CE Student Checklist: *Spring 2019 Completion*
1 Year MPH Students

Summer – Early Fall 2018	☐	Identify an advisory group consisting of at least one NU Faculty Member and 1-2 other members (see CE Portal for more information)
	☐	Narrow topic and project with guidance from Advisory Group
	☐	Write first draft of proposal, have Advisory Group review and comment, and revised based on their comments
	☐	Complete CITI Basic Training (~5 hour self-paced, online course) and upload certification to the CE Portal on Canvas (Due no later than your application on November 16, 2018)
	☐	Complete any IRB steps needed and upload IRB Documentation to the CE Portal on Canvas. See the CE Portal for more IRB information and details. Documentation is due with your application on November 16, 2018)
November 16, 2018	☐	As part of your application, each member of your advisory group must approve of your application/proposal either by signing the application or emailing pec@northwestern.edu
	☐	Submit CE Application and Proposal to the CE Portal on Canvas. *Please note, applications are reviewed on a rolling basis and you do not need to wait until the deadline to submit. For CE's that involve extensive logistics (international travel, complicated data collection, supply ordering, etc) please ensure your application/proposal is approved before making plans and submit your application/proposal as early as possible.*
What happens next? A member (or multiple members) of the PEC will review your application and proposal. The PEC may request revisions before approval. Please note, you may not begin your project until your application & proposal is received and approved.		
February 8, 2019	☐	Submit a 1-2 paragraph status report on the project to the CE Portal on Canvas. Guidelines provided on the assignment page within the Canvas Portal
TBD	☐	Register for the 1-Credit PH 560 Course. (Program Staff will notify you when the registration opens up for Spring 2019)
April 5, 2019	☐	Submit the first draft of your paper to your advisory group for review AND to the CE Portal for review by the PEC.
May 10, 2019	☐	As part of your final draft submission, each of your advisory group members must approve of your paper by emailing pec@northwestern.edu
	☐	Submit the final draft of your paper to the CE Portal on Canvas.
May 10, 2019	☐	Submit your CE presentation title and abstract to the CE Portal on Canvas.
24 hours prior to presentation	☐	Submit your CE Presentation Powerpoint Deck to the CE Portal on Canvas
TBD	☐	CE Presentation Day