

**Doctor of Nursing Practice
Project Handbook**



School of Nursing

Northern Michigan University

2018-2022

Table of Contents

Introduction.....	1
Differences between a PhD Dissertation and the DNP Project.....	2
NU 899: DNP Project	3
Course Description and Purpose.....	3
Course Objectives	3
Types of Projects	4
DNP Project Titles.....	4
DNP Project Examples.....	4
DNP Final Project Requirements	4
Manuscript Formatting Guidelines	5
Organization of the DNP Project Manuscript.....	5
Submission of the Final Manuscript.....	8
Oral Presentation	10
Verification of Completion.....	11
Selection of a Faculty Chairperson and DNP Project Committee	11
Registration and Progression in NU 899	11
Documentation and Completion of Forms	11
Submission of Manuscript Drafts.....	12
Faculty Chair – Student Working Relationship	12
Timeline for Completion and Methods of Evaluation	13
Timeline for Completion of DNP Project.....	13
Grading.....	19
GD 593 Graduate Degree Continuous Enrollment	19
DNP Project Responsibilities	20
Student Responsibilities.....	20
Faculty (Chairperson) Responsibilities	20
Committee Member Responsibilities	21
Checklist for NU 899.....	22
Appendix A	24
Appendix B.....	25
Appendix C.....	27
Appendix D	28

Introduction

The translation of research into practice is a hallmark of professional nursing and is critical for quality, cost-effective health care. The primary goal of nursing research at all levels of nursing education (baccalaureate, master's, practice-focused doctoral programs, and research-focused doctoral programs) is to strengthen the profession's contribution to enhancing the health and healthcare of individuals, families, populations, and communities (American Association of Colleges of Nursing [AACN], 2006; International Council of Nurses [ICN], 1999). Doctoral level advanced practice nurses often bridge the gap between the production of knowledge and the clinical application of knowledge. Translational research and research utilization are integral parts of evidence-based practice. Doctoral level nurses should be able to translate and facilitate evidence-based practice in their own clinical settings.

In the *Essentials for Doctoral Education in Nursing Practice*, the AACN (2006) describes expectations in relation to practice focused education at the doctoral level:

"The final DNP project produces a tangible and deliverable academic product that is derived from the practice immersion experience and is reviewed and evaluated by an academic committee. The final DNP product documents outcomes of the student's educational experiences, provides a measurable medium for evaluating the immersion experience, and summarizes the student's growth in knowledge and expertise. The final DNP product should be defined by the academic unit and utilize a form that best incorporates the requirements of the specialty and the institution that is awarding the degree. Whatever form the final DNP product takes, it will serve as a foundation for future scholarly practice" (AACN, 2006).

Therefore, a requirement for the Doctor in Nursing Practice is the completion of a DNP project to prepare students to become clinical experts; functioning at the highest level of nursing practice.

The purpose of this document is to provide students with information on the requirements for the DNP project. Specifically discussed are:

- NU 899 DNP project course requirements
- Types of DNP projects
- Processes for selection of a faculty chair and committee members
- The processes necessary to meet the project requirements
- Project manuscript evaluation rubric
- Student, faculty chair, and DNP project committee responsibilities
- Checklists and timetables

Differences between a PhD Dissertation and the DNP Project

There are two types of Doctoral programs in nursing; research-focused and practice-focused programs. Most research-focused doctoral level nursing programs culminate in a Doctor of Philosophy (PhD) degree, whereas practice-focused doctoral programs often result in a Doctor of Nursing Practice (DNP) degree. The focus of the dissertation is to utilize all components of the research process to generate new knowledge whereas the primary focus of the DNP project includes using research generated evidence to improve practice or patient outcomes. In the following paragraph, the AACN (2006) discusses differences between the PhD dissertation and the DNP project:

“Practice-focused programs understandably place greater emphasis on practice, and less emphasis on theory, meta-theory, research methodology, and statistics than is apparent in research-focused programs. Whereas all research-focused programs require an extensive research study that is reported in a dissertation or through the development of linked research papers, practice-focused doctoral programs generally include integrative practice experiences and an intense practice immersion experience. Rather than a knowledge-generating research effort, the student in a practice-focused program generally carries out a practice application-oriented “final DNP project,” which is an integral part of the practice experience” (AACN, 2006).

NU 899: DNP Project

Course Description and Purpose

The purpose of the NU 899 course is to synthesize knowledge and skills attained in the doctor of nursing practice program in an activity that directly moves research evidence into nursing practice and positively influences patient care. The project culminates with a written scholarly paper and an oral PowerPoint presentation. An example of a DNP project may involve the implementation and evaluation of an evidence-based guideline, protocol, or algorithm. A faculty chair supervises and directs the project. Students are required to take two credits of NU 899 for a total of three semesters.

Course Objectives

Upon completion of the DNP project, the student will be able to:

1. Identify a clinical problem and the significance of the problem to health care in general and to advanced practice nursing in particular.
2. Critically review the state of the science through a literature review.
3. Identify and describe a theoretical framework based on nursing theories and/or theories from other science-based disciplines that is congruent with the proposed design/plan.
4. Use information technology and research methods to collect data and implement the chosen evidence-based intervention plan or approved project.
5. Serve as an advocate for social justice, and equity by maintaining ethical standards for the protection of human subjects.
6. Evaluate the evidence-based intervention plan or project using concepts related to community, environmental health and cultural and socioeconomic dimensions of health.
7. Summarize and communicate the significance and limitations of the findings in a fair, accurate and consistent manner.
8. Provide recommendations for future clinical projects.
9. Demonstrate leadership by presenting findings from the clinical project to healthcare providers and/or other professionals.

The DNP project provides opportunities for meeting competencies identified within the AACN's (2006), *Essentials of DNP Education*. The competencies met by the DNP project are listed below:

1. Scientific Underpinnings for Practice
2. Organizational and Systems Leadership for Quality Improvement and Systems Thinking
3. Clinical Scholarship and Analytical Methods for Evidence-Based Practice
4. Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care
5. Health Care Policy for Advocacy in Health Care
6. Inter-professional Collaboration for Improving Patient and Population Health Outcomes
7. Clinical Prevention and Population Health for Improving the Nation's Health
8. Advanced Nursing Practice

Types of Projects

Examples of DNP projects include but are not limited to the following:

- Implementation and evaluation of an evidence-based guideline or clinical practice change initiative
- Implementation and evaluation of a clinical protocol or guideline that reflects best practice
- Quality improvement project that includes direct measurement of patient outcomes
- Evidence-based (practice) consulting project
- Evaluation of an existing practice model
- Development, implementation, and evaluation of an evidence-based, health-promotion/disease prevention program that is designed to benefit an at-risk or vulnerable community
- Develop and implement information technology to improve patient outcomes
- Compare patient care models, potential cost savings, and outcomes
- Design and evaluate health care or health education programs
- Design and evaluate an evidence-based practice improvement project in a clinical setting

DNP Project Titles

Students can review a listing of DNP project titles at:

<https://www.doctorofnursingpracticednp.org/capstone-project-guide/>

DNP Project Examples

Students can review completed DNP project by going to the NMU Commons website where they are posted: <http://commons.nmu.edu/>. The NMU Commons is a website where faculty, student research, and scholarly works are posted for the public to view.

DNP Final Project Requirements

The final form of the project includes a written manuscript and an oral PowerPoint presentation. Refer to the DNP Project Formatting Handbook for details on final formatting of the document. The handbook can be located at: <http://www.nmu.edu/nursing/handbooks>. Depending upon the nature of the project, additional products may be generated which include but are not limited to the following:

- In-service
- Pamphlet/brochure
- Algorithm
- Clinical protocol/guideline
- Flow sheet
- Screening tool
- Policy
- Manuscript for publication
- Video
- Manual

Manuscript Formatting Guidelines

The completed DNP project manuscript should provide evidence demonstrating that the student can think critically and communicate effectively, orally and in writing. To demonstrate these outcomes, the final written manuscript must be complete, logical, and clear. All written work must adhere to the following guidelines:

- APA style using the **APA Publication Manual (6th edition)** guidelines including requirements for grammar, punctuation, spelling, and references.
- Times New Roman (12 point) font.
- The manuscript should be double-spaced. The left margin should be 1.5 inches wide; all other margins should be 1.0 inch in width.
- Specific information about formatting guidelines can be found in **the DNP Project Formatting Handbook**, which is available at: <http://www.nmu.edu/nursing/handbooks>.
- Upon completion of the manuscript, students are **strongly encouraged** to meet with Professor Mike Strahan, NMU School of Nursing library liaison, to review APA formatting within the paper and to correct minor typographical errors.
- doi formatting: URL entries are preferred. URL's must be in black font and not underlined.
- Document length: varies from paper to paper but a general rule is about 30-50 pages (including preliminary pages, references, and appendices).

Organization of the DNP Project Manuscript

- Preliminary pages (see **DNP Project Formatting Handbook** for details that outline how to format these pages: <http://www.nmu.edu/nursing/handbooks>.
 - Title page
 - Signature approval form
 - Abstract
 - Copyright page
 - Dedication page (optional)
 - Acknowledgments page (optional)
 - Preface
 - Table of contents
 - List of tables
 - List of figures
 - List of symbols and abbreviations (optional)
- Chapter One: This chapter provides a synopsis of the entire project. The chapter generally is about 5 pages in length. Headings and content within this chapter should include:
 - **Introduction**: Identify a clinical problem or issue that needs to be solved/addressed. In this section, you may need to define some of the terms and acronyms that you will be using throughout the paper. Define any terms that a "layperson" would not understand. Once the terms have been identified and defined, then always use the same terminology throughout the entire paper.
 - **Background and Significance**: Include a **brief** literature review that provides background information about the area of inquiry and the significance or impact that could occur if the clinical problem/project topic was solved/addressed. The

- background and significance section should lead into the purpose of the DNP project.
- **Purpose of the DNP Project:** Identify the purpose of the DNP Project. The purpose statement should be written in such a way that the reader can understand which type of design and statistical analyses will be utilized for the project. Research questions in addition to the purpose statement are optional. If research questions are included, they should be written in such a way that the reader can understand which type of design and statistical analyses will be utilized for the project.
 - **Methods: Briefly** identify the sample, design, instruments, procedures, and statistical analyses that will be used for the project.
 - **Theoretical framework:** Include a **brief** description of the theoretical framework that will be utilized. Include some general information describing the theory and identify how the theory ties in or relates to your project.
- **Chapter Two:** This chapter includes an exhaustive review of the literature that provides background information about the clinical problem/project topic. This chapter generally is about 10 pages in length. Headings and content within this chapter should include the following:
 - **Introduction:** begin by providing background information (in other words: provide information about the “state of the science”) in reference to what is known about the project topic and define any additional terms or acronyms if needed.
 - **Literature Review:** identify and describe a number of research studies that have addressed the topic of interest. When describing each research study, include the following information:
 - The purpose of the study.
 - The number of subjects in the study and descriptive information about the subjects (e.g., 500 undergraduate nursing students).
 - The study design (qualitative or quantitative? Which type of qualitative or quantitative?) (e.g., Using a randomized controlled trial design, Jones and Bartlett (2019) attempted to...).
 - Instruments (if relevant).
 - Results of the study, including which results were and were not significant.
 - **Summary Paragraph:** include a paragraph that summarizes the entire literature review (in other words, summarize what is known and what is not known about the topic of interest based upon what was discovered in the literature review). This paragraph should lead into the purpose of the project (for example, based on the literature review, we know about this but we do not know about this. Therefore, the purpose of the DNP project is to address __ problem).
 - **Theoretical Framework:** provide an extensive description of the theoretical framework that will be used for the project. This should include a description of the framework, all of the components, propositions, relational statements, etc., and include how the theory ties in with or relates to the project. Images and figures may be included but permission must be obtained from the author and the permission included as an appendix in the manuscript. See the **DNP Project Formatting Handbook** for details: <http://www.nmu.edu/nursing/handbooks>.

- **Chapter Three:** This chapter includes descriptive information about the methods that were used in the DNP project. This chapter generally is about 3-5 pages in length. Headings and content within this chapter should include the following:
 - **Introduction:** begin by providing an introduction to the chapter that includes the purpose of the project.
 - **Sample and Setting:** include a description of the inclusion criteria for the sample, including calculation of sample size, and sampling technique. Sample size is based upon population size and should be calculated using a power analysis or a sample size calculator (can be found on the Internet [i.e., Creative Research Solutions]). When providing information about the sample, do not include any specific identifying information about the sample or setting. For instance, instead of directly naming a hospital, refer to it as a rural mid-western hospital. **Students are required to recruit a minimum of 10 study participants for their sample. Students with smaller sample sizes will be unable to proceed with data collection.**
 - **IRB approval process** (level of approval received, when, and where): identify if approval was obtained at more than one site and the approval process. If IRB approval was not required, provide a rationale for why it was not required. Do not provide identifying information about NMU. Instead state, "IRB approval was obtained at the university". Include information about how the sample was recruited, the consent process, and what was done to maintain confidentiality, data anonymity, and ways in which protections were provided for human subjects. Provide a copy of the consent and IRB approval documents as appendices at the end of the manuscript.
 - **Design and Procedures:** Include information about the design that was used and the procedures. In other words, how did you collect your data? How long did the data collection process last and what were the processes and procedures that were involved when data were collected?
 - **Measures:** identify the instruments that were used to collect the data. Provide the name of the instruments and whether they were surveys, biophysiologic measures, or observational tools. Include specific information about the instruments. For example, how it is scored (e.g., Likert scale with 0-5 ratings) and provide information about the quality (reliability/validity) of the measure. If the instrument was developed by someone other than the student, permission must be obtained **PRIOR** to data collection to use the instrument and the permission must be included as an appendix in the DNP Project manuscript. Permission must be obtained, even if the instrument is modified by the student. See the **DNP Project Formatting Handbook** for details: <http://www.nmu.edu/nursing/handbooks>.
 - **Data Analysis:** identify the statistical tests that were utilized for the project and provide a brief description about the test and how it was used to analyze the data. For instance, "A *t*-test was used to compare mean scores before and after the test". Also include information about the type of data that were collected and analyzed. Some of these may include: percentages, standard deviations, means, frequencies, and inferential statistics. Finally, provide information in this paragraph about how the data will be stored (e.g., "data will be stored in a locked file cabinet for seven years and then will be destroyed").

- **Chapter Four:** This chapter includes a description and analysis of the results of the project. This chapter generally is about 8-15 pages in length. Headings and content within this chapter should include the following:
 - **Introduction:** begin with an introduction that includes the purpose of the project (refer to the project as a DNP project in contrast to a research study or study).
 - **Demographic information:** provide descriptive information about the demographic characteristics of the sample (number of participants, race, age, gender). Tables are often used in this section to describe sample characteristics. Any tables should be in APA format.
 - **Descriptive statistics:** the information in this section varies depending upon the nature of the project and the types of data that were collected. Tables are often included in this section and frequency data are often reported. Tables should be in APA format.
 - **Inferential statistics:** the information in this section varies depending upon the nature of the project and the statistical tests that were performed. This section should include tables in APA format and information about the results of the statistical analyses. *P* values must be included in this section (if applicable) and the student should identify whether the *p* values were significant. Results from the statistical tests should be reported using APA style.
 - **Discussion:** in this section, the results of the descriptive and inferential statistics are summarized, analyzed, and compared with contrasted with results obtained from other researchers who have conducted similar work. The work from other researchers should be included in the literature review (chapter two) of the manuscript.
 - **Clinical Implications for Practice:** identify what the project contributes to clinical practice and how the findings impact practitioners.
 - **Recommendations for Future Research:** based on the findings from the project, provide recommendations for future research on the topic.
 - **Strengths:** identify the strengths of the project. Some of these may include: the design, sample size, sampling technique, instruments, etc.
 - **Limitations:** identify the limitations associated with the project. Some of these may include: the design, sample size, sampling technique, instruments, etc.
- **Conclusion:** Provide an overview of the project; the purpose, the results of the study and any concluding statements.
- **References:** provide references in APA format.
- **Appendices:** appendices should be in APA format.

Submission of the Final Manuscript

All completed DNP manuscripts will be submitted electronically to the NMU Commons. There is no fee for this service. Instructions for submitting manuscripts to the Commons are listed below:

1. Go to <http://commons.nmu.edu/dnp/>
2. Click on the appropriate links to review the [Policies](#) and [Submission Guidelines](#) pages. In addition, make sure your scholarly project follows the formatting requirements specified in [The DNP Project Guidelines Handbook](#).
3. Click on the Submit Research button on the left hand side of the screen.
4. After clicking Submit Research, answer the questions and submit your scholarly project.

5. Once your scholarly project has been submitted, the graduate program coordinator will review it. If the manuscript is approved, it will be placed in the repository. The repository can be found at http://commons.nmu.edu/student_works/
6. If the manuscript is not approved, you will receive an email from the graduate program coordinator with suggestions for changes that need to be made to the document before it is approved.
7. **Deadline for submission:** Manuscripts must be submitted by the end of the 11th week of the semester (Friday by 5 pm) during the academic year and July 31st (by 5 pm) during summer semesters.

Oral Presentation

The DNP project presentation is a formal, oral PowerPoint presentation of the student's completed work that is presented to the faculty chair, committee, and university audience. The overall purpose of the presentation is to have the student identify and describe the nature of the project, provide a literature review, and to discuss how the project was implemented and evaluated in addition to a description of strengths, limitations, and directions for future research. The oral presentation provides an opportunity for the student, committee, and university audience to discuss the DNP project in terms of its scientific merit, its contribution to the clinical practice environment and patient population, and its implications for further projects. **The presentation should be 30 minutes in length (minimum) and include at least 20 PowerPoint slides.** Following the oral presentation, the student will attend to any recommendations or requirements of the committee. The layout of the PowerPoint presentation should be similar to the manuscript and include the following headings:

1. Introduction
2. Background and Significance
3. Review of the Literature
4. Theoretical Framework
5. Purpose of the DNP Project
6. Methods:
 - a. Sample and Setting
 - b. Inclusion Criteria
 - c. Calculation of Sample Size
 - d. Sampling Technique
 - e. IRB Approval
 - f. Design
 - g. Procedures
 - h. Measures
 - i. Data Analysis
7. Results:
 - a. Demographic Information
 - b. Descriptive Statistics
 - c. Inferential Statistics
 - d. Discussion of the Results
8. Clinical Implications for Practice
9. Recommendations for Future Research
10. Strengths
11. Limitations
12. Conclusion
13. References

Verification of Completion

Upon completion of the oral presentation and submission of the final manuscript to the Commons, a **DNP Project Verification of Completion Form (Appendix D)** will be completed and sent to the Office of Graduate Education and Research.

Selection of a Faculty Chairperson and DNP Project Committee

The DNP project requires the supervision of a faculty chairperson to direct the project and two additional faculty that serve as members on the DNP project committee. The chairperson must be a doctorally (PhD or DNP) prepared nursing faculty member that has level 2 or level 3 graduate faculty status. The committee should include two additional faculty members that have a minimum of level 1 graduate faculty status. With the approval of the Associate Dean/Director, non-NMU or adjunct graduate faculty may serve as members of the committee as long as they have been approved for level 1 graduate faculty status. The faculty chair supervises and directs the project and the committee's role is to provide guidance and feedback on the manuscript and to attend and evaluate the student's performance during the oral presentation which takes place after completion of the manuscript.

Students begin the process of choosing their faculty chair by reviewing faculty areas of expertise/interest. A faculty chairperson is then selected based on mutual interests. Students will be introduced to faculty who will discuss their research interests at a *Student-Faculty Meet and Greet* which takes place during the first semester of the program. The faculty chair's area of expertise should "match" the student's DNP project topic area. The nature of the student's project will depend upon the areas of faculty expertise and the interests and experiences of the student. **The student is responsible for recruiting a faculty chairperson and committee members.** The faculty chair can assist the student with identifying potential faculty who might serve as committee members.

Registration and Progression in NU 899

The DNP project timeline is designed so the student completes the project as he/she progresses through the curriculum. The goal is that the project is completed at the same time the coursework is completed. However, students may register for NU 899 at any time throughout the curriculum. It is recommended that students meet with their faculty chair to coordinate schedules and discuss timing/plans for course registration.

Dr. Melissa Romero, graduate program coordinator, is responsible for registering students in NU 899. Students should inform Dr. Romero about plans for registration in the semester **prior** to actual registration. Once registered in NU 899, the student is required to schedule a meeting with their faculty chairperson (on-campus or via phone) in the first two weeks the semester to identify a timeline and plan for completion of activities for that semester.

Documentation and Completion of Forms

Once registered in NU 899, the student and faculty will complete a **Registration for Research Practicum Form (Appendix A)** and submit the form to Tina Smith: tvandeza@nmu.edu. The form must be completed **each** semester the student is registered for NU 899.

After the faculty chairperson has been selected, the student and faculty should meet regularly to discuss plans for a DNP project topic and methodology. Once a topic and methodology has been selected, the student and faculty will complete and submit a **DNP Project Approval Form**

(**Appendix B**) to Melissa Romero, graduate program coordinator: mromero@nmu.edu. The Graduate Committee will review the information on the form and render a decision about whether the topic is suitable for a DNP project. Once approval has been received, the student and faculty will complete and submit a **DNP Project Declaration Form (Appendix C)** to the School of Nursing DNP Secretary, Tina Smith: tvandeza@nmu.edu. This form provides verification of the working relationship between the student and faculty chair and identifies the DNP project topic. If the student chooses a new topic and/or a different faculty chairperson in the future, a new **DNP Project Declaration Form** must be submitted with the updated information.

Submission of Manuscript Drafts

When submitting drafts of manuscript chapters, students should expect to receive feedback from the faculty chair within **10 working days**. Students should also expect to complete many rounds of revisions before each chapter is approved by the faculty chair. The scholarly writing process is time intensive and the paper will undergo numerous revisions before the final draft is approved. Therefore, it is important to start writing early and plan for the project to take longer than expected. For most students, implementation of the project and completion of the manuscript takes several years. Faculty are not required to work on paper drafts over breaks, scheduled holidays, or when the student is not registered for NU 899.

Faculty Chair – Student Working Relationship

It is expected that working relationship between the student and faculty chair will be harmonious. However, at times, faculty may be unable to continue to serve as chair and the student will be required to find a different chair. Some possible reasons for loss of a chair include but are not limited to:

- Personal issues
- Retirement or leaving the area
- Unsatisfactory NU 899 course grades
- Lack of student progress
- Poor working relationship between student and faculty (i.e., lack of civility and respect for the faculty member)

Faculty chairs are not required to work with students and may sever the working relationship at any time. If the chair decides to terminate the relationship, he/she will notify the student and the Associate Dean/Director in writing. Students also have the right to terminate the relationship with their chair. In this situation, the student must notify the chair and the Associate Dean/Director in writing (or via email). Once the relationship has been terminated, the student will be required to find a new chair and submit an updated **DNP Project Declaration Form (Appendix C)** to the School of Nursing DNP Secretary, Tina Smith: tvandeza@nmu.edu.

Timeline for Completion and Methods of Evaluation

Timeline for Completion of DNP Project

Semester One (NU 899: 2 credits)

1. Student identifies his/her faculty chairperson (this can be accomplished in an earlier semester).
2. Student contacts Melissa Romero: mromero@nmu.edu (the semester prior to registration) to get registered for NU 899.
3. Student and faculty chair meet to develop a project topic, plan, and timeline for completion of activities.
4. The **Registration for Research Practicum Form (Appendix A)** is completed and submitted to Tina Smith: tvandeza@nmu.edu.
5. Student and faculty chair submit the **DNP Project Approval Form (Appendix B)** to Melissa Romero: mromero@nmu.edu.
6. The Graduate Committee (GC) reviews the information on the form and provides approval or disapproval of the proposed project topic.
7. Once approval has been received by the GC, the student and faculty chair submit the **DNP Project Declaration Form (Appendix C)** to Tina Smith: tvandeza@nmu.edu.
8. Student successfully completes Chapters 1 and 2 of the manuscript.

Semester Two (NU 899: 2 credits)

1. Student contacts Melissa Romero: mromero@nmu.edu (the semester prior to registration) to get registered for NU 899.
2. Student and faculty chair meet to develop a plan and timeline for completion of activities for that semester.
3. The **Registration for Research Practicum Form (Appendix A)** is completed and submitted to Tina Smith: tvandeza@nmu.edu.
4. Student successfully completes Chapter 3 of the manuscript.
5. Student and faculty chair obtain approval to conduct the project at the healthcare setting (if applicable).
6. Student and faculty chair contact Derek Anderson: dereande@nmu.edu chair of the NMU Institutional Review Board (IRB) committee to determine if IRB approval is needed through the university before beginning the project.
7. Student obtains IRB approval (if required). The NMU Human Subjects Research Review Committee (HSRRC) meets on a monthly basis and oversees all protocols involving the use of human subjects. Information regarding the process to apply for human subject's approval may be found at the NMU Grants and Research website: <http://www.nmu.edu/grantsandresearch/node/102>
8. CITI Human Subjects Human Research training modules must also be completed prior to applying for IRB approval. More information about CITI Human Subjects training is available the NMU Grants and Research website: <http://www.nmu.edu/grantsandresearch/node/102>
9. Student successfully implements the project and collects evaluation data.
10. Student and faculty chair complete the statistical analyses of the data.

Semester 3 (NU 899: 2 credits)

1. Student contacts Melissa Romero: mromero@nmu.edu (the semester prior to registration) to get registered for NU 899.
2. Student and faculty chair meet to develop a plan and timeline for completion of activities for that semester.
3. The **Registration for Research Practicum Form (Appendix A)** is completed and submitted to Tina Smith: tvandeza@nmu.edu.
4. Student successfully completes Chapter 4 of the manuscript.
5. Student resubmits the entire manuscript for edits and revisions with faculty chair until the chair is satisfied with the product. This step includes a review of Mike Strahan's DNP APA Checklist. The student and Faculty Chair use the checklist to confirm that the paper is in APA format.
6. Faculty chair confirms that the manuscript is ready to be sent to the second and third (committee) readers. The paper should **not** be sent to the readers until the faculty chair has approved it.
7. The student adds the preliminary pages to the manuscript (see **DNP Project Formatting Handbook** for details that outline how to format these pages: <http://www.nmu.edu/nursing/handbooks>).
8. Manuscript goes to the committee members and they approve it once revisions are completed.
9. Student or faculty chair emails Melissa Romero: mromero@nmu.edu to establish a date and time for the DNP project oral presentation.
10. Under the supervision of the faculty chair, the student develops a PowerPoint presentation and presents it at the university. The presentation length should be 30 minutes.
11. After the oral presentation, the student completes any final revisions requested by the committee and chair.
12. After successful presentation of the project, if requested by the faculty chair, the student meets with Professor Mike Strahan for APA review.
13. Professor Strahan sends confirmation to chair with paper/APA edits.
14. Faculty chair provides approval for the student to submit the final manuscript to the NMU Commons.
15. **Manuscripts must be submitted by the end of the 11th week of the semester (Friday by 5 pm) during the academic year and July 31st (by 5 pm) during summer semesters.**
16. Once submitted to the Commons, Melissa Romero approves the submission.
17. If IRB approval was granted, complete an IRB project completion report. This document can be found at the NMU Grants and Research website: <http://www.nmu.edu/grantsandresearch/node/102>.
18. The **DNP Project Verification of Completion Form (Appendix D)** will be completed and sent to the Office of Graduate Education and Research.

The timeline for completion may vary depending upon factors such as individualized curricula, plan of study, and timing for implementation of the project which depends upon clinical placements and other factors. The faculty chairperson and student should meet early in the curriculum to decide about an individualized timeline for completion.

Evaluation Rubric: DNP Project Manuscript and Oral Presentation			
Semester One	S	U	Comments
<p>Chapter One: Introduction</p> <p>Introduction: Identify a clinical problem or issue that needs to be solved/addressed. Define any terms or acronyms that a “layperson” would not understand.</p>			
<p>Background and Significance: Include a brief literature review that provides background information about the area of inquiry and the significance or impact that could occur if the clinical problem/project topic was solved/addressed. The background and significance section should lead into the purpose of the DNP project.</p>			
<p>Purpose of the DNP Project: Identify the purpose of the DNP Project. The purpose statement should be written in such a way that the reader can understand which type of design and statistical analyses will be utilized for the project. Research questions in addition to the purpose statement are optional. If research questions are included, they should be written in such a way that the reader can understand which type of design and statistical analyses will be utilized for the project.</p>			
<p>Methods: Briefly identify the sample, design, instruments, procedures, and statistical analyses that will be used for the project.</p>			
<p>Theoretical framework: Include a brief description of the theoretical framework that will be utilized. Include some general information describing the theory and identify how the theory ties in or relates to your project.</p>			
<p>Chapter Two: Literature Review</p> <p>Introduction: begin by providing background information (in other words: provide information about the “state of the science”) in reference to what is known about the project topic and define any additional terms or acronyms if needed.</p>			
<p>Literature Review: identify and describe a number of research studies that have addressed the topic of interest. When describing each research study, include the following information:</p> <ul style="list-style-type: none"> • The purpose of the study. • The number of subjects in the study and descriptive information about the subjects (e.g., 500 undergraduate nursing students). • The study design (qualitative or quantitative? Which type of qualitative or quantitative?) (e.g., Using a randomized controlled trial design, Jones and Bartlett (2019) attempted to...). • Instruments (if relevant). • Results of the study, including which results were and were not significant. 			

<p>Summary Paragraph: include a paragraph that summarizes the entire literature review (in other words, summarize what is known and what is not known about the topic of interest based upon what was discovered in the literature review). This paragraph should lead into the purpose of the project (for example, based on the literature review, we know about this but we do not know about this. Therefore, the purpose of the DNP project is to address __ problem).</p>			
<p>Theoretical Framework: provide an extensive description of the theoretical framework that will be used for the project. This should include a description of the framework, all of the components, propositions, relational statements, etc., and include how the theory ties in with or relates to the project.</p>			
<p>Semester Two</p>	<p>S</p>	<p>U</p>	<p>Comments</p>
<p>Chapter Three: Methods Introduction: begin by providing an introduction to the chapter that includes the purpose of the project.</p>			
<p>Sample and Setting:</p> <ul style="list-style-type: none"> • Inclusion criteria • Calculation of sample size • Sampling technique • Students are required to recruit a minimum of 10 study participants for their sample. Students with smaller sample sizes will be unable to proceed with data collection. 			
<p>IRB approval process (level of approval received, when, and where): identify if approval was obtained at more than one site and the approval process. If IRB approval was not required, provide a rationale for why it was not required. Do not provide identifying information about NMU. Instead state, "IRB approval was obtained at the university". Include information about how the sample was recruited, the consent process, and what was done to maintain confidentiality, data anonymity, and ways in which protections were provided for human subjects. Provide a copy of the consent and IRB approval documents as appendices at the end of the manuscript.</p>			
<p>Design and Procedures: Include information about the design that was used and the procedures. In other words, how did you collect your data? How long did the data collection process last and what were the processes and procedures that were involved when data were collected?</p>			
<p>Measures: identify the instruments that were used to collect the data. Provide the name of the instruments and whether they were surveys, biophysiologic measures, or observational tools. Include specific information about the instruments. For example, how it is scored (e.g., Likert scale with 0-5 ratings) and provide information about the quality (reliability/validity) of the measure. If the</p>			

instrument was developed by someone other than the student, permission must be obtained PRIOR to data collection to use the instrument and the permission must be included as an appendix in the DNP Project manuscript. Permission must be obtained, even if the instrument is modified by the student. See the DNP Project Formatting Handbook for details: http://www.nmu.edu/nursing/handbooks .			
Data Analysis: identify the statistical tests that were utilized for the project and provide a brief description about the test and how it was used to analyze the data. Include information about the type of data that were collected and analyzed. Some of these may include: percentages, standard deviations, means, frequencies, and inferential statistics. Provide information in this paragraph about how the data will be stored (e.g., “data will be stored in a locked file cabinet for seven years and then will be destroyed”).			
Semester Three	S	U	Comments
Chapter Four: Results: Introduction: begin with an introduction that includes the purpose of the project (refer to the project as a DNP project in contrast to a research study or study).			
Demographic information: provide descriptive information about the demographic characteristics of the sample (number of participants, race, age, gender). Tables are often used in this section to describe sample characteristics. Any tables should be in APA format.			
Descriptive statistics: the information in this section varies depending upon the nature of the project and the types of data that were collected. Tables are often included in this section and frequency data are often reported. Tables should be in APA format.			
Inferential statistics: the information in this section varies depending upon the nature of the project and the statistical tests that were performed. This section should include tables in APA format and information about the results of the statistical analyses. <i>P</i> values must be included in this section (if applicable) and the student should identify whether the <i>p</i> values were significant. Results from the statistical tests should be reported using APA style.			
Discussion: in this section, the results of the descriptive and inferential statistics are summarized, analyzed, and compared with contrasted with results obtained from other researchers who have conducted similar work. The work from other researchers should be included in the literature review (chapter two) of the manuscript.			
Clinical Implications for Practice: identify what the project contributes to clinical practice and how the findings impact practitioners.			
Recommendations for Future Research: based on project findings, student provides recommendations for future research.			

Strengths: identify the strengths of the project. Some of these may include: the design, sample size, sampling technique, instruments, etc.			
Limitations: identify the limitations associated with the project. Some of these may include: the design, sample size, sampling technique, instruments, etc.			
Conclusion: Provide an overview of the project; the purpose, the results of the study and any concluding statements.			
Oral Presentation	S	U	Comments
Under the guidance of the faculty chair, student develops a PowerPoint presentation and presents the results of the DNP project to the committee and a university audience at a DNP project presentation at NMU.			
APA Formatting	S	U	Comments
Title Page			
Preliminary Pages			
In-Text Citations			
Reference List			
Appendices			
Figures			
Writing Style & Grammar	S	U	Comments
Writing style is complete, logically organized, relevant, free from spelling and grammatical errors, and uses professional terminology.			
Synthesis of Ideas	S	U	Comments
All relevant ideas from sources are synthesized and covered in-depth.			
Resources	S	U	Comments
All references and sources are academic and scholarly.			

Grading

Each NU 899 course will be awarded either an S for satisfactory work or a U for unsatisfactory work. Students who do not complete the requirements that had been agreed upon by the student and faculty chair for the semester will receive a U grade and be required to complete an additional 2 credit(s) of NU 899. See below for the **Procedure for Evaluating NU 899 Student Performance**:

1. The student is required to meet with their faculty chair (in-person, via ZOOM, or phone) within the first two weeks of the semester. If the student does not meet with faculty within the first two weeks, the student receives a “U” grade for the semester.
2. At the first meeting, the faculty and student set up a timeline for assignment due dates and sign and submit the **Registration for Research Practicum Form (Appendix A)** to the departmental secretary.
3. If the student satisfactorily meets the agreed upon course requirements for the semester, the student receives an “S” grade.
4. If the student fails to meet the course requirements for reasons unacceptable to the faculty then the student receives a “U” grade.
5. If the student fails to meet the course requirements due to extenuating circumstances such as a death in the family or personal illness, then the student receives an “I” grade.
6. If the student’s project continues beyond the semester in which the student is enrolled and this delays the student’s ability to meet the course requirements, then the student receives an “R” grade.
7. If unforeseen circumstances occur such as illness, death, or termination of the instructor or severe weather circumstances occur, then the student receives an “X” grade.

GD 593 Graduate Degree Continuous Enrollment

Students who do not complete the project in 6 credits will need to enroll in GD 593 Graduate Degree Continuous Enrollment Credit. This allows the student to stay active, maintain library access, e-mail, and computer use throughout the university

DNP Project Responsibilities

Student Responsibilities

- Contact Melissa Romero: mromero@nmu.edu (each semester prior to registration) to register for NU 899.
 - After the faculty meet and greet, make contact with faculty to obtain a chair.
 - Meet with faculty chair and complete and submit the **Registration for Research Practicum Form (Appendix A)** to Tina Smith: tvandeza@nmu.edu every semester in which the student is registered for NU 899.
 - With faculty guidance, complete the **DNP Project Approval Form (Appendix B)** and submit to Melissa Romero: mromero@nmu.edu.
 - Once the project is approved by the Graduate Committee, complete and submit the **DNP Project Verification Form (Appendix C)** and submit it to Tina Smith: tvandeza@nmu.edu.
 - Keep the faculty chair informed of progress/non-progress in completing the project.
 - Submit all drafts of manuscript and completed project to the faculty chair for review.
 - Submit drafts to committee members, when appropriate, after consulting with your faculty chair.
 - Incorporate all feedback from the faculty chair /committee members in subsequent drafts.
 - **Allow 10 working days for faculty chair to respond to drafts and revisions** unless special arrangements have been made.
 - Obtain editorial assistance if you have problems with grammar, punctuation, spelling and writing style.
 - Obtain permissions from authors to use illustrations, images of theoretical frameworks, and instruments and place those permissions in an appendix at the end of the DNP project manuscript.
 - Obtain assistance by hiring a professional statistician if you are unable to conduct the statistical analyses necessary for the project.
 - Obtain assistance from Professor Strahan if you have problems with APA formatting.
 - Obtain IRB approval after faculty chair has approved the IRB application and ensure that the all necessary **IRB reports** and documents are filed with the appropriate agencies.
 - Conduct project implementation at a clinical setting.
 - Prepare a PowerPoint presentation and provide an oral presentation of the project at the university.
19. Submit the final manuscript to the NMU Commons. Manuscripts must be submitted by the end of the 11th week of the semester (Friday by 5 pm) during the academic year and July 31st (by 5 pm) during summer semesters.

Faculty (Chairperson) Responsibilities

- Provide primary guidance and feedback to the student throughout topic development, manuscript development, project completion, and preparation for the final oral presentation in consultation with other committee members, where applicable.
- Provide information and assistance to the student about obtaining IRB approval.

- Assist in the selection of committee members, where applicable.
- Determine when drafts of the manuscript are ready for submission to committee members for their review.
- Provide approval of the final manuscript for submission to The Commons.
- Assure that all necessary forms are on file with the DNP secretary including: **Registration for Research Practicum Form (Appendix A), DNP Project Approval Form (Appendix B), and the DNP Project Verification form (Appendix C).**
- Assure that IRB reports to the appropriate committee/institution are on file.

Committee Member Responsibilities

- Provide guidance as requested by the student or chairperson, related to any aspect of the project.
- Critically review the manuscript and completed project and provide suggestions for revisions.
- Actively participate in committee meetings (as needed) as the project proceeds.

Checklist for NU 899

Semester One (NU 899: 2 credits)

- Select a faculty chairperson and receive approval to work together (this can be accomplished in an earlier semester).
- Contact Melissa Romero: mromero@nmu.edu (the semester prior to registration) to get registered for NU 899.
- Meet with faculty chair meet to develop a project topic, plan, and timeline for completion of activities for the semester.
 - Complete the **Registration for Research Practicum Form (Appendix A)** and submit it to Tina Smith: tvandeza@nmu.edu.
 - Work with your chair to complete and submit the **DNP Project Approval Form (Appendix B)** to Melissa Romero: mromero@nmu.edu.
- The Graduate Committee (GC) will review the information on the form and provide approval or disapproval of the proposed project topic. If the project is not approved, review feedback from the GC, meet with your chair, revise your topic based upon the feedback received, and resubmit the **DNP Project Approval Form**.
- Once approval has been received by the GC, submit the **DNP Project Declaration Form (Appendix C)** to Tina Smith: tvandeza@nmu.edu.
- Successfully complete Chapters 1 and 2 of the manuscript.

Semester Two (NU 899: 2 credits)

- Contact Melissa Romero: mromero@nmu.edu (the semester prior to registration) to get registered for NU 899.
- Meet with faculty chair to develop a plan and timeline for completion of activities for that semester.
- Complete and submit the **Registration for Research Practicum Form (Appendix A)** to Tina Smith: tvandeza@nmu.edu.
- Successfully completes Chapter 3 of the manuscript.
- Work with your chair to obtain approval to conduct the project at the healthcare setting (if applicable).
- Work with your chair to contact Derek Anderson: dereande@nmu.edu chair of the NMU Institutional Review Board (IRB) committee to determine if IRB approval is needed through the university before beginning the project.
- Obtain IRB approval (if required).
- Do not collect any data until IRB approval is obtained. Failure to obtain IRB approval will results in penalties.**
- Implement the project and collect evaluation data.
- Work with your chair to complete the statistical analyses of the data. If necessary, hire a professional statistician.

Semester 3 (NU 899: 2 credits)

- Contact Melissa Romero: mromero@nmu.edu (the semester prior to registration) to get registered for NU 899.
- Meet with faculty chair to develop a plan and timeline for completion of activities for that semester.

- Complete and submit the **Registration for Research Practicum Form (Appendix A)** to Tina Smith: tvandeza@nmu.edu.
- Successfully complete Chapter 4 of the manuscript.
- Submit the entire manuscript to your chair for edits and revisions until your chair is satisfied with the product. This step includes a review of Mike Strahan's DNP APA Checklist. Review the checklist to confirm that the paper is in APA format.
- Once your chair confirms the manuscript is ready, send it to your second and third (committee) readers. The paper should **not** be sent to the readers until the faculty chair has approved it.
- Before sending to the readers, add the preliminary pages to the manuscript (see **DNP Project Formatting Handbook** for details that outline how to format these pages: <http://www.nmu.edu/nursing/handbooks>).
- Manuscript goes to the committee members and they approve it once revisions are completed.
- Once approved the committee, email Melissa Romero: mromero@nmu.edu to establish a date and time for the DNP project oral presentation.
- Work with your chair to develop a PowerPoint presentation and present it at the university. **The presentation length should be 30 minutes with a minimum of 20 slides.**
- After the oral presentation, complete any final revisions requested by the committee and chair.
- After successful presentation of the project, if requested by the faculty chair, meet with Mike Strahan for APA review.
- Mike will send confirmation to chair with paper/APA edits.
- Receive final approval from your chair to submit the final manuscript to the NMU Commons. Manuscripts must be submitted by the end of the 11th week of the semester (Friday by 5 pm) during the academic year and July 31st (by 5 pm) during summer semesters.
- Submit your paper to The Commons. Melissa Romero will approve the submission.
- If IRB approval was granted, complete an IRB project completion report. This document can be found at the NMU Grants and Research website: <http://www.nmu.edu/grantsandresearch/node/102>.
- The **DNP Project Verification of Completion Form (Appendix D)** will be completed and sent to the Office of Graduate Education and Research.

Appendix A

NORTHERN MICHIGAN UNIVERSITY
GRADUATE STUDIES OFFICE
REGISTRATION FOR RESEARCH/PRACTICUM CREDITS

DATE: _____ NMU IN: _____

NAME: _____
(Last) (First) (MI)

ADDRESS: _____
(Street) (City) (State) (Zip)

LAND PHONE: _____ CELL PHONE: _____

COURSE I.D.: _____ TITLE/SUBJECT: _____

CREDIT HOURS: _____ SEMESTER: _____ YEAR: _____

MAJOR: _____ DEPARTMENT: _____

Name of Research Director/
Practicum Supervisor (Signature of Student)

Signature of Research Director/
Practicum Supervisor (Signature of Advisor)

(Signature of College Dean) (Signature of Department Head)

Graduate Studies Office

NOTE: AFTER OBTAINING THE NECESSARY SIGNATURES, THIS FORM MUST BE SUBMITTED TO THE REGISTRATION AND SCHEDULING OFFICE TO HAVE A COURSE SEQUENCE NUMBER ASSIGNED TO THE COURSE. DISTRIBUTION WILL BE MADE BY THE REGISTRATION AND SCHEDULING OFFICE UPON RECEIPT OF THIS FORM.

Distribution: Registrar, Instructor, Department Chairman, Adviser, Dean of School, Graduate Studies Office, Student

Course Created Sequence Number Student Enrolled

Appendix B

**NORTHERN MICHIGAN UNIVERSITY
SCHOOL OF NURSING**

DNP PROJECT APPROVAL FORM

Student Name: _____

Faculty Chairperson: _____

Title of the DNP project: _____

What is the purpose of the proposed DNP project?

Provide a brief description of the proposed DNP project (what will you be doing?)

Identify any evidence-based guidelines/resources that you will be using/implementing as part of your project? _____

Explain how this project will directly and indirectly influence patient outcomes:

Date Received by Graduate Committee: _____

Approved:

Comments:

Appendix C

**NORTHERN MICHIGAN UNIVERSITY
SCHOOL OF NURSING
DNP PROJECT DECLARATION FORM**

Student Name: _____

The proposed topic for the DNP Project:

I agree to serve as chairperson:

Signature Date

.....
Date Received in Graduate Office: _____

By: _____
Signature

Appendix D



Office of Graduate Education and Research
1401 Presque Isle Avenue
Marquette, MI 49855
Phone: 906-227-2300
Fax: 906-227-2315
www.nmu.edu/graduate

**Doctor of Nursing Practice Project
Verification of Completion**

Date: _____

(Name)

(NMU IN)

The candidate listed above in the _____ Doctor of Nursing Practice program has successfully completed the scholarly project requirement for this degree.

Required graduate level scholarly project completed:

- Papers (1)
- Research Project
- Oral Presentation

The title of his/her project is: _____

Project Director

Department Head or Graduate Director

Distribution: Graduate Office, Student, Adviser

For graduate office use only:

_____ Date recorded in Banner by _____