**FPH 8990 Master’s Project Proposal Form**

**(2017 – 2018; rev. 01/19/2017)**

1) This MPH Project Proposal form must have all approvals in place prior to starting work. Signatures on this Master’s Project Proposal form should be obtained electronically: enter typed name and WSU Access ID on last page.

2) Attachments:

 a) IRB: If the student is using human subjects’ data, the Project cannot begin until the student provides documentation of approval, exemption or a waiver from the WSU Institutional Review Board (IRB).

 b) If the Project involves a Project Advisor external to WSU, a Letter of Understanding is advised (see Project Guidelines). This Letter is a mechanism for detailing student and Project Advisor responsibilities and agreements regarding data use/sharing, and authorship, among other issues that may be pertinent.

**The Course Director will notify the student that the Project can formally begin after all signatures are obtained and the student provides documentation of IRB approval/exemption.**

**Student Name: Date:**

**Concentration: Public Health Practice\_\_\_\_\_ Biostatistics\_\_\_\_\_**

**Academic Advisor:**

**WSU Project Advisor: External Site Advisor (if any):**

**Estimated completion date**:

**Study Type** (see FPH 8990 Project Guidelines section II):

**Section I:**

**Project Title:** The title should correctly represents the content and breadth of the study reported.
(see Bordage paper for additional guidance input on “Title”)

**Project Outline:**

Attach to the end of this form; one page maximum, use standard outline I, A, 1. a) etc.

**Important Notes:**

1. The Master’s Project paper must explicitly describe how the project is relevant to public health. Projects relevant to clinical medicine, clinical sciences, or basic sciences **alone** will not receive a passing grade.
2. Grading criteria for the Project Advisor (Formative Evaluation) and the Independent Reader (Summative Evaluation) are provided on the MPH Course Information page on our website (see: http://familymedicine.med.wayne.edu/mph/course-info.php)

**MPH Program Objectives and Competencies:** The Master’s Project is a culminating experience of the MPH program and therefore, the objectives of Project Proposals must be consistent with meeting the core public health competencies of the MPH degree. Indicate how your proposed Project will demonstrate competency in the following *MPH Program Core Public Health Competencies* (part I) and *Additional Core Public Health Competencies That May Apply to the Project* (part II) plus the appropriate *MPH or BST Concentration Competencies (part III):*

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| **I. MPH Program Core Public Health Competencies (Anticipated Achievement from Project)** |
| Application of evidence-based knowledge from behavioral and social sciences, biostatistics, epidemiology, environmental health, and health care organization to understanding and improving the health the public: |
| Usage of appropriate research and analytical strategies to address public health issues. |
| Communication of public health principles and findings to professional and/or community audiences using a variety of media and methods. |
| Understanding of the ethical choices, values, and professional practices implicit in public health decisions, giving consideration to the effect of choices on community stewardship, equity, social justice, and accountability. |

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| **II. Additional Core Public Health Competencies That May Apply to the Master’s Project:** |
| Collaborate sensitively, professionally, and ethically with individuals from diverse cultural, ethnic, and socioeconomic backgrounds. |
| Recognize dynamic interactions between human and social systems and how they affect relationships among individuals, groups, organizations, communities, and other structures.  |

**Fill out** only **part A if you are a PHP student, or part B if you are a BIST student**

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| **III. Concentration-Specific Competencies:** 1. **MPH Public Health Practice students ONLY:** complete the following PHP Concentration competencies.
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| Integrate the social determinants of health in the design of interventions within public health systems |
| Apply core public health sciences in the delivery of the *10 Essential Public Health Services* (Centers for Disease Control and Prevention "National Public Health Performance Standards Program (NPHPSP): *10 Essential Public Health Services*." Retrieved from <http://www.cdc.gov/nphpsp/essentialservices.html>. (Accessed on 05/18/2016.) |
| Advocate for policies, programs, and resources that improve health in a community. |
| Utilizes cultural elements and aspects that influence decision making by patients, self, and colleagues. |
| Incorporate analytic public health skills to evaluate programs and reported studies in terms of rigor, importance, and relevance to professional practice. |

**FPH 8990 Master’s Project Proposal**

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| **III. Concentration Competencies (continued)**1. **MPH-Biostatistics students ONLY:** complete the following BIST Concentration competencies.
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| Select and apply appropriate statistical methods for the analysis of public health data. |
| Evaluate the impact of study design on research conclusions (e.g., bias, confounding, power, causality). |
| Demonstrate good research practices for data collection, validation and storage. |
| Collaborate in the effective translation of research objectives into testable hypotheses. |
| Apply statistical software to conduct analyses using established and/or new statistical functions. |
| Build and interpret multivariable models. |
| Interpret results of statistical analyses found in public health studies. |
| Develop written and oral presentations based on statistical analyses for both public health professionals and educated lay audiences.  |

***Responsibilities of MPH Candidate and those of Project Advisor***

Note: Students and Advisors indicate agreement with these responsibilities by signing below.

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| **MPH Candidate1****I will:**1. Show an engaged, interested approach to the subject.
2. Initiate the scheduling of all meetings and development of timeline with Project advisor.
3. Arrive on time and well-prepared for each meeting with the Project advisor.
4. Prepare a list of questions before each meeting.
5. Organize these in order of priority, in case I run out of time.
6. Check through notes of the previous meeting. Make sure I have followed through on everything I agreed to do.
7. Check the guidance I have been given to see whether there are particular aspects of the work that I should have completed before the next meeting. If so, I will be prepared to report on these or submit whatever is required.
8. Clarify whether my Project advisor wishes to see (or is prepared to accept) sections of my work to read in advance of meetings.
9. If so how far in advance do they need this?
10. What, specifically do they want to see and when?
11. Be responsible and self-reliant, working out what I need to do and when, and planning out my work.
12. Think about my work between meetings and undertake further work on the assignment.
13. Be clear about what I need from the Project Advisor and ask for specific input.
14. Prepare questions in advance of meetings.
15. Check that the answers to my questions haven’t already been provided through the website, handbook, or other materials.
16. Make notes, during meetings, of recommendations and agreed actions.
17. Complete any work that has been agreed upon and follow up on suggestions of the Project advisor.
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| **Agreed by MPH Student (Type Name):**  | **Access ID:** | **Date:** |

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| **MPH Project Advisor1**1. I have met with the student at least once (in person, by phone, Skype, or videoconferencing) to review the proposal title and outline.
2. I will provide:
3. Clear guidance about how much supervision time the student will receive and details about how to contact me and schedule meeting times.
4. Input on how to find the help or resources needed.
5. Guidance, either in person or through group communication, on what is expected.
6. Guidance on where the Project has strengths or needs further work.
7. Some direction on where to start looking for some of the background materials.
8. Responses to occasional inquiries the student might have about aspects of the assignment within **one week**.
9. I will review and provide input on the Project paper before approving.
10. I will review and provide input on the student’s Project oral presentation slides.
11. I will complete the Formative Evaluation of the student after approving the Project paper.
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| **Approved by Project Advisor (Type Name):**  | **Access ID:** | **Date:** |
| **Approved by External Site Advisor (if any): (Type Name)** |  | **Date:** |

***Student:*** After approval and a signature is obtained from Project Advisor on previous page, forward to your Academic Advisor for a signature. After signing, the Academic Advisor should then forward to FPH 8990 Course Director.

Note: The Course Director will not sign until the Advisors’ approvals are in place.

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| **Approved by Academic Advisor (Type Name):**  | **Access ID:** | **Date:** |
| **Approved by one of the Course Directors (Type Name)** | **Access ID:**  | **Date:**  |

Letter of Understanding for External Advisor, if applicable Yes [ ]

**NOTE: Projects including human subjects’ data cannot begin until IRB approval or waiver is provided.**

Notice of IRB Approval: Yes [ ]  *OR* Notice of IRB Waiver Enclosed: Yes [ ]

Enclosed IRB #:

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Note: Attach the 1-page Project Proposal Outline on the next page

*Example of Outline Format:*

***FPH 8990 Master’s Project Proposal***

***Draft/Suggested Outline***

*Proposal Title:*

1. *Introduction*
2. *Background*
	1. *Epidemiology of problem*
	2. *Gaps in Knowledge*
3. *Public Health Significance*
4. *Proposed Project*
5. *Etc.*