



UNIVERSITY OF WISCONSIN
OSHKOSH

**Doctor of Nursing Practice
SCHOLARLY PROJECT
TOOLKIT
2024-2025**

GRADUATE PROGRAM • COLLEGE OF NURSING
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DNP Scholarly Project Overview

All students enrolled in the Doctor of Nursing Practice (DNP) Program will complete an evidence-based practice DNP Scholarly Project as a requirement for graduation. The project provides an opportunity to demonstrate an analytical approach to programmatic, administrative, policy, or practice issues in a format that supports the synthesis, transfer, and utilization of knowledge. Through the DNP Scholarly Project, students identify and resolve a practice problem using the scholarship of application or integration, rather than the scholarship of discovery associated with a PhD program of study (Boyer, 1997). The DNP Scholarly Project is broad and holistic, integrating the knowledge and skills gained within the DNP Program in a specific practice area of the student's choice. The project is designed to contribute to the workplace, the community, or in the academic arena. As such, DNP Scholarly Project experiences are characterized by intensive interactions between and among faculty, students, and the community in which the DNP Scholarly Project is enacted. There is a potential that more than one student could work on one scholarly project and create a group scholarly project. More information can be found in Appendix A.

Types of DNP Scholarly Projects

- Practice modification using quality improvement processes.
- Analyze a state or national health care policy and propose a change in the content or implementation of the policy.
- Develop and implement information technologies to improve outcomes.
- Compare care and/or teaching models, potential cost savings, and outcomes.
- Design and evaluate health care or health education programs.
- Lead consumer and professional coalition projects to develop, implement, or evaluate programs.
- Develop a clinical guideline or strategic plan for healthcare delivery.

DNP Scholarly Project Courses Referred to in this Document

- N800 Foundations of the DNP Role and Interprofessional Collaboration
- N801 Philosophical, Theoretical, Ethical & Foundations for Adv. Nursing Practice
- N803 Advanced Epidemiology and Biostatistics for Population Health
- N804 DNP Scholarly Project I
- N805 Clinical Scholarship for Adv. Nursing Practice
- N806 DNP Scholarly Project II
- N808 DNP Scholarly Project III
- N809 Organizational Leadership and Health Policy for Advanced Nursing Practice
- N810 DNP Scholarly Project IV
- N821 DNP Seminar & Practicum I (only master's to DNP students take)
- N822 DNP Seminar & Practicum II (only master's to DNP students take)
- N829 DNP Residency (only BSN to DNP-FNP and MSN to DNP-FNP students take)
- N883 Healthcare Informatics

DNP Scholarly Project Steps

1. Review the DNP Scholarly Project Toolkit.
2. Contact DNP Scholarly Project Chair to discuss project topic. Turn in DNP Scholarly Project Chair Agreement (**Appendix B**) to N804 instructor.
3. Complete CITI training <https://www.citiprogram.org/default.asp?> (Training must be completed by end of Nursing 804; if completed in N701 or on your own upload your current proof of CITI training to Nur 804).
4. Review and follow the DNP Scholarly Project Proposal Template (**Appendix C**).
5. Submit draft of DNP Scholarly Project Proposal to DNP Scholarly Project Chair and N804 instructor for review and feedback by completion of N804. This draft will need to be finalized by week 3 of N806. Allow at least 2 weeks for review. Make recommended revisions (may require several submissions and revisions).
6. Select additional members of the DNP Scholarly Project Committee in collaboration with your chair. The additional person(s) should be a key stakeholder in the organization in which the DNP Scholarly Project is being conducted, or a subject expert in the area of focus. You should identify at least 2 key stakeholders in addition to your chair.
7. Submit the draft of DNP Scholarly Project Proposal to all DNP Scholarly Project Committee members as appropriate for review and feedback. Allow at least 2 weeks for DNP Scholarly Project Committee to review and make recommended revisions.
8. Present the DNP Scholarly Project Proposal to your N806 class and instructor (feel free to invite your DNP Scholarly Project Chair to attend). The DNP Scholarly Project Proposal Oral Presentation must be approved by your N806 instructor to pass N806 course.
9. Submit IRB Determination of Human Subjects Research Form for Quality Improvement/ Quality Assessment Activities (all students), project abstract, and project site letter of support in the N806 course. Upon review and feedback, students will be directed to send the IRB Determination of Human Subjects Research form to their DNP Project Chair for review, feedback, and signature. The UW Oshkosh IRB will review the submission and determine whether further IRB documentation is required. If full IRB review (IRB Protocol Application for New Projects form) is required; please allow 4-6 weeks for this process. Incomplete or unsatisfactory proposals may require revision and resubmission and extend the time for approval. **Project implementation or data collection may not begin until IRB approval is obtained at all relevant agencies.**
10. Implement and evaluate your approved DNP Scholarly Project under the guidance of your DNP Scholarly Project Chair and Committee.
11. Complete a final report of your DNP Scholarly Project, including results, using the SQUIRE Guidelines 2.0. Submit the final report to your DNP Scholarly Project Chair for review and feedback. Upon approval from your DNP Scholarly Project Chair submit to the N810 Canvas Drop Box and email a copy to congrad@uwosh.edu. This report is your proposal changed to past tense with data, data analysis and conclusion added.
12. Disseminate project results in an approved professional venue in collaboration with your DNP Scholarly Project Chair. Complete Approval to Disseminate Results of DNP Project Form (**Appendix I**) with DNP Scholarly Project Chair. The dissemination presentation may take one of the following forms: a manuscript submitted to a peer reviewed, professional journal, poster, or podium presentation at a state, regional, national, or international organization conference.

Please note, providing results to the immediate site of your DNP Scholarly project does not meet criteria for dissemination. This is simply the wrap up of your project at the site. Presentation of a written or verbal executive summary to stakeholders/executive leadership may be appropriate, however; it is highly advised that you discuss this in depth with your chair. Please consult with your DNP Scholarly Project Chair to discuss dissemination ideas.

13. Complete Approval to Present at a UWO Scholarship Event Form (**Appendix J**) with DNP Scholarly Project Chair. Present your project results at the College of Nursing DNP Scholarly Project Presentation Day. There will be a fall (early Dec) and spring (early May) option each academic year.
14. Submit the following items to the CON Graduate Program Office:
 - Acknowledgement of Completion of DNP Scholarly Project Form (**Appendix K**). Your Faculty Chair will need to sign off on this form. In doing so, they are verifying that you have completed your DNP Scholarly Project.
 - DNP Scholarly Culminating Project (i.e., manuscript/poster or capture of poster/podium notes.
 - Evidence of dissemination
 - If you are completing a manuscript, remember that you must submit it to a peer reviewed journal. After you submit to a journal you should receive a letter or email confirming your submission. This confirmation letter/email from the journal will serve as proof of your dissemination.
 - If you are presenting a poster or a podium presentation at a regional/national/international meeting, you will need to submit evidence of your presentation. This may be in the form of an acceptance letter from the conference organizers or other such documentation showing your acceptance/invitation to present.
 - On campus UWO Scholarship Event presentation- assigned as poster or podium with speaker notes.
 - Final Proposal Report (your proposal - changed to past tense - with results, analysis, and conclusion added - this too must be signed by your chair).
15. Submit the IRB Final Study Report/Study Closure to all IRBs as appropriate. <http://www.uwosh.edu/grants/forms>

Timelines for DNP Scholarly Project Completion

DNP Scholarly Project Course/Assignments	Activity	Outcomes/Product
<p>Before Nursing 804 and Nursing 804 Assignments</p>	<ul style="list-style-type: none"> ● Work to formulate a practice problem. ● Develop PICOT question. ● Begin review of the relevant literature. ● Organize reviewed literature in an evidence table (grade your evidence) and incorporate into your project proposal. ● Communicate with DNP Scholarly Project Chair. Post-Licensure Programs Director to assign DNP Scholarly Project Chair to student; Graduate Program Office to introduce student to DNP Scholarly Project Chair via email. Complete DNP Scholarly Project Chair Agreement (Appendix B) with DNP Scholarly Project Chair and submit to N804 instructor. ● Work with DNP Scholarly Project Chair to finalize your topic selection and identify DNP Scholarly Project Committee Members. ● Refine/focus literature search/review and further develop project proposal (using DNP Scholarly Project Proposal Template in Appendix C). ● Complete CITI training. ● Submit DNP Scholarly Project DRAFT Proposal to N804 instructor and DNP Scholarly Project Chair 	<ul style="list-style-type: none"> ● Evidence table and synthesis of literature ● PICOT Question ● Approved topic ● DNP Scholarly Project Committee formulation ● Completed DNP Scholarly Project Chair Agreement (Appendix B) ● Certificate documenting completion of CITI training obtained ● Submit draft of your DNP Scholarly Project Proposal Template (Appendix C). ● This draft should include a 1-page abstract
<p>Nursing 806 Assignments</p>	<ul style="list-style-type: none"> ● Submit DNP Scholarly Project Proposal to N806 instructor and DNP Scholarly Project Chair. ● Complete DNP Scholarly Project Proposal Oral Presentation during N806 (Squire 2.0). ● Submit IRB Determination of Human Subjects Research Form for Quality Improvement/ Quality Assessment Activities (all students) and IRB for the Protection of Human Subjects (<u>if applicable</u>) ● Develop a plan for dissemination of DNP Scholarly Project with DNP Scholarly Project Chair. 	<ul style="list-style-type: none"> ● Doctor of Nursing Practice Written Proposal ● Evaluation Framework ● DNP Scholarly Project Proposal Oral Presentation Framework
<p>Nursing 808 Assignments</p>	<ul style="list-style-type: none"> ● Submit a finalized plan for dissemination of your DNP Scholarly Project, signed by your DNP Scholarly Project Chair, to the N808 Canvas Site. Submit minutes of meeting between DNP Scholarly Project Chair, DNP Scholarly Project Committee/agency, and DNP student to the N808 Canvas site. 	<ul style="list-style-type: none"> ● Implement your project ● Finalized plan for dissemination ● Minutes of meeting between DNP Scholarly Project Chair, DNP Scholarly Project Committee/agency, and DNP student
<p>Nursing 810 Assignments</p>	<ul style="list-style-type: none"> ● Apply for graduation. ● Complete Approval to Disseminate Results of DNP Project Form (Appendix I) with DNP Scholarly Project Chair. ● Disseminate results of DNP Scholarly Project. ● Close out UWO and agency IRB application(s) if applicable. Submit these forms to the N810 Canvas site. 	<ul style="list-style-type: none"> ● Completed Approval to Disseminate Results of DNP Project Form (Appendix I) ● UWO and agency

	<ul style="list-style-type: none"> • Complete Approval to Present at a UWO Scholarship Event Form (Appendix J) • Present DNP Scholarly Project results on campus during the DNP Scholarly Project Presentation Day • Submit PowerPoint presentation (with detailed notes page) used on DNP Scholarly Project Presentation Day to the N810 Canvas Site. • Submit final DNP Scholarly Project report to the N810 Canvas site. • Submit final DNP Scholarly Project, signed Acknowledgement of Completion of DNP Scholarly Project Form (Appendix K), signed final project report, UWO Scholarship event assigned poster or podium presentation, and evidence of dissemination to CON Graduate Office. 	<p>IRB Closure Form(s) (if applicable)</p> <ul style="list-style-type: none"> • Completed Approval to Present at a UWO Scholarship Event Form (Appendix J) • PowerPoint presentation at the DNP Scholarly Project Presentation Day • Final DNP Scholarly Project, signed Acknowledgement of Completion of DNP Scholarly Project Form (Appendix K), signed final project report, UWO Scholarship event assigned poster or podium presentation, and evidence of dissemination to CON Graduate Office
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Timeline Check off Sheet

Communicate with DNP Scholarly Project Chair and complete DNP Scholarly Project Chair Agreement (Appendix B).	As soon as possible, no later than beginning of N804	
Work with DNP Scholarly Project Chair to select DNP Scholarly Project Committee member(s) (key stakeholder(s) in organization).	By the end of N804	
DNP Scholarly Project Proposal Draft (submitted to DNP Scholarly Project Chair and N804 instructor).	By the end of N804	
CITI Training Completion.	By the end of N804	
Submit draft of DNP Scholarly Project Proposal to all DNP Scholarly Project Committee members.	By week 3 of N806	
Submit IRB Determination of Human Subjects Research Form for Quality Improvement/ Quality Assessment Activities (all students) and IRB for the Protection of Human Subjects (<u>if applicable</u>) to <u>DNP Scholarly Project Chair</u> for review and feedback. After DNP Scholarly Project Chair approval, submit proposal to the UWOSH and/or agency IRB as appropriate. IRB review and approval completed.	By the end of N806	
Completed revised DNP Scholarly Project Proposal (submitted to DNP Scholarly Project Chair and N806 instructor).	By Week 7 of N806	
Apply for graduation through Office of Graduate Studies.	By the end of week 1 of N810	
Complete final DNP Scholarly Project Report, using the SQUIRE Guidelines.	By week 7 of N810	
Present results of DNP Scholarly Project at the On-Campus DNP Scholarly Project Presentation Day. PowerPoint with detailed notes will need to be turned in to Nur 810	By the end of N810	
Disseminate project results and submit final DNP Scholarly Project, UWO Acknowledgement of Scholarly Project Completion form, final DNP Scholarly Project Report, and evidence of dissemination to CON Graduate Office.	By the end of N810	
Submit the IRB Final Study Report/Study Closure to all IRBs as appropriate.	By the end of N810	

Documentation of Student Progress

The student and DNP Scholarly Project Chair share responsibility for all documentation of the student's progress toward completion of the DNP Scholarly Project.

DNP Scholarly Project Chair must review and approve:

1. DNP Scholarly Project Proposal
2. Determination of Human Subjects Research form
3. Approval to Disseminate
4. Approval to present at a UWO Scholarship Event
5. DNP Scholarly Project Final Report
6. DNP Scholarly Project Acknowledgement form

Student will upload to appropriate Canvas site:

1. DNP Scholarly Project Chair Agreement (**Appendix B**)
2. IRB application(s) and response(s) to N806
3. Draft proposal to N804
4. Final proposal to N806
5. Approval to Disseminate Results of DNP Project Form (**Appendix I**)
6. IRB Final Study Report/Study Closure Form, if appropriate, by the end of N810
7. Approval to Present at a UWO Scholarship event Form (**Appendix J**)
8. Final DNP Scholarly Project Report by week 7 of N810
9. Final DNP Scholarly Project, signed Acknowledgement of Completion of DNP Scholarly Project Form (**Appendix K**), signed final project report, UWO Scholarship event assigned poster or podium presentation, and evidence of dissemination by week 9 of N810 or date provided by Graduate Program Office

Guidelines for the DNP Scholarly Project Proposal Oral Presentation in N806

The DNP Scholarly Project Proposal Oral Presentation occurs during N806. PowerPoint slides may be used, and the presentation may be recorded. Please see the DNP Scholarly Project Presentation Rubric (**Appendix C**) for guidance on the oral presentation.

DNP Scholarly Project Committee Guidelines

A DNP Scholarly Project is done with the advice and guidance of a committee. The DNP Scholarly Project Committee will consist of one, terminal degreed UW Oshkosh faculty member, who will function as DNP Scholarly Project Committee Chair, and at least two other individuals, who will function as committee members. One of the other committee members must have a minimum of a master's degree and be a key stakeholder in the organization at which the DNP Scholarly Project is being conducted. The other committee member should be doctorally prepared and able to guide the DNP student through the organizational structure. If no doctorally prepared committee member is identified, a member of the organization with requisite knowledge of the system may be approved in consultation with the Post Licensure Program Director. All committee

members should be selected in collaboration with the DNP Scholarly Project Chair, with the Chair having the final approval. A student may need additional committee members depending upon the type of project, or upon the advice of the DNP Scholarly Project Chair.

DNP Scholarly Project on Campus Presentation (DNP Scholarly Project Presentation Day)

All students are expected to present the results of their DNP Scholarly Project on campus to a group of internal constituents (i.e., University and College of Nursing graduate faculty, staff, and students). A day and time will be determined and announced at the beginning of each semester. Students will have the opportunity to present during either the fall or spring semester. DNP students will be expected to attend scholarship day each semester. Students will complete the Approval to Present at a UWO Scholarship event Form (**Appendix J**).

Roles of DNP Scholarly Project Chair, Committee Members, and Students

Role of DNP Scholarly Project Chair

1. Assure IRB compliance, mentor student throughout the preparation of the DNP Scholarly Project Proposal, project development, implementation, evaluation, and dissemination,
2. Collaborate with student to schedule DNP Scholarly Project Committee meetings.
3. Attend the DNP Scholarly Project Proposal Oral Presentation in N806 (if possible – not mandatory)
4. Provide feedback to student on written drafts in a timely manner (2 weeks). Remember they need feedback right away starting in Nur 804.
5. Track student progress toward completion of DNP Scholarly Project requirements.
6. Mentor other DNP Scholarly Project Committee member(s).

Role of DNP Scholarly Project Committee Member(s):

1. Provide input on the DNP Scholarly Project Proposal and critique drafts as appropriate.
2. Participate in review and approval of the Project Proposal, oral presentations, and articles/posters/manuscripts to disseminate results.
3. Provide feedback to student in a timely manner (2 weeks).
4. Communicate concerns to student and DNP Scholarly Project Chair in a timely manner.

Role of Student:

1. Maintain consistent and effective communication with Instructors of N804 and N806, DNP Scholarly Project Chair, committee member(s), and the CON Graduate Program Office.
2. Collaborate with DNP Scholarly Project Chair to schedule committee meetings.
3. Generate and submit all forms/assignments prior to the deadline.
4. Submit work to the DNP Scholarly Project Committee, N804 & N806 instructors, and chair that demonstrates a prominent level of scholarship consistent with doctoral education.

5. All students must keep a detailed log of their completed hours in Nur 804, 806, 808 and 810. Masters to DNP students must track hours in Nur 821 and Nur 822. Please note that all BSN to DNP students and all MSN to DNP with FNP specialization students will track these hours in Typhon. All Masters students will track their hours on worksheet provided in Nur 804.

PROCEDURE: Establish DNP Scholarly Project Committee Chair and Members

1. Students are assigned a DNP Scholarly Project Chair. The student arranges a meeting with the Chair and presents ideas for a DNP Scholarly Project. The student submits the DNP Scholarly Project Chair Agreement (**Appendix B**) by Week 1 of N804. Both the student and Chair will keep a copy of the DNP Scholarly Project Chair Agreement for their records.
2. DNP Scholarly Project Chair will collaborate with the student to select committee member(s).
3. DNP student will collaborate with the DNP Scholarly Project Chair and Committee members to refine and narrow the project topic and identify additional potential committee members.

PROCEDURE: Request to Change DNP Scholarly Project Chair

Changes to the DNP Scholarly Project Chair assignment may occasionally be required prior to projected completion. This change may either be student or faculty driven.

To change the DNP Scholarly Project Chair assignment:

1. Student driven: DNP student will send an email to the DNP Scholarly Project Chair, Post-Licensure Programs Director, and Graduate Program Office requesting a change of DNP Scholarly Project Chair. Upon review and approval, the Post-Licensure Programs Director will communicate with the student to arrange a new DNP Scholarly Project Chair.
2. Faculty driven: The faculty member will notify the student, Post-Licensure Programs Director, and Graduate Program Office of withdrawal as DNP Scholarly Project Chair. Upon review and approval, the Post-Licensure Programs Director will communicate with the student to arrange a new DNP Scholarly Project Chair.
3. Complete Termination of DNP Scholarly Project Chair Agreement (**Appendix E**).
4. Complete new DNP Scholarly Project Chair Agreement (**Appendix B**).

PROCEDURE: IRB for the Protection of Human Subjects

It is the responsibility of the student to seek guidance from the DNP Scholarly Project Chair regarding the IRB procedures for the DNP Scholarly Project. IRB approval is sought following approval of the DNP Scholarly Project Proposal by the DNP Scholarly Project Committee.

1. Complete the IRB Determination of Human Subjects Research Form for Quality

Improvement/ Quality Assessment Activities (all students) and IRB Protocol Application for new projects form (if applicable) (irb@uwosh.edu).

2. Submit IRB application to the DNP Scholarly Project Chair for review and feedback (allow at least 2 weeks for feedback. Several drafts may be necessary).
3. Submit IRB Determination of Human Subjects Research Form for Quality Improvement/ Quality Evaluation Activities (all students) and IRB Protocol Application for new projects form (if applicable) to the UW Oshkosh IRB and agency IRB. Please allow a minimum of 4-6 weeks for this process. Incomplete or unsatisfactory proposals may require revision and resubmission and extend time for approval. **Project implementation or data collection may not begin until IRB approval is formally obtained. Please note that IRB may not meet over the summer months.**
4. Notify DNP Scholarly Project Committee Chair of the IRB status.
5. Email the IRB Final Study Report/Study Closure to irb@uwosh.edu and agency upon DNP Scholarly Project completion. The UWO IRB form may be found at: <http://www.uwosh.edu/grants/forms>. Please check with agency IRB regarding Study Closure requirements. Submit a copy of the forms to the N810 Canvas site as applicable.

PROCEDURE: DNP Scholarly Project Final Dissemination

All students must submit evidence of a final report, including results, using the SQUIRE Guidelines 2.0. Detailed instructions are located in Appendix F. Submit the final report to your DNP Scholarly Project Chair for review and feedback. Upon approval from your DNP Scholarly Project Chair submit to the N810 Canvas Drop Box and email a copy to congrad@uwosh.edu.

Dissemination evidence of one of the following is required. A poster presentation, podium presentation at a regional, national, or international conference, or a manuscript submitted to a professional journal (see Manuscript Policy and Authorship Policy below). Presentation of a written or verbal executive summary to stakeholder and or the practice site leadership may also be appropriate. If a manuscript is submitted, the student should follow the Author Guidelines for the specific journal. If no Author Guidelines are available, prepare the manuscript using the SQUIRE Guidelines (**Appendix F**).

1. A final method of dissemination must be agreed upon between the DNP Scholarly Project Chair and the student. The finalized dissemination plan must be submitted to the N808 Canvas site.
2. Students will complete and have the DNP Scholarly Project Chair sign the Approval to Disseminate Results of DNP Project Form (**Appendix I**)
3. The student will submit drafts of the final product to the Chair and DNP Scholarly Project Committee Member(s) for review.
4. Submit final draft of the dissemination product (PowerPoint with detailed notes page or manuscript) at least 2 weeks prior to the scheduled DNP Scholarly Project on-campus presentation (DNP Scholarly Project Presentation Day).
5. Students may be questioned by attendees related to their project.
6. The DNP Scholarly Project Chairperson makes the recommendation on the acceptability of the final DNP Scholarly Project and its dissemination.

7. Once all steps of the DNP Scholarly Project are complete, the student will complete, and the chair will sign the Acknowledgement of Completion of DNP Scholarly Project Form (**Appendix K**).

Manuscript Policy

One option for final dissemination of the DNP Scholarly Project results is completing a manuscript and submitting it to a peer-reviewed professional journal. The manuscript must be submitted to the journal prior to the end of week 9 of N810 or the date provided by the CON Graduate Program Office. The DNP Scholarly Project Chair and/or committee (dependent upon authorship) approval must be completed prior to submission.

Authorship Policy

Authorship refers to the listing of names of participants in all written communications of data and their interpretation to the scientific community. Authorship is to be discussed between the participants (faculty and/or students) in N804 and N806. Early drafts of papers should include authorship and other credits to help resolve any future disputes.

Students should normally be the first author on any multi-authored article based on their graduate research or project. Faculty advisor(s) may negotiate second or subsequent co-authorship. The Uniform Requirements for Manuscripts Submitted to Biomedical Journals (International Committee of Medical Journal Editors [ICMJE], 1997) specifies that authorship credit should be given only when the author has made substantial contributions to:

1. The conception and design of the study, or to the analysis and interpretation of the data,
2. Drafting the manuscript and revising it for important content, and
3. Approval of the final version of the manuscript.

All three criteria must be met for a person to be designated as an author on a manuscript (Oermann, 2002, p. 29).

“Typically, the first author contributes the most to the project and manuscript. The order of coauthors’ names should be determined by their relative contributions to the work. Coauthors assume responsibility not only for their sections of the manuscript, but for the intellectual content of the paper as whole” (Oermann, 2002, p.42).

Request for Extending Deadlines

Under extenuating circumstances, the deadline for submission of final, Chair-approved dissemination requirements may be extended. A student, after conferring with the DNP Scholarly Project Chairperson, must submit in writing a formal letter requesting an extension and the projected date of completion and have it signed by the chairperson. Extensions are not

automatically granted. If the request is denied, the student will be notified immediately. When extensions are granted, it may include delaying graduation by one term or more. Additional tuition fees may apply.

References

Boyer, E. (1997). *Scholarship reconsidered: Priorities of the professoriate / Ernest L. Boyer*. (1st ed., Special report (Carnegie Foundation for the Advancement of Teaching)). San Francisco: Jossey-Bass.

International Committee of Medical Journal Editors. (1997). Uniform requirements for manuscripts submitted to biomedical journals. *Annals of Internal Medicine*, 126(1), 36-47. Also available: <http://www.icmje.org/>.

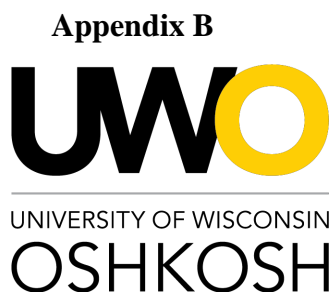
Oermann, M.H. (2002). *Writing for publication in nursing*. Philadelphia, PA: Lippincott Williams & Wilkins.

Appendix A

Guidelines for Group Projects

Below are guidelines for DNP student group scholarly projects. Scholarly Project Chairs have ultimate authority over their assigned students' DNP scholarly projects and have the flexibility to guide students on appropriate dissemination.

1. The scope of a group project must be larger than an individual DNP scholarly project. For two or more DNP students, the chair should ensure that the project represents what is expected of two, three etc. DNP scholarly projects.
2. Each student within a group project will complete and submit a separate, unique project proposal. Particular areas of a student's proposal (i.e., timeline) may be similar to other students' proposals in the group, but students may not have the same PICOT question.
3. All students must submit a plan for dissemination to their DNP scholarly project chair, and the chair must approve each student's plan for dissemination. Students may present at an appropriate regional or national conference, or write a manuscript, together as a group, or individually. If choosing to present, or write a manuscript as a group, each student must have individual areas of responsibility clearly delineated and approved by their DNP scholarly project chair.
4. Students within a group DNP scholarly project will also have additional expectations for dissemination including:
 - a. Presenting at either a fall or spring UWO Scholarship event as assigned in class (same as solo DNP scholarly project students).
 - b. Completing formal dissemination in the form of a manuscript submission, podium, or poster presentation at an appropriate regional or national conference (same as solo DNP scholarly project students).
 - c. One additional form of dissemination is necessary for group projects. This could include manuscript, oral presentation, or podium presentation. UWO's Celebration of Scholarship would satisfy this additional requirement (but would not satisfy the requirement listed under b, for the solo DNP scholarly project students' dissemination).



DNP Scholarly Project Chair Agreement

I _____ agree to serve as DNP Scholarly Project
(Faculty Member)

Chair for _____ . I understand that the student will
(DNP student)

follow all DNP Scholarly Project procedures and comply with deadlines. I agree to provide feedback within two weeks of receiving student work. If the student fails to follow procedures, does not comply with deadlines, or otherwise fails to appropriately communicate, I understand that I may terminate this agreement. Additionally, if the chair does not provide timely feedback (within two weeks), the student may request a new chair assignment.

Faculty Signature

Date

Student Signature

Date

DNP Scholarly Project Site:

Please list the name of the site/agency at which you will be completing/partnering with for your DNP Scholarly Project. The CON must have a current clinical affiliation agreement with all sites prior to start of DNP Scholarly Project.

Name of Site/Agency: _____

Appendix C

**DNP Scholarly Project Proposal Template
(Proposal template to be adapted based upon type of project.)**

TITLE

by

NAME

A DNP Scholarly Project Proposal Submitted
In Partial Fulfillment of the Requirements
For the Degree of

Doctor of Nursing Practice

at

University of Wisconsin Oshkosh

DATE

APPROVAL

_____DNP Scholarly Project Chair

_____Date Approved

Table of Contents

Abstract.....	(insert appropriate page number on final draft of proposal okay to leave blank until then)
Introduction and Background.....	
Problem Statement.....	
Need, Feasibility, Significance	
Objectives and Aims.....	
Review of Literature.....	
Theoretical Model.....	
Project Design.....	
Setting and Resources.....	
Study Population	
Sources of Data.....	
Data Analysis.....	
Quality.....	
Ethics and Human Subjects Protection.....	
Timeframes or Timeline.....	
Budget.....	
Strengths and Weaknesses of the Project.....	
Conclusion.....	
...	
References.....	
Appendices	

This template is a guide to writing a DNP Scholarly Project proposal in APA Style, 7th edition. Please be sure to follow all formatting rules from the APA 7th edition. If you have questions about an APA source in this toolkit please let us know (the rules in the APA 7th edition will supersede any APA oversight in this toolkit). For more information about APA Style, see the *Publication Manual of the American Psychological Association (7th ed.)*, the APA Style web site found at <http://www.apastyle.org>.

Abstract

For the purpose of this proposal the abstract should be a brief (250 words) 1-paragraph summary of the contents of the proposal. The abstract, typically written last, includes an overview of the proposed project's background and review of literature, purpose, method, results, and conclusion. It is non-evaluative, that is, does not contain individual comments. It is not indented, nor does it contain citations. Keywords, such as those below, are words you used to perform database searches for the proposal. Please note they are indented and italicized.

Keywords: APA style, 7th edition, publication manual

Introduction and Background

In the introduction and background section, write a few paragraphs that give an overview and background related to your topic. Tell why the study problem is important. Build a case for the need for the project that you propose to perform. Support this with findings from the literature, include relevant statistics, and cite them according to APA Style, 7th ed. As O'Leary (2010) says, the main job of this section is "to ... convince your readers that the problem you want to address is significant and worth exploring" (p. 64).

All source material used in this proposal must be documented in the body of the paper by citing the authors and dates of the sources (See APA for basic citation guidelines). The full

reference to each citation must appear in the Reference section that begins on a separate page(s) at the end of the document. See the APA manual for reference information. Reference entries are typed in *hanging indent* format, meaning that the first line of each reference is set flush left and subsequent lines are indented.

Problem Statement

Your introduction section should smoothly transition into your problem statement. It should flow logically from the information you provided. Include your inquiry (PICOT) question that will provide direction for your work. Explain your approach to the problem and how your approach will address it. The problem statement is a concise statement of what best practice/standard of care is and how the current measures of practice are not meeting the benchmark. The PICOT question is a broad question that will aid your research. Do not make the question so specific that you will not find literature to support your project. You are looking for the best evidence on a topic to translate into practice.

Need, Feasibility, Significance

This section should be a minimum of three paragraphs. The first paragraph should explain the need for the study based on the population of interest. The need should help to define the objectives and aims. The need should state why the project is important and needs to be done. The second paragraph should convince the reader that the proposed project is feasible (cost, time, expertise, organization buy-in, etc.). The feasibility is the ability to conduct the project, how possible will it be to complete? The third paragraph should address the overall significance of the project if the project is successful.

Objectives and Aims

Explain the aims and objectives of the project. According to O'Leary (2010), proposals have one overarching aim that captures what you hope to achieve through your project: whereas,

a set of objectives, which are a set of more specific goals that support that aim. Aims and objectives are often written in bullet points as 'to' statements, such as, 'to' develop, 'to' identify, 'to' measure, 'to' explain 'to' compare. Or the aims can start with an action verb such as: develop, identify, analyze, or synthesize, Objectives and aims must be measurable, time sensitive and provide the foundation to measure if the project is a success.

Review of Literature

The goal of a review of literature is to present an in-depth, current state of knowledge about your particular topic. Rather than just summarizing and listing research studies performed on your topic, summarize, and then synthesize the key concepts of the literature you have read. Identify any major trends, patterns, or gaps you may have found in the literature and identify any relationships among studies. In general, literature should not be older than five years, unless a study is an older, landmark study, which should be identified as such.

Think of a review of literature as a puzzle that you will put together with individual pieces from various sources of literature in order to reveal a whole picture of the state of knowledge about your topic. The review of literature for your proposal should provide the context for your proposal and your future DNP Scholarly Project.

When you begin to write your narrative, define your topic, and provide relevant statistical information, followed by historical and current background information. Organize your main findings by using subheadings called Level 2 headings, which are typed in bold face type, in upper- and lower-case letters, and typed flush with the left side of the paper. Use Level 3 headings to further subdivide topics. Level 3 headings are flush left, bolded, italic, and in upper and lower case . The APA Manual or website provides more information about all levels of headings in APA Style, 7th edition.

Build a compelling case for your topic's importance and the need for a DNP Scholarly Project that will address the issues surrounding it. Explain how you propose to address these issues with your DNP Scholarly Project. Support your case with citations from the literature. Next, write your findings from the literature central to your topic. Avoid describing a series of studies. Use quotes sparingly and only to define a term or to emphasize or explain a crucial point. Also, do not make broad statements about the conclusiveness of research studies, either positive or negative. Research supports, **but does not prove,** anything. Be objective in your presentation of the facts. Each paragraph should begin with a thesis statement and describe only one key concept. The idea in the next paragraph should logically flow from the content of its predecessor.

Conclude the review of literature with a concise summary of your findings and provide a rationale for conducting your DNP Scholarly Project, based on your findings. Remember that each paragraph in your work must be made up of more than one sentence. Include a detailed Evidence Table as an appendix that grades your evidence and summarizes all the studies in your literature review. A sample evidence table is included in Appendix F.

Theoretical Model

In this section, name and define the theoretical or conceptual model that underpins your proposal and future DNP Scholarly Project. Place a diagram of the model either in the paper or at the end as an appendix after the Reference pages and refer to the diagram in this section. It is best to use the primary source (from the actual creator/author of the model) rather than a secondary source (someone else using/explaining the model).

Project Design

In this section, clearly explain your project design and the method you will use to obtain the desired outcomes of your project. Use the future tense to explain what you will do in your DNP Scholarly Project. Convince the reader that your approach is practical and will lead to credible answers to your posed inquiry question. Write a paragraph describing each of the following subheadings as they apply to your project.

Setting and Resources

Describe where the project will take place and any resources necessary for the project. Provide statistics as appropriate to describe setting. What resources will you need at the site to assist with the implementation of your project. For instance, you would need a conference room if you were doing a lecture style training for nurses.

Study Population

Describe the study participants, all people involved, and the role they will play, as well as the sampling plan, sample size, and selection of sample or recruitment strategies, if applicable. Report the inclusion and exclusion criteria. Describe the groups with emphasis on characteristics (variables) that may have bearing on the interpretation of results.

Sources of Data

Describe the sources and collection of data, its management, and the instruments you will use. You need to include reliability and validity of data collection sources. It is best to find a validated tool to use in your project. If one is found, permission from the author must be granted prior to your utilization of that tool. If the tool has not yet been validated you should consult your chart as to whether it is appropriate to use the tool. It is possible you may need to

have it reviewed by content experts prior to utilizing. Again, DNPs translate currently knowledge into practice (versus PhD's research new ideas and develop new theories, etc.). So, try to find a validated tool/approach to guide you through your project.

Data Analysis

Fully address the statistical planning, if applicable, and the methods of collection such as surveys, interviews, or document analysis. Confer with your N804 and N806 instructors and project chair to determine the best data analysis options. It is highly recommended that you meet with a CON research assistant prior to project initiation to be certain you are collecting the appropriate data set to run the data analysis you plan to run. The research assistants can assist with explaining how to run the analysis you plan to run and help answer questions related to SPSS, but they will not tell the student what analysis to run. This is the responsibility of the student. The student may need to brush you on their statistics knowledge. It is suggested that students pay keen attention in Nur 701: *Translational Scholarship* class as common statistics will be reviewed.

Quality

Discuss the mechanisms you will use to assure the quality of the study, for example, the control of bias or the safe storage of data. The main question to ask yourself is: how will I ensure the quality of this study (i.e., by using evidence-based recommendations?, obtaining stakeholder buy-in?). How will you ensure data collected and data analysis is accurate?

Ethics and Human Subjects Protection

Discuss ethical considerations and use of the Institutional Review Board both through UW Oshkosh and the healthcare agency/organization, as well as any risks and benefits, if

applicable. How will any ethical aspects during implementation and analysis of data be addressed? Are there any known conflicts of interest? What if a conflict arises? How will you address the conflict? Simply stating IRB approval will be attained is not sufficient. This section must describe in detail how you will protect human subjects, privacy, control for bias, and how participants may discontinue participation.

Timeframes or Timeline

Discuss the timetable for completion of the project. Make sure the timetable is realistic and you can complete the DNP Scholarly Project in a timely manner that will allow you graduate on time. Add a GAANT chart as an appendix. An example of a GAANT chart is in appendix G.

Budget

Provide a full account of costs and who will bear them. If there are no additional costs incurred by this project you must explain this as well. Consider this..... if people are investing time there is the associated cost of one's time. Will the organization cover this cost under the Employee's current salary?. If so, what will they "let go" to allow time to devote to your project?

Convince the reader that this project is doable. Is there a return on the organization's investment?.

Strengths and Weaknesses of the Study

Identify the strengths and weaknesses of the study. In your initial proposal it is recommended you complete a Strengths, Weakness, Opportunities and Threats (SWOT) analysis (this can be added as an appendix and described in narrative form in the proposal).

Conclusion

Write your conclusions here. This should be a summary of your proposal highlighting your main points. Upon completing the entire proposal, a table of contents will need to be

completed. This can be done manually or through Microsoft Word, if proficient in that platform. If you are using a different platform, you will need to manually add a table of contents at the beginning of your paper.

References

As previously mentioned, all literature cited in the proposal must be referenced in APA Style, 7th edition, beginning on a separate reference page(s). For more information on how to reference, refer to the *Publication Manual of the American Psychological Association* (7th ed.), the APA Style web site found at APAstyle.APA.org

Appendices

Appendices appear after the reference page(s) and should be in the order they were first referenced in the text. They are used to present detailed information that adds to the body of the paper, for example, sample questionnaires, tables, or figures. Tables usually show numerical values or textual information arranged in an orderly display of columns and rows. Any type of illustration other than a table is a figure. Figures present data in the forms of graphs, charts, maps, drawings, and photographs. Please be sure to follow APA guidelines for tables and figures.

Your proposal will have multiple appendices. Label each appendix with a capital letter, for example, *Appendix A*, *Appendix B*, according to the order in which you refer to it in your text. Label each appendix with a title but refer to it in the text by its label, for example, (see the *Appendix D -Basic APA, 7th edition, citation styles*).

Appendix D

DNP Scholarly Project Presentation Rubric

Podium Presentation Rubric				
Criteria	Ratings			Pts
Title Slide <ul style="list-style-type: none"> • Title of Scholarly Project • Student Name/Credentials • Scholarly Project Chair Name/Credentials 	5 pts Met	2.5 pts Partial Met	0 pts Not Met	
Introduction, Background & Problem Statement <ul style="list-style-type: none"> • Introduction & Background of scholarly project is clearly stated. • What is the context of the problem, significance, and system/ population impact (consider healthcare system, field of nursing, and advanced practice impacts) • Why was your project needed? 	20 pts Met	10 pts Partial Met	0 pts Not Met	
Aims & Objectives <ul style="list-style-type: none"> • Overall aim of project discussed • Objectives of project discussed 	10 pts Met	5 pts Partially Met	0 pts Not Met	
Review of Literature <ul style="list-style-type: none"> • Synthesis of Evidence • Appraisal of Evidence • Gaps/limitations 	20 pts Met	10 pts Partially Met	0 pts Not Met	
Theoretical or Conceptual Model <ul style="list-style-type: none"> • Theoretical / conceptual framework is clearly identified and comprehensively discussed in relation to the purpose/aims/objectives. 	10 pts Met	5 pts Partially Met	0 pts Not Met	
Project Design & Data Collection <ul style="list-style-type: none"> • Project design supports the identified problem • Project design is comprehensively discussed • Implementation strategies were identified and discussed • Data collection tools were appropriate to the project design and comprehensively discussed 	20 pts Met	10 pts Partially Met	0 pts Not Met	
Data Analysis & Results <ul style="list-style-type: none"> • Data analysis is appropriate to the design, results are comprehensively described, • Tables and figures support discussion & are well designed. 	20 pts Met	10 pts Partially Met	0 pts Not Met	

Podium Presentation Rubric				
Criteria	Ratings			Pts
Quality, Ethics & Human Subjects Protection <ul style="list-style-type: none"> How were these important study considerations addressed? 	10 pts Met	5 pts Partially Met	0 pts Not Met	
Future Implications for Practice & Recommendations <ul style="list-style-type: none"> Future recommendations must be discussed during the oral presentation 	5 pts Met	2.5 pts Partially Met	0 pts Not Met	
Conclusion <ul style="list-style-type: none"> Must have a conclusion slide 	5 pts Met	2.5 pts Partially Met	0 pts Not Met	
References <ul style="list-style-type: none"> Majority within last 5 years APA is correct Only references cited during presentation were included 	10 pts Met	5 pts Partially Met	0 pts Not Met	
Detailed Speaker Notes <ul style="list-style-type: none"> For all slides the student needs to include detailed speaker notes 	10 pts Met	5 pts Partially Met	0 pts Not Met	
Utilized UWO Template <ul style="list-style-type: none"> Utilized UWO Template Avoided stating name of organization project was conducted without written approval from project site administration 	5 pts Met	2.5 pts Partially Met	0 pts Not Met	
Presentation Skills <ul style="list-style-type: none"> Dressed Professionally Good eye contact with audience Does not read word from word from slide Presentation was 18-22 minutes Was able to answer questions in a scholarly manner 	50 pts Met	25 pts Partially Met	0 pts Not Met	
Total Points: 200 --- MOST SCORE 83.5% (167 points) or will need to repeat presentation at next Scholarly Project Day				

Each student should be prepared to present for 20 minutes plus 5 minutes for questions/answers. The general rule is 1 minute per slide or approximately twenty slides. Remember, to include detailed speaker's notes. Please upload your PowerPoint to the Canvas site prior to presentation night. Please bring a copy of your presentation on a thumb (stick) drive to your presentation night. It is also recommended you email a copy of the presentation to yourself as a backup. The above rubric is how you will be evaluated by your Scholarly Chair.

Appendix E

**Termination of DNP Scholarly Project Chairperson Agreement**

I _____ am requesting to terminate my DNP
(Student or Faculty)

Scholarly Project Agreement with _____.
(Student or Faculty)

Reason for requesting termination of agreement: _____

Student Signature

Date

Appendix F

Revised Standards for Quality Improvement Reporting Excellence SQUIRE 2.0

Using your approved DNP Scholarly Project proposal, change the tense of the paper to past tense. Remove the sections on Timeframe, Budget, and Strengths and Weaknesses. Add in Results, Summary, Interpretation, Limitations, and Conclusion using the SQUIRE 2.0 standard below.

Notes to Authors

- The SQUIRE guidelines provide a framework for reporting new knowledge about how to improve healthcare.
- The SQUIRE guidelines are intended for reports that describe [system](#) level work to improve the quality, safety, and value of healthcare, and used methods to establish that observed outcomes were due to the [intervention\(s\)](#).
- A range of approaches exists for improving healthcare. SQUIRE may be adapted for reporting any of these.
- Authors should consider every SQUIRE item, but it may be inappropriate or unnecessary to include every SQUIRE element in a particular manuscript.
- The SQUIRE Glossary contains definitions of many of the key words in SQUIRE.
- The [Explanation and Elaboration](#) document provides specific examples of well-written SQUIRE items, and an in-depth explanation of each item.
- Please cite SQUIRE when it is used to write a manuscript.

Title and Abstract

1. Title

Indicate that the manuscript concerns an [initiative](#) to improve healthcare (broadly defined to include the quality, safety, effectiveness, patient-centeredness, timeliness, cost, efficiency, and equity of healthcare)

2. Abstract

- Provide adequate information to aid in searching and indexing
- Summarize all key information from various sections of the text using the abstract format of the intended publication or a structured summary such as: background, local [problem](#), methods, interventions, results, conclusions

Introduction

Why did you start?

3. Problem Description

Nature and significance of the local [problem](#)

4. Available Knowledge

Summary of what is currently known about the [problem](#), including relevant previous studies

5. Rationale

Informal or formal frameworks, models, concepts, and/or [theories](#) used to explain the [problem](#), any reasons or [assumptions](#) that were used to develop the [intervention\(s\)](#), and reasons why the [intervention\(s\)](#) was expected to work

6. Specific Aims

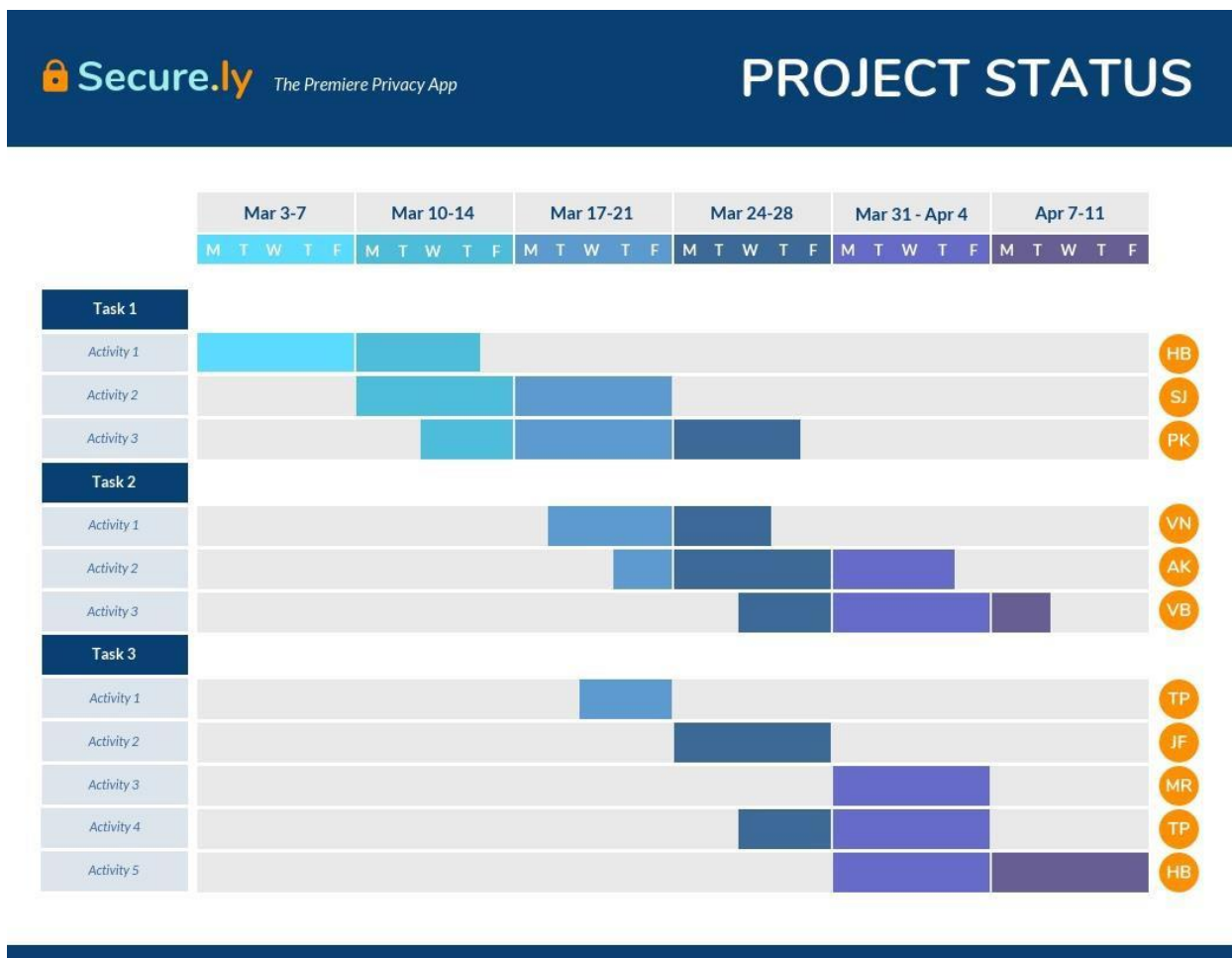
Purpose of the project and of this report

Methods	<i>What did you do?</i>
<u>7. Context</u>	Contextual elements considered important at the outset of introducing the intervention(s)
<u>8. Intervention(s)</u>	<ul style="list-style-type: none"> a. Description of the intervention(s) in sufficient detail that others could reproduce it b. Specifics of the team involved in the work
<u>9. Study of the Intervention(s)</u>	<ul style="list-style-type: none"> a. Approach chosen for assessing the impact of the intervention(s) b. Approach used to establish whether the observed outcomes were due to the intervention(s)
<u>10. Measures</u>	<ul style="list-style-type: none"> a. Measures chosen for studying processes and outcomes of the intervention(s), including rationale for choosing them, their operational definitions, and their validity and reliability b. Description of the approach to the ongoing assessment of contextual elements that contributed to the success, failure, efficiency, and cost c. Methods employed for assessing completeness and accuracy of data
<u>11. Analysis</u>	<ul style="list-style-type: none"> a. Qualitative and quantitative methods used to draw inferences from the data b. Methods for understanding variation within the data, including the effects of time as a variable
<u>12. Ethical Considerations</u>	Ethical aspects of implementing and studying the intervention(s) and how they were addressed, including, but not limited to, formal ethics review and potential conflict(s) of interest
Results	<i>What did you find?</i>
<u>13. Results</u>	<ul style="list-style-type: none"> a. Initial steps of the intervention(s) and their evolution over time (e.g., time-line diagram, flow chart, or table), including modifications made to the intervention during the project b. Details of the process measures and outcome c. Contextual elements that interacted with the intervention(s) d. Observed associations between outcomes, interventions, and relevant contextual elements e. Unintended consequences such as unexpected benefits, problems, failures, or costs associated with the intervention(s). f. Details about missing data
Discussion	<i>What does it mean?</i>
<u>14. Summary</u>	<ul style="list-style-type: none"> a. Key findings, including relevance to the rationale and specific aims b. Particular strengths of the project

<p><u>15. Interpretation</u></p>	<ul style="list-style-type: none"> a. Nature of the association between the intervention(s) and the outcomes b. Comparison of results with findings from other publications c. Impact of the project on people and systems d. Reasons for any differences between observed and anticipated outcomes, including the influence of context e. Costs and strategic trade-offs, including opportunity costs
<p><u>16. Limitations</u></p>	<ul style="list-style-type: none"> a. Limits to the generalizability of the work b. Factors that might have limited internal validity such as confounding, bias, or imprecision in the design, methods, measurement, or analysis c. Efforts made to minimize and adjust for limitations
<p><u>17. Conclusions</u></p>	<ul style="list-style-type: none"> a. Usefulness of the work b. Sustainability c. Potential for spread to other contexts d. Implications for practice and for further study in the field e. Suggested next steps
<p>Other Information</p>	
<p><u>18. Funding</u></p>	<p>Sources of funding that supported this work. Role, if any, of the funding organization in the design, implementation, interpretation, and reporting</p>

Appendix H

GAANT Chart – Project Timeline



Appendix I



Approval to Disseminate Results of DNP Project

PROJECT TITLE

by

STUDENT'S NAME

The above-named student has received DNP Scholarly Project Chair approval to disseminate the findings of their University of Wisconsin Oshkosh College of Nursing DNP Scholarly Project to the following professional organization:

Professional Conference: _____ Date: _____

Peer reviewed Professional Journal: _____ Date: _____

Professional Organization Executive Management Team: _____

Date: _____

APPROVAL

_____ DNP Scholarly Project Chair

_____ Date Approved

Appendix J



Approval to Present at UWO Scholarship Event

PROJECT TITLE

by

STUDENT'S NAME

The above-named student has received DNP Scholarly Project Chair approval to present the findings of their University of Wisconsin Oshkosh College of Nursing DNP Scholarly Project at a UWO Scholarship Event for the following academic term:

FALL (Sigma Theta Tau Eta Pi Chapter/College of Nursing Scholarship Event) _____

SPRING (UWO Celebration of Scholarship and Creative Activity Event) _____

DNP Scholarly Project Chair Name and Credentials: _____
(print)

CHAIR APPROVAL

_____ DNP Scholarly Project Chair signature

_____ Date Approved

Appendix K



Acknowledgement of Completion of DNP Scholarly Project

PROJECT TITLE

by

STUDENT'S NAME

The above-named student has successfully completed all components
of the DNP Scholarly Project process
In Partial Fulfillment of the Requirements
For the Degree of

Doctor of Nursing Practice

at

University of Wisconsin Oshkosh
Oshkosh, Wisconsin 54901-8621

DATE

ACKNOWLEDGEMENT

_____ DNP Scholarly Project Chair

_____ Date Acknowledged