

Case Western Reserve University
Frances Payne Bolton School of Nursing
Doctor of Nursing Practice Program
DNP Project Guide

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Section Topic

I. Nature of the DNP Project (see later section for details)

What the DNP Project Is	What the DNP Project is Not
Provides the opportunity to demonstrate synthesis of knowledge gained throughout the DNP Program.	It is not a dissertation. The DNP project focuses on application and adaptation; the PhD dissertation focuses on discovery.
Uses systematic investigation (such as program evaluation, evidence-based practice, translational science, or improvement science) to examine a problem in a particular setting of clinical practice.	DNP programs prepare students for leadership roles in practice. PhD Programs prepare students to use research to develop generalizable knowledge.
Should use reliable and valid measurement tools and include the collection and evaluation of data. All students are expected to analyze data.	The DNP project is not necessarily designed to contribute to generalizable knowledge. Should not involve theory testing, psychometric evaluation of instruments, or experimental research designs.
The project may be done by a single student or a team of 2 or 3 students working with the same advisor/Committee Chair. If a team project, each student will contribute comparable amounts of content to, and demonstrate comprehension of, each phase of the project. Team projects are to be sufficiently complex and of a scope that warrants group work. Dissemination: "It is expected the student will disseminate the findings and outcomes of the	Team projects are not to be a project of individual- scope divided for ease and speed.

II. Identify a Clinical Problem/Topic

- x Measurement:
 - o Collaborate with your Chair in planning measurement for the project.
 - o DNP students use existing tools to measure concepts of the project (demographic tool may be original).
 - o Many tools require permission of the author. Time should be allowed for this process.
 - o Additionally, while a copy of the instrument may have been published, the author may be the only source of the current version of the instrument as well as current scoring instructions and validity and reliability data.
- x Theoretical or Conceptual Framework. A theoretical or conceptual framework is expected as the foundation for the project. The theory may serve one or more purposes: explanatory (explain the key concepts), logic (suggest a process) or both. While permission of the author is not required, students are encouraged to contact the author or other expert on the theory to ask feedback on their plan to incorporate the theory in the project.
- x Research Ethics - all faculty and students are responsible for compliance with principles of research ethics including protecting the rights of participants. See detailed section on Protection of Human Rights.
- x Data Analysis:
 - o Students are expected to enter and analyze their own data. They should not use consultants or other sources to write any aspect of their proposal or final report.
 - o Discuss with the Chair the advisability of consulting an external statistician and, if so, at what point in the project.
 - o The Committee Chair must approve all recommendations/content provided by a statistical consultant.
 - o Listed below, in alpha order, are examples of statistical consultants offering services relevant for DNP students.

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- o Note for students who prepare a 5-chapter report: see page 10 regarding OhioLink and “dissemination”.
- V. Present the Proposal
- x With the Chair’s consent, the student arranges a date/time for the Proposal Presentation.
 - x Unless arranged otherwise in advance, the committee members will receive the proposal at least two weeks before the presentation meeting.
 - x Presentation Meeting
 - o The proposal presentation meeting is a 20-minute overview by the student of the proposed project followed by Q & A facilitated by the Chair.
 - o A power point template with topics for the presentation is available on the DNP Guidelines/Forms page. Check with the Faculty Chair if ok to use it or if a different format is preferred.
 - x The faculty Chair will indicate the amount of time to allot for the event, generally 90 minutes.
 - x The student and members of the Committee may participate in person at the Health Education Campus or by web conference (all CWRU students and faculty have access to Zoom).
 - o The student will arrange a meeting room:
 - v We recommend the room be reserved for 30 minutes before and after the time requested by the Chair so the student has 30 minutes to prepare and 30 minutes to wrap-up. Usually this is a total of 2-2 1/2 hours.
 - v Check with your Committee Chair as to preference of room location.
 - v Guidelines for Student Reservation of Space at HEC-- In an effort to ensure equitable use of space, the following guidelines have been established regarding student reservation of space. Students can:
 - x reserve rooms for a maximum of 3 hours per room
 - x reserve rooms up to 2 weeks in advance
 - v Requests can be submitted via the room scheduling system, case.edu/reservations, and must be submitted by noon, two business days in advance.
 - v Log in requires a CWRU network ID. Please be sure to select Samson Pavilion (HEC) and NOT Samson - NUR Conference Rooms when creating your reservation.
 - v Any requests that fall outside of these guidelines can be emailed to hec-rooms@case.edu.
 - o The student will arrange a Zoom web/phone conference:
 - v Go to the CWRU Zoom website. It will walk you through downloading the software and setting up the zoom event.
 - v The student should discuss format (video or phone) with the Committee chair.
 - v Screen share and recording are options as well.
 - o The student notifies the DNP program assistant (dnipasst@case.edu) of the date/time/location of the proposal defense.
 - x The Chair hosts the presentation meeting and sets the agenda. The student may be asked to “step out” while the committee deliberates.
 - x The project may be approved at the time of the proposal following revisions.

- x After the proposal is approved by at least two of the three Committee members, the proposal approval form should be signed by Committee members. The student will forward the form to the DNP Program Assistant, cc the Faculty Chair and retain a copy for their own records. After the form is signed by the Program Director, the DNP Program Assistant will send a copy to the members of the Committee and student.

Process for Submitting a Protocol to CWRU's IRB Only;

1. Review research compliance as necessary at the CWRU IRB home page <https://case.edu/research/faculty-staff/compliance/institutional-review->

conducted at an external site/s, upload the letter of support/s or IRB decision letter/s from the external site/s.

- x When the submission is complete, the study needs to be sent for Department Scientific Review. This may be done by the student or the PI, according to the preference of the PI.

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IX. Prepare to Graduate

- x At least 4 months prior to anticipated graduation date:
 - o Check your SIS homepage or watch emails or contact the FPB Registrar for the deadline to apply for graduation. Awarding of the diploma is not automatic.
 - o Petition to Graduate is completed online through your SIS homepage.
 - o Be sure to check your CWRU email regularly for important graduation information throughout the semester in which you intend to graduate.
- x Confirm with Chair/Advisor that you are meeting all program requirements for graduation. Resolve any outstanding issues.
- x Only if necessary, contact the DNP Program Assistant to confirm all necessary paperwork has been submitted to verify fulfillment of program requirements. See Appendix A.
- x Discuss plans for dissemination of the project with the Faculty Chair and other Committee members as indicated. See previous guidelines for dissemination.

X. Present the Final, Complete DNP Project

- x The DNP student does an oral, public presentation of the completed project.
- x Schedule the event:

- o When the Chair gives the go-ahead to the student to present the project, the student should contact the DNP Program Assistant to schedule the event.

XI: Final Details - Almost There!

- x Formatting the written project
 - o Full written report –
 - v Make sure you de-identify your document and have no names of persons or organization.
 - v Formatting- Pay close attention to ALL formatting requirements (see final pages of this guide)-margins, page number locations, format and style, and reference page format.
 - o Manuscript option
 - v Format the manuscript according to the guidelines of the selected journal.
- x FINAL APPROVAL –
 - o Occurs when:
 - v The Faculty Chair has confirmed that all revisions requested by committee members have been incorporated and the document is properly formatted (per journal guidelines or formatting for final report- see final pages of this Guide)
 - v The Faculty Chair has determined all requirements for graduation are fulfilled.
 - o Make sure the Faculty Chair signs the Final Approval Form a second time after all requirements are complete. The Chair then submits the form directly to the DNP Program Assistant.
- x Submit the final written project – -- Convert the written project to a PDF using Adobe Acrobat and run an Accessibility Check to meet the CWRU School of Graduate Studies Minimum Digital Accessibility Standards (MDAS)
 - o More information on CWRU MDAS can be found here:
<https://case.edu/gradstudies/current-students/electronic-theses-and-dissertation-guidelines>
 - o Directions on how to run an accessibility check are available in the Digital Accessibility Guide:
<https://case.edu/gradstudies/sites/case.edu.gradstudies/files/2023-03/Digital%20Accessibility%20Guide%20for%20Adobe%20Acrobat%20Pro%203.29.23.pdf>
 - o If the PDF passes the accessibility check then submit a copy of the report to Ohio Link with the PDF of the written project.
 - o If the accessibility report identifies areas that need changes, make the changes using the directions in the Digital Accessibility Guide. Then run the check again until the documents passes the required checks.
- x Submit by the established deadline all final materials for the semester in which you wish to graduate.
 - o Send a pdf to the DNP Assistant- electronically submit your manuscript or final report to the DNP Program Assistant (dnpasst@case.edu)
 - o Upload your final written report (not manuscript) and Accessibility Report to OhioLink's Electronic Theses and Dissertations (ETD) Center. Documents uploaded to the ETD Center are included in Google Scholar.
https://www.ohiolink.edu/content/ohiolink_resources
 - v **NOTE: Planning to revise your report into a manuscript to submit for publication? Be aware that some journal editors consider any document available on the internet as "disseminated". Check with the publisher regarding their guidelines for publishing manuscripts related to DNP projects.**

- v READY TO PROCEED with uploading? Then visit <https://etdadmin.ohiolink.edu/> and follow the instructions.
- v To get started you'll need to:
 - x Choose "new user" in the Login box (bottom right corner of box)
 - x Fill in your information (note that your email address will be your username)
 - x When asked to indicate "Institution/Unit," choose Case Western Reserve University Doctor of Nursing Practice
- x For all projects:
 - o The Committee chair, in conjunction with the student, must notify the IRB of record that the project is complete, and any open protocol must be closed. For CWRU, this is done through a form on your IRB project home page.
 - o The student should send all data to the Committee Chair.
- x Email the DNP Program Assistant at dnpasst@case.edu with any questions.

Guidelines: Manuscript Option for DNP Project

DNP students have the option, with approval of the Project Committee, of preparing a manuscript for the final written product of their project. The following are general guidelines for this process:

1. See earlier section on Proposal for information on deciding whether to follow the manuscript or non-whetnon-approval

Guidelines for Organizing and Formatting the DNP Final Written Report

For students who choose the final written report option, the following guidelines must be used in formatting the paper and preparing the abstract.

General

The *Publication Manual of the American Psychological Association* (APA - the latest edition) is to be followed, except where the following directions take precedence:

- x Organization of the Written Report (Appendices found at the end of this document)
 - o Title Page (Appendix A)
 - o Committee Approval Page (Appendix B)
 - o Abstract
 - o Copyright page (Appendix C)

CASE WESTERN RESERVE UNIVERSITY (2" from top margin)
FRANCES PAYNE BOLTON SCHOOL OF NURSING

We hereby approve the DNP project of (3" from top margin)
(Your name)

Committee Chair (4" from top margin)
(Name)

Committee Member (5" from top
margin)(Name)

Committee Member (6" from top margin)
(Name)

Date of Final Presentation (7" from top margin)
(Date)

*We also certify that written approval has been obtained for any proprietary material contained therein.(8 ½ in from top margin).

Copyright © (insert year) by Name of Student, credentials
(3 ½ inches from top margin)

Appendix A. DNP Forms and Documentation Required for Graduation

The following checklist outlines the forms and documentation that are required for graduation as a DNP student. Students should keep all these forms and documents for their own records in addition to submitting them to the DNP office. This list encompasses what is required for all students, additional forms may be needed based on individual circumstances. The forms and detailed instructions referenced here can be found on the DNP website: <https://case.edu/nursing/students/student-resources/dnp-guidelines-forms>.

Practicum Documentation- If completing 2 credits of NUND 611

See Practicum Guidelines for detailed instructions.

Gap analysis letter , signed by DNP program director, confirming the number of required practicum hours.

Practicum Overview and Objectives (also called a Practicum Plan)-more than one plan can be submitted.

Practicum Preceptor Letter of Agreement or Agency agreement -see Practicum Guide and talk with your adviser to determine which is appropriate. More than one can be submitted depending on the number of practicum experiences. Preceptor letter of agreement is required for all preceptors, even those who are FPB faculty.

Preceptor CV & License, if preceptor is from outside of FPB .

Practicum Final Report(s), the total number hours from the practicum report(s) should equal the required practicum hours in the gap analysis. More than one report can be submitted.

Practicum Documentation- If waiving NUND 611

Gap analysis letter , signed by DNP program director confirming that student has completed 1000 or more hours of advanced clinical experience.

Application for Course Waiver Approval for NUND 611

Project Documentation (NUND 619 & NUND 620)*

See DNP Project Guide for Instructions

Notice of DNP Project Topic & Committee Members

Letter of Agreement to Participate & CV , for Committee Members Outside of CWRU only

Proposal Approval Form

Final Approval of DNP Project Form

Final Written Project or Manuscript of DNP Project in PFD format

*If you the project topic or a committee member changes, then a Change of Project Topic and/or Committee Member Form is also required.

DNP Portfolio -Required for All Students Starting Spring 2020 or later.

See Portfolio Information for detailed instructions.