M2 - PhD Transition checklist

Use the check list below to ensure that you are prepared to complete the PhD phase

**January – March (Before beginning research rotations)**

☐ Pass USMLE Step 1 exam  
☐ Provide evidence of passing USMLE Step 1 to MD/PhD Coordinator  
☐ Complete Graduate School application (including official transcripts) [here](#)  
☐ Complete GRA appointment paperwork, select health insurance plan, sign and return documents to MD/PhD Coordinator  
☐ Leave of Absence (LOA) paperwork: Integrated students - no action required. Non-Integrated students must provide annual communication to student affairs (Dean). Indicating their intent to continue PhD another year. An official Educational Leave of Absence (ELOA) letter is provided to student

**April - August**

☐ Complete two 8-week research rotations  
☐ Register for classes (GS0900 Responsible Conduct in Research is required)  
☐ Attend SOM Graduate Student Orientation (Day 1 only- this is the 4th Thursday in August)  
☐ Register with NIH.gov for ERA Commons [user ID](#)  
☐ Convey decision to remain or be removed from MD email list and added to PhD email list to MD/PhD Coordinator. Send request to records@med.wayne.edu

**September & Beyond**

☐ Submit signed MD/PhD [Research Mentor Agreement](#) to MD/PhD Coordinator  
☐ Arrange meeting with mentor and MD/PhD Director to discuss funding, publication and completion expectations)  
☐ Submit [Plan of Work](#) - determine transfer of 30 credits from Seg1/Seg2 ([consult graduate program officer](#) and mentor to complete form)  
☐ Select ICE (integrated clinical experience) preceptor with guidance from MD/PhD Director

**Note**

*As a graduate research assistant (GRA), during graduate years taxes and health insurance (cost depends on plan selected) are deducted from each pay check as well as parking costs (if applicable).  
*Contact the MD/PhD Coordinator for a list of MD courses with credit hours that are eligible to be counted towards graduate degree and consult with your program's graduate officer.