[ ] Confirm Faculty Supervisor is **A UNIVERSITY FACULTY MEMBER**.

[ ] Confirm this is joint project with a member of your **faculty**.

[ ] Confirm the student has not already participated in a Collaborative Project or Field Placement.

Verify **eligibility of student**:

[ ] Enrolled part/full-time for a health profession in accredited graduate school

[ ] Has had no previous EXPO Field Placement or EXPO Collaborative Project

[ ] One of the following:

[ ] Citizen of the United States

[ ] Non-citizen U.S. National

[ ] Foreign National with Permanent Residence in the U.S. (Green Card)

[ ] Complete EXPO Cover Sheet.

Submit to Leslie Fink, lfink@pitt.edu.

Maintain regular contact with student and faculty advisor:

[ ] Reach out to student **monthly**

[ ] Touch base with faculty supervisor **monthly** or more often if requested

Verify the student has completed these **project-related documents and** submitted them to marphtc@pitt.edu.

[ ] Scientific report, poster presentation, or approved alternative format

[ ] Abstract for submission at public health conference

[ ] Any other items required by the Faculty Supervisor

End of Checklist (10/21/2020)

**Academic CBTP Collaborative Project Checklist**