

Guidelines for Students using the REDCap SACS tool

The REDCap SACS evaluation tool requires student involvement at each milestone candidacy (Program Entry, Selecting a Committee, Qualifying Exam, ongoing Committee Meetings, and Defense). Please follow the instructions below to comply with our program's accreditation requirements. We expect this tool to be a useful electronic repository of your progress which you can access at anytime.

An overview of the process:

- Enter information about you, your advisor and committee members
- For your preliminary exam, qualifying exam, independent research proposal, and defense, we need the following information from your advisor:
 1. Online SACS form to be completed with input from your entire committee at the end of each meeting and a timeline for next meeting
 2. In the case of an unsatisfactory outcome to the exam, you advisor will be asked to write an evaluation which summarizes the strengths and weaknesses of your exam.

For accreditation purposes, this information is organized within REDCap.

We appreciate your diligence in encouraging your advisor to submit this information in a timely manner. To help you in this effort, REDCap allows you to send SACS forms to your advisor. REDCap also allows you to send an e-mail to your advisor requesting an evaluation of your exam be uploaded.

Program Entry and Committee Information

Log-in to <https://redcap.vumc.org>

If you need to set up an account, please do so before proceeding.

- Go to **My Projects** and select the project titled **CHEM SACS**
- Go to left-hand column labeled **Record Status Dashboard**
- Click on radio button for **Program Entry Information**
- Click on the drop-down menu for "Survey Options" located at the top right and click on "Open Survey"
- Please complete the information.

Next:

- Return to the **Record Status Dashboard** in the left-hand column
- Click on radio button for **Committee Information**
- Click on the drop-down menu for "Survey Options" located at the top right and click on "Open Survey"
- Please complete the information.

At this stage, you have submitted all necessary materials until you are ready to set up your qualifying exam.

Preliminary Exam, Qualifying Exam, Independent Research Proposal (IRP), and Final Defense

At least three days before your exam, please create a SACS survey and compose a survey invitation for your committee chair to record the outcome of your exam. You must also bring the appropriate [paper forms](#) required by the Graduate School to record the outcome of your qualifying exam and final defense to the exam.

Log-in to <https://redcap.vumc.org>

- Go to **My Projects** and select the project titled **CHEM SACS**
- Go to left-hand column labeled **Record Status Dashboard**
- Click on radio button for appropriate exam
- Click on the drop-down menu for “Survey Options” located in the top-right and click on “Compose Survey Invitation”

Compose a survey invitation to your committee chair using the following information as a guide.

When should the e-mail be sent? *Immediately*

Enable reminders – schedule a reminder email to be sent the morning of the exam

From: This should come from you.

To: Your advisor’s e-mail address

Subject: SACS form for upcoming [enter exam]

Example Text:

Dear _____,

The Program would like for you to complete this SACS evaluation at the conclusion of my [enter exam] in consultation with the other committee members. The link to the evaluation form is in this e-mail.

*Thank you for chairing of my committee,
Your name*

Click “Send Invitation”

Once your advisor has entered this information, you will receive an e-mail letting you know that he or she has completed the evaluation. If the outcome of your exam is unsatisfactory, then you will be sent an email requesting your advisor to upload a letter detailing the deficiencies of your exam. You should forward this e-mail to your advisor. You will receive an e-mail every ten days until the letter is uploaded into the system. You can forward this reminder to your advisor as well. Your advisor will only be receiving messages or surveys you forward to them. Once the letter is uploaded, you will also receive an e-mail letting you know the letter is in the system and ready to be viewed. You can view the letter by returning to the REDCap dashboard and clicking on the form that you wanted to view. The file will be available for download for you.