



PBSB Step-by-step checklist for the Admission-to-Doctoral-Candidacy Examination (ACE)

Step-by-step checklist to the ACE:	√
Complete the “ACE Tutorial ” – Date: _____	
Review the “Regulations for the Admission-to-Doctoral-Candidacy Examination” on the grad school web site and PBSB ACE guidelines.	
ACE committee should be chosen and must consist of AT LEAST 4* members – 3 examiners and a chairperson - all must be Weill Cornell Graduate School faculty members (http://weill.cornell.edu/gradschool/faculty/index.html).	
* MD/PhD students will have at least 5 members – 1 person from with SKI or Rockefeller AND 3 examiners and a chairperson who are Weill Cornell Graduate School faculty members.	
* Tri-I CBM students (as of 09/01/09) will have at least 4 members - 3 WGSMS faculty members (including chair), plus an Ithaca faculty member.	
The ACE research and writing period begins and lasts for 6 weeks. Students should consult with the ACE committee for guidance along the way and start scheduling a date for their Oral ACE Exam. NOTE: Sample R01 Applications and Summary Statements can be found at http://funding.niaid.nih.gov/ncn/grants/app/default.htm	
Students will distribute the written exam to the entire committee 2 weeks in advance of the examination meeting.	
<p style="background-color: yellow;">The written exam must be approved by the ACE committee. ALL committee members must email Ms. Audrey Rivera, ajr2004@med.cornell.edu , that they approve the written portion of the exam. Candidates must pass the written exam before standing for the oral portion of the exam.</p>	
Complete the “Application for Admission-to-Doctoral Candidacy Examination Form” with the signature of the Program Chairperson or Director. <i>This form needs to be submitted to Ms. Audrey Rivera at LEAST two weeks prior to the date of the Oral examination. She will hand deliver your form to the Graduate School.</i> NOTE: Date of Written Examination – Date should be at least two weeks prior to the Date of Oral Exam, and ALL committee members should have approved the written portion of the exam by this date.	
Denise Jenkins registers this information, and will email an “ACE Exam Posting.”	
<p style="color: red;">Students must email Denise Jenkins a copy of the approved, final version of the written exam, prior to the oral portion of the exam.</p>	