candidacy) exam, and has mastered graduate course work at USP.
6. Arrange for all application materials (see below) and submit them to through the Graduate and Professional Admissions application portal at OSU <https://gpadmissions.osu.edu/apply/grad.html>.

Get in touch with Mr. Nick Rodgers ([Rodgers.271@osu.edu](mailto:Rodgers.271@osu.edu)) with any questions you may have before and during the application process. The OSU Chemistry Ph.D. admissions committee will then make a decision about acceptance, which will need to be approved by the university-wide Graduate School at OSU for final approval.

The application should include the following:

- The 3-page Research Plan (this can be uploaded in lieu of a "statement of purpose," which is *not* required)

- CV of the candidate
- TOEFL scores submitted directly by ETS (TOEFL Institutional Code for OSU: 1592; Department code: 62). The candidate needs to exceed a minimal TOEFL score of 79. Each candidate will also be evaluated through an Oral Proficiency Assessment (OPA) in order to be certified to hold a GTA appointment (a TOEFL speaking score >22 will usually pass the OPA).
- Transcripts from prior institutions the candidate has attended
- Arrange for 3 letters of recommendation to be submitted through the application portal:
  - from the candidate's PhD advisor at USP
  - from a 2<sup>nd</sup> USP PhD committee member of the candidate
  - from the host advisor at OSU

The letters should detail the potential of the candidate to successfully complete the Dual Degree PhD program. The USP letter writers should also comment on the past research performance of the candidate at USP and their professional experiences with the candidate. The host advisor at OSU should provide a statement of commitment to supervise the dual degree student during his/her time at OSU, planned funding (GRA or GTA), and how the planned research aligns with the host advisor's existing research program. There should also be a statement about the frequency and planned mode of communication between the student, the USP advisor, and the host advisor, and a plan how potential conflicts are resolved between the three of them.

- Note: the standard application fee of \$65 is waived, i.e. it will be covered by the OSU-CBC department. Mr. Nick Rodgers ([Rodgers.271@osu.edu](mailto:Rodgers.271@osu.edu)) can provide instructions for waiving the application fee. The application deadlines listed on the application website do not apply for candidates of the dual degree program.
7. Once the candidate has been accepted to the Dual Degree PhD Program, the visa application will be initiated along with other federal required documents that may exist at that time, such as Covid-related requirements.