[ ] 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)

[ ] 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.

[ ] 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**