Confirm your Faculty Supervisor is **A UNIVERSITY FACULTY MEMBER**.

Confirm this is a joint project with **faculty from your university**.

Confirm EXPO **stipend is not used** for tuition, fees, health insurance, etc.

Attend all required **meetings.**

Meet with Faculty Supervisor in the **1st week** of the project to review project requirements.

Touch base with the faculty supervisor **weekly** in person, through email,

in a phone call, or via a virtual conversation like Zoom

Participate in the **EXPO Exchange** (strongly recommended).

Complete **EXPO Collaborative Project forms and Qualtrics surveys.**

Student Agreement – submit before starting CP (email to Leslie Fink, [lfink@pitt.edu](mailto:lfink@pitt.edu))

Student Intake Form – submit before starting CP (emailed survey)

Student Post-questionnaire – submit when project concludes (emailed survey)

Student 1 Year Post-questionnaire – submit 1 year post project completion. (emailed survey)

Complete these **project-related documents** and submit 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)

**Student Collaborative Project Checklist**