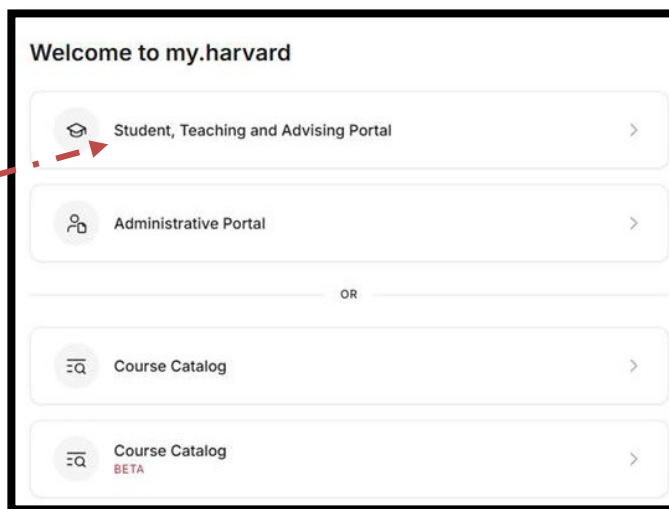


Faculty Instructions: Dissertation Advisor Declaration (DAD) Form

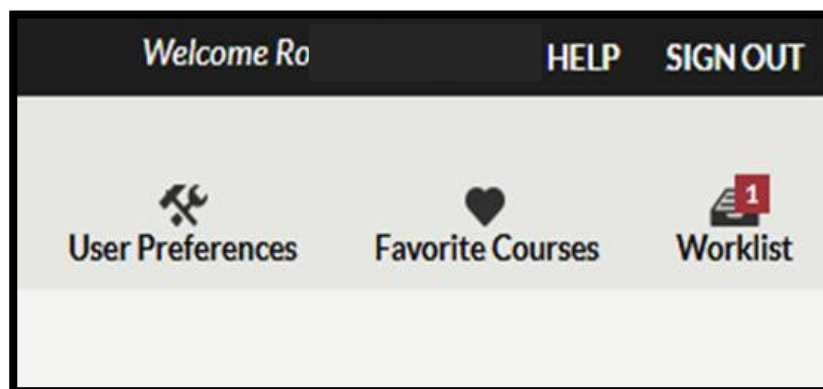
Step 1: Log into my.harvard

Go to the my.harvard portal and select Student, Teaching and Advising Portal.



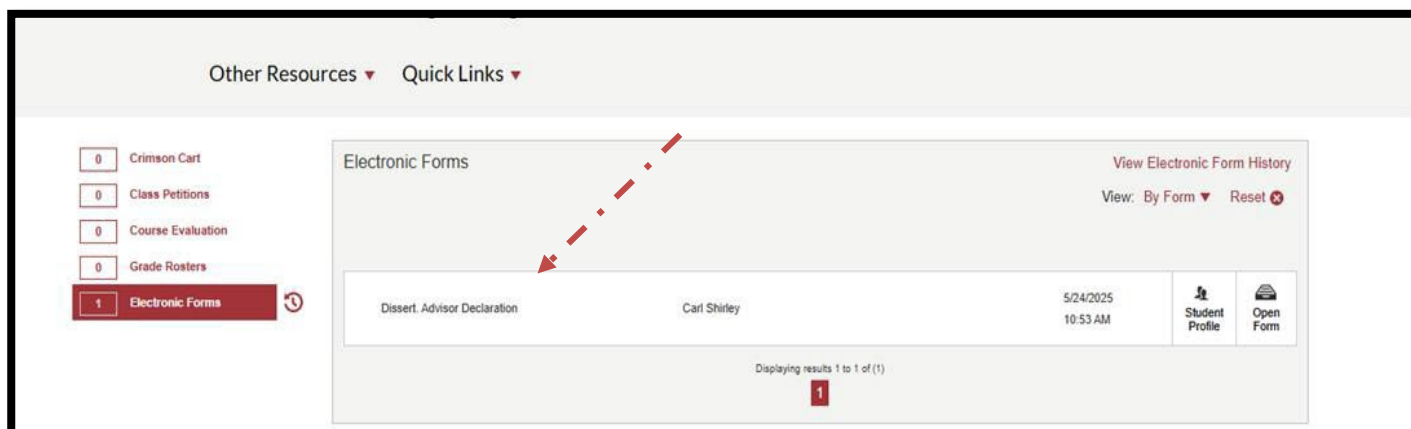
Step 2: Navigate to the Worklist

In the upper right corner, click on Worklist.



Step 3: Access Electronic Forms

In the left-hand menu, click Electronic Forms to view forms pending your action. If a DAD form is available, it will be listed here.



Step 4: Open the DAD Form

Click Open Form next to the student's name.



Step 5: Review Student Information

The form opens with the student's name, program, year, and lab rotation details. Confirm that you were listed based on a lab rotation or co-advising eligibility. Read the proposed project and confirm the planned dissertation start date. Click Next to proceed.

Student Information

Student Name
Program Biomedical Informatics
Graduate Year G2

Student Lab Rotations

Faculty Lab ^{TL}	Start Date ^{TL}	End Date ^{TL}
1	09/23/2024	12/16/2024

Lab Selection

Proposed Dissertation Advisor
Planned Start Date 07/01/2025

Please briefly describe your proposed lab/dissertation topic:

This dissertation will investigate the development and clinical integration of artificial intelligence systems for advanced medical imaging analysis, with a focus on three-dimensional spatial understanding and real-time diagnostic assistance across multiple imaging modalities including endoscopy, colonoscopy, and fluoroscopy. The research will employ deep learning architectures, particularly foundational models and computer vision techniques, to create AI systems that can reconstruct 3D scenes, characterize pathological features, and provide intelligent surgical and diagnostic support within hospital workflows. The expected contributions include novel AI frameworks for spatial medical image analysis, validated clinical tools for enhanced lesion detection and characterization, and comprehensive evaluation of AI integration strategies that improve diagnostic accuracy and surgical outcomes while maintaining practical deployability in healthcare settings.

Step 6: Certify Financial Understanding and Enter Contacts

You will be prompted to acknowledge review of the program's graduate student financial obligations.

- Click the link to DMS Graduate Student Costs to review obligations
- Add up to two lab or financial contacts (e.g., lab manager, administrator)

View a Dissertation Advisor Declaration Form : Advisor Approval

Approval Disclaimer

By submitting this eForm, you are acknowledging that you have read the student's program **Mentoring Agreement and/or Graduate Student Financial Obligation** (referenced in link below) and understand your financial and academic obligations to this student.

[DMS Graduate Student Costs](#)

Lab Administrator/Financial Contact List

Please add any additional contacts that may be required by the student's program.
Ex: Department Appointments Administrator, Lab Administrator, etc.

First Contact

Contact Type
Contact Name
Contact Email

Second Contact (if necessary)

Step 7: Review Cost Sheet (Reference)

Ensure you are aware of the financial breakdown by student year. You are certifying awareness of your responsibilities.

Division of Medical Sciences
FY26 Graduate Student Rates
 7/1/2025 – 6/30/2026

G1/G2 Student

	HMS Obligation	Faculty Obligation	Total
Tuition & Fees			
Full Tuition	\$57,328	\$0	\$57,328
Health Insurance	\$6,108	\$0	\$6,108
Student Compensation	\$50,460	\$0	\$50,460
Stipend Subsid	\$1,040	\$0	\$1,040

G3/G4 Student

	HMS Obligation	Faculty Obligation	Total
Tuition & Fees			
Reduced Tuition	\$14,904	\$0	\$14,904
Health Insurance	\$0	\$6,108	\$6,108
Program Fee	\$0	\$3,000	\$3,000
Student Compensation	\$0	<u>\$48,996 or \$50,460</u>	<u>\$48,996 or \$50,460</u>
Stipend Subsidy	\$1,040	\$0	\$1,040

G5+ Student

	HMS Obligation	Faculty Obligation	Total
Tuition & Fees			
Continuation Fee	\$0	\$3,792	\$3,792
Health Insurance	\$0	\$6,108	\$
Program Fee	\$0	\$3,000	\$3,000
Student Compensation	\$0	<u>\$48,996 or \$50,460</u>	<u>\$48,996 or \$50,460</u>
Stipend Subsidy	\$1,040	\$0	\$1,040

Compensation rate will be determined by appointment type. The Confirmation of support letter will detail the appropriate compensation rate for the student.

The FY26 PhD package includes a one-time stipend subsidy payment of \$1,040, for dental and transportation subsidies, that will be paid on 9/1/25

The DMS Program Fee is due in the Fall semester.

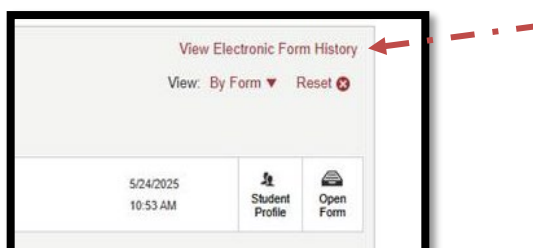
Previously DMS offered a bonus program for students who receive extramural competitively awarded fellowships. The External Fellowship Incentive Program has been paused effective July 1, 2025. More information is available here: <https://dms.hms.harvard.edu/fellowship-incentive-policy>.


Step 8: Approve, Deny, or Return for Edits

At the bottom of the form:

- Select Approve to send it to the next signatory
- Select Deny to cancel the form and notify the student (add comment recommended)
- Select Return for Edits to send back to the student with comment
- The student will be notified via email of any action taken.

To Review previous submitted electronic forms, click on View Electronic Form History.



- 0 [Crimson Cart](#)
- 0 [Class Petitions](#)
- 0 [Course Evaluation](#)
- 0 [Grade Rosters](#)
- 0 [Electronic Forms](#) 

Electronic Forms				Return to Pending Electronic Forms
				View: By Form ▾ Reset ✕
Dissert. Advisor Declaration		7/7/2025 6:33 PM	Executed	<input checked="" type="checkbox"/> Open
Lab Rotation Registration Form	Lab Rotation Registration Form::Halle Frey	1/28/2025 1:52 PM	Executed	<input checked="" type="checkbox"/> Open
Lab Rotation Registration Form	Lab Rotation Registration Form::Max Hauptschein	1/3/2025 9:32 AM	Executed	<input checked="" type="checkbox"/> Open

Displaying results 1 to 3 of (3)

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