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](mailto: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](mailto: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**