

CE Student Checklist: *Spring 2019 Completion*

MD/MPH, MPH Part-Time, PhD/MPH

Summer – Early Fall 2018	<input type="checkbox"/>	Identify an advisory group consisting of at least one NU Faculty Member and 1-2 other members (see CE Portal for more information)
	<input type="checkbox"/>	Narrow topic and project with guidance from Advisory Group
	<input type="checkbox"/>	Write first draft of proposal, have Advisory Group review and comment, and revised based on their comments
	<input type="checkbox"/>	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 October 12, 2018)
	<input type="checkbox"/>	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 October 12, 2018)
October 12, 2018	<input type="checkbox"/>	As part of your application, each member of <u>your advisory group</u> must approve of your application/proposal either by signing the application or emailing pec@northwestern.edu
	<input type="checkbox"/>	Submit CE Application and Proposal to the CE Portal on Canvas. <i>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 or dering, etc) please ensure your application/proposal is approved before making plans and submit your application/proposal as early as possible</i>
<p><i>What happens next?</i></p> <p>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.</p>		
February 8, 2019	<input type="checkbox"/>	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	<input type="checkbox"/>	Register for the 1-Credit PH 560 Course. Program staff will notify you when registration for Spring quarters becomes available.
March 8, 2019	<input type="checkbox"/>	Submit the first draft of your paper to your advisory group for review AND to the CE Portal for review by the PEC.
April 12, 2019	<input type="checkbox"/>	As part of <u>your final draft submission</u> , each of your advisory group members must approve of your paper by emailing pec@northwestern.edu
	<input type="checkbox"/>	Submit the final draft of your paper to the CE Portal on Canvas.
April 19, 2019	<input type="checkbox"/>	Submit your CE presentation title and abstract to the CE Portal on Canvas.
24 hours prior to presentation	<input type="checkbox"/>	Submit your CE Presentation Powerpoint Deck to the CE Portal on Canvas
TBD	<input type="checkbox"/>	CE Presentation Day