CE Application and Proposal Information

Components of the Application/Proposal

1. The main application form, available on CE Canvas portal.
2. The 3-5 page proposal narrative (more information below)
3. A copy of the IRB approval letter, if the project involves human subjects (or a copy of the IRB application submission, if approval is pending)
4. A copy of the student’s NU Certificate of Completion for the CITI Training (see Section N)

Proposal Narrative Guidelines and Approval

• **Contents:** The 3-5 narrative page proposals contain a description of the planned project, including the following items:
  1. Problem to be studied and relevance of findings to public health. A basic review of relevant literature is expected
  2. Methods to be used
  3. Specific role for you (the student)
  4. A schedule for planned student-advisory group interactions.

• **Submission:** The proposal is to be approved by the advisory group and then uploaded to the CE Portal on Canvas.

• **Advisory Group Approval:** Your advisory group must approve your proposal. They can indicate their approval by signing the last page of the CE Application Document or they can email PEC@northwestern.edu.

• **Criteria for feedback from the PEC:** Criteria for judging the appropriateness of the CE proposal include:
  A. Project is scholarly, meets 200 hour requirement, and student has an appropriate advisory group.
  B. Public health relevance (must be able to state connection to public health);
  C. Relevance to student’s career goals

• **What happens after proposal submission?** The Professional Experience Committee reviews and comments on/approves the draft proposal. If the draft proposal requires extensive changes, the Professional Experience Committee may choose to request for a revised draft to be resubmitted for review before approval.
CITI Certification

Regardless of CE project type, students are required to complete the web-based Collaborative IRB Training Initiative (also known as CITI Basic).

Training Completion:

The course consists of about 14 modules that can be done over a period of days or weeks. Please allot approximately 5 hours to complete this training (10-20 minutes/module).

Students who have completed CITI Training prior (including FE):

CITI Basic Training is valid for 3 years from the completion date. Students who completed the training for their Field Experience (FE) or for another purpose do not need to complete the training again if their CITI Basic Training certificate is still valid. Simply upload your still-valid completion certificate/letter to the CE Portal on Canvas.

A link to the CITI Training Course and additional resources is available on the IRB and CITI Certification Support page of the CE Portal on Canvas.

Approval:

Please note, your proposal cannot be fully approved without completing your CITI Certification and uploading your certification document.

IRB

As part of the application form (available in Canvas), students must indicate their IRB status, including:

- Applied and approved or pending approval
- Not applying because not human subject research

Deadlines: All IRB related documentation (Exemption notification, approval letter, of decision that no human subjects involved etc) must be uploaded to the designated area in the CE Canvas Portal. IRB Documentation is due at the same time as the application/proposal. For your deadline, please reference the CE Canvas Portal.

If a student is not applying for IRB approval (i.e. it does not include human subjects), the student will be prompted to elaborate as to why they are not applying for IRB approval.

To learn more about the IRB and to access resources, please visit the IRB and CITI Certification Support Page on the CE Canvas Portal