**Checklist**

***For completing the Certificate in Implementation Science and Community Health Outcomes***

*Use this checklist to make sure you follow all the procedures required to complete the certificate. Refer to it frequently!*

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| ❒ | ***Apply for enrollment***   * See admission policies and procedures at ICTR - Certificate * Non-degree-seeking students, follow the procedures for a capstone certificate application. * There is no deadline. Applications are reviewed and admissions are decided on a rolling basis. * Do not hesitate to contact Deidre Vincevineus with any questions at [vincevineus@wisc.edu](mailto:vincevineus@wisc.edu), (608) 263-3274. | |
| ❒ | ***Receive your notification of admission and adviser assignment***  If you have completed all the application procedures, you will receive notification of the admission decision within three weeks. If you have any questions about the status of your application, feel free to contact Deidre Vincevineus at [vincevineus@wisc.edu](mailto:vincevineus@wisc.edu), (608) 263-3274.   * **Your adviser**: After you have been admitted, the Certificate Advisory Committee will review your stated research interests and recommend a certificate adviser for you. (Your certificate adviser will not be the same as the adviser for your degree program.) An objective is to match each student with a certificate adviser from a discipline other than their own in order to expose students to a variety of perspectives. Deidre Vincevineus will e-mail you the name and contact information of your certificate adviser. | |
| ❒ | ***Schedule a meeting with your certificate adviser to discuss your curriculum plan***   * To get ready for your first advisement meeting, take a look at the [online handbook.](https://sites.google.com/a/wisc.edu/t2trcertificate/) * Use the “Curriculum-Plan-and-Tracking Form” to start planning your courses. * Use the list of approved electives in the Guide – [ISCHO - Requirements](https://guide.wisc.edu/graduate/institute-clinical-translational-research/implementation-science-community-health-outcomes-graduate-professional-certificate/index.html#requirementstext) to identify elective courses you would like to take. You can propose qualifying courses that are not on this list to fulfill elective areas. Approval procedures are detailed on the list of approved electives. * Think about which of the seminar options would be best for you. * While meeting with your adviser, discuss your research and career interests. * Complete the “Curriculum-Plan-and-Tracking Form.” Even if you are not sure about all the courses you would like to take, please go ahead and complete as much of the form as you can and send a copy to Deidre Vincevineus (address on the form). You can always update the form as you learn more about your plans. * Meet with your adviser at least once a semester. | |
| ***Core course*** | | *Date or semester completed* |
| ❒ | ***POP HLTH 709—Translational and Outcomes Research in Health and Health Care***  (3 credits. Spring semester.)   * It is recommended that you have taken at least one or two courses in research design and/or analysis before taking this course. * To enroll in POP HLTH 709, e-mail Dr. Andrew Quanbeck at [arquanbe@wisc.edu](mailto:arquanbe@wisc.edu). Enrollment limit is twelve students. This course is only offered in the spring. * Your project experience will be enhanced by taking this course before or during your project experience. |  |

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| ***Two elective areas: Complete one approved course in each area.*** | | |
| * At least 50 percent of your certificate credits must be taken while enrolled at UW‐Madison. * If you are a graduate or professional student, at least one of the elective courses must be from outside your major. * You may propose to your certificate adviser a pertinent course for consideration as elective credit that is not listed among approved electives, including a course that fulfills a requirement for your degree program. The criteria for a course to be considered as fulfilling a certificate elective area are on the list of approved electives.   + **Instructions for proposing an alternative**: Complete the form “Proposal of an Alternative Course to Fulfill an Elective Requirement.” Send the completed proposal with the course syllabus to your adviser for approval. Once approved, send a copy with the course syllabus to Deidre Vincevineus. Keep a copy for your records. These instructions also appear on the form.) | | |
| ***Elective Area*** | | *Date or semester completed* |
|  | * ***Working with Communities and Implementation Science*** (2–3 credits). See list of approved electives in the Guide – [ISCHO – Requirements](https://guide.wisc.edu/nondegree/capstone/implementation-science-community-health-outcomes-capstone-certificate/#requirementstext). |  |
|  | * ***Qualitative Methods Relevant to Translational and Outcomes Research*** (3 credits). See list of approved electives in the Guide – [ISCHO – Requirements](https://guide.wisc.edu/nondegree/capstone/implementation-science-community-health-outcomes-capstone-certificate/#requirementstext). |  |
| ***Seminar—Four options***  *To fulfill the seminar requirement, choose one seminar from the following four options.* | | *Date or semester completed* |
|  | **Option 1*:* COUN PSY 601 *- Best Practices in Community-Engaged Scholarship*** – Enroll in 2 credits of independent  student with Dr. Travis S. Wright.  **Option 2: NUR 699** - Dissemination Research & Implementation Science Seminar (DRISS) – Enroll in 1 credit of independent student with Dr. Barbara King.  **Option 3: NUR 590 – Contemporary Practices in Nursing – Patient & Family Engagement in Research** – Enroll in 2  credit of independent student with Dr. Susan Passmore.  ***Option 4:* Presentation/Video Option**.  Enroll in 1 credit independent study with certificate advisor.  Option description:  There are many opportunities to attend presentations or view videos related to community engaged research, translational research, D & I research on and off campus. Students have the option to select from the Health Innovation Program Seminar (HIP) series videos, the patient safety series (<http://videos.med.wisc.edu/event.php?eventid=39>, or other relevant presentations offered on or off campus. This option can be used to meet the seminar requirement by:   1. Attending at least 10 formal presentations on or off campus that relate to community based translational research. Many campus presentations will qualify. Many of these opportunities are announced through the ICTR newsletter or in emailed announcements from ICTR to all members. Enrolling in the certificate program will place you on this mailing list. OR   Combining HIP and/or patient safety video series viewing with attendance at relevant presentations, a combination of the three options listed above (HIP, Patient Safety, and presentations   1. After attending the seminar, formal presentations or viewing the videos, write a short 1-2 page discussion of how the experience is relevant to the research you are currently engaged in or might be relevant to future research. 2. When you find a presentation you think will qualify, please send the information to your certificate advisor for approval. Students can attend related presentations on or off campus. 3. When completed, send the final list of presentation and brief written discussions to Deidre Vincevineus (vincevineus@wisc.edu). |  |

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| ***Project*** | | *Date or semester completed* |
| ❒ | ***Complete your project*** (2 credits)   * For helpful details, steps and suggestions for completing your project, follow the “Project” link in the [online handbook](https://sites.google.com/a/wisc.edu/t2trcertificate/). * Schedule a meeting with your certificate adviser to discuss your project ideas(s). * Obtain approval signature from your certificate adviser on: 1) your project plan and 2) your rubric for evaluating your project. Send a copy of each to Deidre Vincevineus. * Sign up for two hours of independent study credits through your Certificate adviser. * Complete your project. * Evaluate your project using your rubric. * Ask your adviser to review your project and complete the project review form. Send a copy of your approved project plan, signed project review form, completed rubric for evaluating your project, and other project material to Deidre Vincevineus at [vincevineus@wisc.edu](mailto:vincevineus@wisc.edu); 750 Highland Ave., Madison, WI 53705; phone 608 263-3274. |  |
| ***Final step*** | | *Date or semester completed* |
| ❒ | ***Notify Deidre Vincevineus that you have completed all of the Certificate requirements.***   * Provide Deidre Vincevineus with your mailing address to receive the certificate. |  |

***Please contact Deidre Vincevineus with any questions.***

[vincevineus@wisc.edu](mailto:vincevineus@wisc.edu)

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