



GDBBS Advisor-Advisee Agreement Form Instructions

GDBBS students and their prospective advisor(s) must complete their GDBBS Advisor-Advisee Agreement Form by June 1 of the student's second year in the Ph.D. program. In most circumstances, students are required by their program to identify an advisor match by the end of their first year, and the form should be submitted as soon as that identification has been made. The form is required to formalize all advisor-advisee mentoring and research commitments.

Overview

GDBBS students must provide the following information when they initiate the DocuSign process:

- Student Name & Email
- Does this form replace an earlier advisor agreement?
- Advisor's Name & Email
- Advisor's Department Chair/Division Director Name & Email
IMPORTANT, this is the chair or director of your faculty advisor's primary appointment. It is not the director of your graduate program. If you do not know who your advisor's department chair or division director is, ask your advisor before you start the Advisor-Advisee Agreement.
- Is there a Co-Advisor? **If yes:**
 - Co-Advisor's Name & Email (if applicable)
 - Co-Advisor's Department/Division Chair's Name & Email (if applicable)
IMPORTANT, as above, this is the chair or director of your faculty co-advisor's primary appointment.
- Program Director or DGS
IMPORTANT, each program has a preference as to whether the Program Director or DGS signs this form. The links below will automatically enter the correct signing authority for your program:

Program Link	Signing Official
BCDB Biochemistry, Cell and Developmental Biology	Graeme Conn, Interim Director of Graduate Studies; gconn@emory.edu
CB Cancer Biology	Sarwish Rafiq, Director of Graduate Studies, Years 1-2; sarwish.rafiq@emory.edu
GMB Genetics and Molecular Biology	David Katz, Program Director; djkatz@emory.edu
IMP Immunology and Molecular Pathogenesis	Luisa Cervantes-Barragan, Director of Graduate Studies, Pre-Qual Students; lcervantes@emory.edu

MMG Microbiology and Molecular Genetics	Shonna McBride, Director of Graduate Studies; shonna.mcbride@emory.edu
MSP Molecular and Systems Pharmacology	Sunil Raikar, Junior Director of Graduate Studies; sraikar@emory.edu
NS Neuroscience	Gordon Berman, Director of Graduate Studies, Years 1-2; gordon.berman@emory.edu
PBEE Population Biology, Ecology, and Evolution	David Civitello, Program Director; dcivite@emory.edu

Once submitted, the form is routed and signed in the following order:

- Advisor
- Advisor's Department Chair/Division Director
- Co-Advisor (if applicable)
- Co-Advisor's Department Chair/Division Director (if applicable)
- Program Director or DGS
- GDBBS Program Coordinator of Student Affairs

The form is not officially approved and complete until all recipients have signed.