

Pittsburg State University Graduate School
DNP Scholarly Project Guide and Manual

Approved by the Graduate Council

March 10, 2021

To minimize confusion, this document is the compilation of two separate documents – The DNP Scholarly Project Manual and the DNP Scholarly Project Guide. The technical requirements for the Scholarly Project paper are described in the *PSU DNP Scholarly Project Manual* contained in the first part of this document. Each student is expected to use the *PSU DNP Scholarly Project Manual* as a guideline for the layout and design of the DNP Scholarly Project. The *PSU DNP Scholarly Project Manual* is considered the first authority for the **technical aspects** of the DNP Scholarly Project. The DNP Scholarly Project Guide is a document providing guidance on the conduct of the project and the content of the paper from the faculty of the Irene Ransom Bradley School of Nursing.

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Pittsburg State University
DNP SCHOLARLY PROJECT MANUAL

Originally Approved by Graduate Council

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INTRODUCTION

The information contained in the DNP Scholarly Project Manual pertains to the technical aspects of DNP Scholarly Project writing such as the number of copies, margins and spacing, order of pages, pagination, title page, type of paper, and type style. The purpose of this section is to establish certain regulations and criteria, which will result in a high quality, uniform appearance among the DNP Scholarly Project's written at Pittsburg State University.

The APA style is the first authority on DNP Scholarly Project format. Students will follow the format for references, tables, figures, etc., as outlined by the American Psychological Association Publication Manual. Students are required to follow the University format exactly for the following: the number of copies, margins and spacing, order of pages, pagination, title page, type of paper, and type style.

FORMAT

FONTS

The DNP Scholarly Project must be prepared using Times New Roman 12- or 10-point font size and should be consistent throughout the document.

MARGINS

Left Margin: 1 1/2 inches

Top, Bottom and Right Margins: 1 inch

HEADINGS

Titles are centered and in all capital letters. Chapter headings and subheadings should be consistent throughout the DNP Scholarly Project. If you use all capital letters and center heading for the first chapter, be sure to use that format throughout the DNP Scholarly Project. Also, there should be a minimum of three lines of space between the chapter heading and the start of the first paragraph.

PAGE NUMBERS

The preliminary pages should be numbered with lower-case Roman numerals, centered between the margins one inch from the bottom of the page. The title page is assigned a page number but it is not printed on the page. Regular Arabic page numbering begins with Chapter One, the Preface or with the first page of the text (depending on discipline and format) and continues throughout the study, appendices, and bibliography. Arabic page numbers can be at the top right corner, top center, or bottom center, but must be consistent throughout the DNP Scholarly Project and should lie within the margin requirements. Page numbers on landscape figures or tables need to be placed at the same locations as page numbers for other pages.

ORDER OF PAGES

The pages of the DNP Scholarly Project should be arranged in the following order.

Title Page
Acknowledgements (if desired)
Abstract
TABLE OF CONTENTS
LIST OF TABLES (if any)
LIST OF FIGURES (if any)
INTRODUCTION (if any)
Text/Chapters
BIBLIOGRAPHY/WORKS CITED/REFERENCES
APPENDIX (if any)

TITLE PAGE

The title page is counted as the first page of the DNP Scholarly Project, but is not numbered. (See title page sample on page 9 of this DNP Scholarly Project manual). The DNP Scholarly Project title in capital letters is centered 10 lines below the top of the page. The statement of submission follows the title 8 lines below the title and is centered on the page. The student's name is centered 8 lines below the submission statement. Center "Pittsburg State University" 8 lines after the student's name, double space list "Pittsburg, Kansas", double space again and list the date (month & year).

APPROVAL SHEET

An approval sheet is no longer required in the DNP Scholarly Project written document since approvals are submitted electronically.

ACKNOWLEDGEMENTS

Space may be given to the acknowledgement of any special courtesy or help rendered in the preparation of the DNP Scholarly Project. It should be placed on a separate page and should follow the title page. This page, if used, is counted and will be listed as page three using Roman numeral ii.

ABSTRACT

The abstract is a brief statement of the essence of the DNP Scholarly Project (see example on page 11 of the DNP Scholarly Project manual). In general, the abstract should emphasize the results and conclusion of the DNP Scholarly Project. The acceptable length for an abstract is 150-300 words.

The abstract should have the title of the DNP Scholarly Project centered and typed in capital letters at the top of the page. Three lines below the title and centered is the statement “An Abstract of the Scholarly Project by”. The student’s full name is centered on the next line down. The abstract text should start three lines below the student’s name. The abstract should be double spaced with the same margins as the DNP Scholarly Project body.

TABLE OF CONTENTS

The table of contents appears after the abstract page (see example on page 14 of DNP Scholarly Project manual). This page is numbered subsequently after the previous page of the abstract. Chapter titles and subheadings must correspond to the same wording as it appears in the body of the DNP Scholarly Project. The actual content of the table of contents is single-spaced.

LIST OF TABLES

The list of tables, if any, appears after the table of contents page. This page is numbered subsequently after the previous page of the table of contents.

LIST OF FIGURES

The list of figures, if any, appears after the list of tables page. This page is numbered subsequently after the previous page of the list of tables.

BODY OF DNP SCHOLARLY PROJECT

The word “Chapter” (written in capitals or lowercase), followed by the number of the chapter in uppercase Roman numerals, should be centered and typed on line eight of the paper. The title of the chapter (written in capitals or lowercase), should be centered and placed three lines after the word, Chapter. Titles requiring more than one line should be double-spaced. The first line of the text should begin three single spaces below the title.

REFERENCES

The references should be placed at the end of the DNP Scholarly Project, before the Appendix. The references are paged in the same format continuously within the text of the DNP Scholarly Project, in Arabic numerals. The student should follow the APA guidelines for preparing the references. The format used should be consistent throughout the DNP Scholarly Project.

APPENDIX

Any material, which would interfere with the flow of the DNP Scholarly Project, should be placed in the Appendix, which is located after the references section. The word “APPENDIX”, centered vertically and horizontally, on line 21 of the page, should precede the material. This page is counted but not numbered. The appendix is paged continuously with the body of the DNP Scholarly Project, in Arabic numerals.

SAMPLE PAGES

THE DNP SCHOLARLY PROJECT PROCESS FOR A GRADUATE STUDENT
ATTENDING PITTSBURG STATE UNIVERSITY

A Scholarly Project Submitted to the Graduate School
in Partial Fulfillment of the Requirements
for the Degree of
Doctor of Nursing Practice

Johnathan Carter Smith

Pittsburg State University

Pittsburg, Kansas

May, 2005

THE SCHOLARLY PROJECTPROCESS FOR A GRADUATE STUDENT
ATTENDING PITTSBURGSTATE UNIVERSITY

An Abstract of the Scholarly Project by
Johnathan Carter Smith

The purpose of this study was to determine the best practices in developing and writing a scholarly project. The abstract is a brief statement of the essence of the scholarly project. Student should include how the project was conducted, how the sample was selected, and the basic theme of the project. The conclusions of the study should also be described and include the general results of the project.

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Pittsburg State University Graduate School
DNP Scholarly Project Guide

Requirements and Guidelines for the Preparation
of a DNP Scholarly Project

Originally approved September 28, 2016
Current revision approved May 6, 2020

Approved by the Graduate Council
Pittsburg State University

Introduction

The Doctor of Nursing Practice (DNP) is an advanced level graduate nursing degree program offering the highest level of preparation for nursing practice. At completion of the program, graduates will possess the terminal degree for nursing practice and will be prepared to function as expert clinicians, nurse leaders and/or clinical nursing faculty. The purpose of this DNP Scholarly Project Guide is to provide a guide for DNP faculty and students to use on the trek from the project's development phase through the DNP Scholarly Project completion. *The Essentials of Doctoral Education for Advanced Nursing Practice* (American Association of Colleges of Nursing, 2006) states that "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" (p.20). The School of Nursing supports the AACN's statement "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" (AACN, 2006). In accordance with AACN, Pittsburg State University describes the DNP Scholarly Project which "incorporates the requirements of the specialty and the institution that is awarding the degree (AACN, 2006, p.20)."

American Association of Colleges of Nursing. (2006). *The essentials of doctoral education for advanced nursing practice*. Retrieved from <http://www.aacn.nche.edu/dnp/Essentials.pdf>

Policies Governing Writing a DNP Scholarly Project

The DNP Scholarly Project Purpose

The overarching goal of the DNP Scholarly Project is for the project to have an impact on the healthcare system and quality of care; thus, the context of outcomes must be considered. The DNP Scholarly Project will bring specific benefits for a group, population, community, or policy and will advance nursing practice at local, state or national levels. Multiple aspects of the DNP *Essentials* will be included in a broadly practice based DNP Scholarly Project. Finally, the DNP project will serve as the beginning of work to be continued by the DNP graduate. As the *Essentials* state, "whatever form the final DNP product takes, it will serve as a foundation for future scholarly practice" (AACN, 2006, p. 20). The *DNP Project Development Worksheet and Dissemination Agreement* (Appendix A) guides the student and DNP Project Advisor in determining if the proposed project meets these purposes.

DNP Scholarly Project

The DNP Scholarly Project is an amalgamation of the individual student's field of inquiry, requiring the identification of a practice-focused problem to be examined in depth with the aim of improvement of practice and/or patient outcomes. The DNP Scholarly Project must be written during enrollment in NURS 920 (DNP Scholarly Project). The proposal must be read and

approved by all members of the DNP Scholarly Project committee electronically within the PSU Graduate System. Implementation of the project, or work on the DNP Scholarly Project may continue only after the DNP Scholarly Project committee has approved the proposal and the appropriate IRB approvals have been obtained. Requests for Human Subjects Committee (HSC) approval will be submitted to the School of Nursing Institutional Review Committee for review prior to submission to HSC. The student will apply for Human Subjects Committee approval under the guidance of the DNP Scholarly Project Advisor.

After all work related to the scholarly project is completed and documented in the five-chapter written product, a final defense of DNP Scholarly Project will occur. Students will present their project before their committee and other invited guests for final approval. Once all edits from the final defense have been completed, the student will upload the electronic SP into digital commons by the University scheduled deadline for draft submission. A University representative will review and recommend formatting edits which must be made by the student and final copy uploaded to digital commons by the Monday of finals week in the semester when the SP is completed. A signed original of the signature page is to be submitted to the Graduate office.

Throughout enrollment in the DNP Scholarly Project hours the student will define a practice problem; conduct a comprehensive integrated review of the literature regarding the identified practice problem; design an appropriate project to further describe the problem or examine a suitable intervention; gather and analyze the data using the appropriate metric(s); interpret and evaluate the results of the inquiry; and disseminate project findings to a targeted audience. Project details must be agreed upon and approved by the DNP Scholarly Project Committee led by the assigned Scholarly Project faculty advisor. The DNP Scholarly Project is designed to be a series of steps. The student may complete one or more steps in a semester consistent with the number of credit hours enrolled in for that semester.

DNP Scholarly Project Committee

The DNP Scholarly Project will be conducted under the advisement and direction of a doctoral prepared faculty member from The Pittsburg State University Irene Ransom Bradley School of Nursing. The committee structure for the DNP Scholarly Project will be comprised of at least three individuals. The committee structure should consider the strengths and limitations of both the DNP student and his/her faculty advisor. This structure should meet a twofold goal. The first goal is to align the DNP student with the appropriate research and/or content experts in the area of the proposed DNP Scholarly Project. Second, the committee structure will support the completion of the project in a timely manner with the purpose of increasing the impact of the DNP Scholarly Project on the intended clinical site/population. The DNP Scholarly Project Advisor must be a graduate faculty member from the PSU School of Nursing. In cooperation with the thesis advisor, the student must establish the committee of at least two other graduate faculty and/or graduate service faculty members, one of which is outside of the degree.

The DNP Scholarly project committee may include an optional fourth member who is a graduate research associate faculty. This committee member may be a stakeholder within the organizational structure where the DNP Scholarly Project is taking place.

The DNP Scholarly Project Advisor and second committee member will be assigned by the Graduate faculty of the School of Nursing coordinated by the DNP Scholarly Project Coordinator during the second semester of the student's enrollment in DNP Project hours.

DNP Scholarly Project Steps/Forms

The scholarly project has been broken down into steps to follow for each credit of enrollment. The student should follow the following guidelines for completion of the Scholarly Project:

Enrollment credit 1 – Taken as a traditional class concurrently with Research for Health Care Completion of *DNP Scholarly Project Development Worksheet and Dissemination Agreement* (Appendix A)

- Completion of Project Chapter 1: Introduction (Identifying and analyzing a practice concern related to the student's interest area; define the concern; identify the DNP role in addressing the concern).
- Follow the format outlined in *Complete DNP Scholarly Project Written Dissemination Guidelines* (Appendix B).

Enrollment credit 2 – Taken as a traditional class together with enrollment credit 3 concurrently with Tools for Practice Focused Scholarship

- Completion of Project Chapter 2: Integrated Review of the Literature
- Follow the format outlined in *Complete DNP Scholarly Project Written Dissemination Guidelines* (Appendix B).

Enrollment credit 3 - Taken as a traditional class together with enrollment credit 2 concurrently with Tools for Practice Focused Scholarship.

- Completion of Project Chapter 3: Methods
- Follow the format outlined in *Complete DNP Scholarly Project Written Dissemination Guidelines* (Appendix B).
- Assignment of DNP Scholarly Project Advisor and IRBSON second committee member.
- Committee set up in the Graduate on-line system (See Steps and Important Dates for Online Project instructions on the Graduate School website)

Enrollment credit 4

- Proposal Defense
- IRB approval (If approval or permission from another agency is necessary to complete the project, student should obtain that after proposal approval but prior to or concurrently with the PSU IRB approval.)
- Implementation Step/Collection of Data
- Submit copy of proposal and add DNP Project title to Graduate on-line system (See *Steps and Important Dates for Online Project* instructions on the Graduate School website)

Enrollment credit 5

- Completion of Project Chapters 4 & 5: Results (analysis, if appropriate and synthesis of findings) & Discussion (establish conclusions and recommendations based on the evidence from the project)
- Follow the format outlined in *Complete DNP Scholarly Project Written Dissemination Guidelines* (Appendix B).

Enrollment credit 6

- In consultation with the DNP Scholarly Project Advisor, schedule a meeting with the DNP Scholarly Project Committee for the defense of the project.
- Review with the DNP Scholarly Project Advisor the expectations for defending the project.
- At least two weeks prior to the Final defense, submit a rough draft of your project to each member of the DNP Scholarly Project Committee.
- After the defense, submit a rough draft of the project to each committee member of the DNP Scholarly Project Committee and to the Graduate and Continuing Studies Office through Digital Commons prior to the Final day for first draft, including a copy of the approved Application for Initial Review of Research Using Human Subjects. (See *Steps and Important Dates for Online Project* instructions on the Graduate and Continuing Studies Office website)
- Final Edits
- Completion of final written product and submission to Digital Commons and Copyright agreement (Appendix C) to the Graduate Office before the Final Day for submission as listed in the University Calendar.
- Submission of paper copies to the Graduate and Continuing Studies Office for binding (Optional, unless committee members request a copy.)

Note: According to Graduate School policy, students planning a Fall graduation must have completed the first 2 steps in the on-line graduate system by March 1, the Spring before the intended graduation date. Students who are planning a Spring/Summer graduation must have completed the first 2 steps in the on-line graduate system by October 1, the Fall before the intended graduation date. Student should consult the PSU Academic Calendar for all other deadlines associated with DNP Scholarly Project submission to the Graduate School.

*If the scholarly project is not completed within the required six credits, the student will be required to maintain continuous enrollment of 1 hour per semester to maintain their admission status in the School of Nursing DNP program. If continuous enrollment is not maintained, the student will be required to re-apply for admission to the program to complete the degree.

The steps/forms for the student completing a DNP Scholarly Project are available on-line through the Graduate School website: <http://www.pittstate.edu/office/graduate/> and the Doctor of Nursing Practice program website: <http://www.pittstate.edu/department/nursing/dnp.dot>

Policy for Grading of DNP Scholarly Project

DNP Scholarly Project hours will be graded in the semester in which the student has enrolled in them according to the letter grade scale. An incomplete or in progress grade will be utilized in rare instances when a student is unable to complete the required work due to circumstances beyond his/her control. The student must have successfully completed a majority of the work to be eligible.

Final Product for the DNP Scholarly Project

At the completion of the DNP Scholarly Project, the student will submit a formal five chapter written description of the project following the outline presented in the *Complete DNP Scholarly Project Written Dissemination Guidelines* (Appendix B). In addition, a final scholarly product of the DNP Scholarly Project may be required depending on the nature of the scholarly project. It may take many forms, for example, a manuscript suitable for publication (the paper does not have to be published), summary paper that describes evidence-based protocol (protocol attached), and/or other artifacts. The final product will be approved by all members of the DNP Scholarly Project committee according to School of Nursing published calendar deadlines.

Research Involving Human Subjects

Federal policy requires that all research involving human subjects be approved by an Institutional Review Board to ensure that the rights and welfare of human subjects are properly protected. The Committee for the Protection of Human Research Subjects, designated by the Graduate Dean, must review all research dealing with human subjects conducted by Pittsburg State University faculty, staff, or students. The researcher is required to complete the Application for Initial Review of Research Using Human Subjects prior to any research being conducted. A copy of the approved application from the Committee must be submitted along with the draft of DNP Scholarly Project to the Graduate School. All information and forms can be found at the following web site:
<https://www.pittstate.edu/office/grants/index.html>

DNP Scholarly Project Review

The student is responsible for submitting a rough draft of the DNP Scholarly Project to the Graduate School for technical review during the semester in which the student plans to graduate. The DNP Scholarly Project should be submitted electronically through Digital Commons by the date given in the University's academic calendar for "Final day for the first draft of thesis and ED.S project." The submission will be evaluated within five working days for the layout and design of the document in accordance with the *DNP Scholarly Project Manual*. It is expected that the student will make all corrections as indicated, prior to final submission into Digital Commons and binding, if any binding is planned.

Publication and Binding

Each student is required to submit their final DNP Scholarly project electronically through Digital Commons. **A completed copyright agreement should be signed and delivered to Graduate Studies.**

To request bound copies of a DNP Scholarly Project, students will work directly with Pittsburg State University Printing & Design Services. Orders can be submitted and paid for using this link:
https://www.myorderdesk.com/JobSubmit.asp?Provider_ID=544803&OrderFormID=485068&CatalogID=3085

There is no requirement by Pittsburg State University or the IRBSON for any bound copies of the DNP Scholarly Project. However, the committee members may request a bound copy of the project which the student must provide at student cost.

Roles and Responsibilities

Student

The student will work with course faculty of the dedicated courses for the first three hours of SP enrollment. During enrollment in hours 2 and 3 (taken together), the graduate faculty will meet to assign a SP advisor and second committee member from the faculty in the IRBSON. Once the DNP faculty have assigned a Project advisor and second committee member, the student works with the advisor to select the third committee member (a PSU faculty member from outside of the IRBSON). The student is responsible for completing the online steps/forms for their DNP Scholarly Project. The student is also responsible for obtaining all signatures/approvals for each step/form. The student is responsible for communicating with their Scholarly Project Advisor when delays or concerns regarding the project arise.

DNP Scholarly Project Coordinator/Graduate Coordinator

The DNP Scholarly Project Coordinator at the discretion of the Graduate Coordinator is responsible for: 1) first DNP Scholarly Project hour(s) enrollment of each DNP student, 2) facilitating assignment of DNP Project Advisors and second committee members, 3) communicating committee assignments to DNP students and 4) tracking committee assignments by student and faculty.

DNP Scholarly Project Advisor

The DNP Scholarly Project advisor is selected by the School of Nursing graduate faculty under the coordination of the DNP Project Coordinator/Graduate Coordinator, must hold rank as Graduate Teaching Faculty at Pittsburg State University. During the initial meeting with the Scholarly Project advisor, the DNP Project Development Worksheet and Dissemination Agreement (Appendix A) will be reviewed and adjusted as needed as well as selection of the third committee member. The DNP Scholarly Project advisor provides advice and direction to the student on all matters relating to the DNP Scholarly Project. The project advisor is the chair of the DNP Scholarly Project committee and in consultation with the student, recommends additional committee members for the DNP Scholarly Project committee. The advisor approves the DNP Scholarly Project when required by the DNP Scholarly Project committee or School of Nursing. The advisor and the student complete and submit the *Application for Initial Review of Research Using Human Subjects* form (See Graduate School website for a copy of this form) prior to any research being conducted. The advisor coordinates the DNP Scholarly Project proposal meeting and final defense and submits the results on the student's petition page online in the Graduate System.

DNP Scholarly Project Committee

The DNP Scholarly Project Committee will be comprised of at least 3 members – a DNP Project Advisor, at least one second committee member from within the School of Nursing and at least one committee member from outside the school of nursing. The project committee makes recommendations and suggestions to the student on the DNP Scholarly Project content and format. The project committee conducts the DNP Scholarly Project proposal defense under the guidance of the DNP Scholarly Project advisor and provides guidance on the development of the DNP Scholarly Project proposal with particular attention to any surveys/instruments and other student generated materials to be used in the project. The project committee conducts the DNP Scholarly Project final

defense under the guidance of the DNP Scholarly Project advisor and accepts or rejects the final DNP Scholarly Project. The DNP Scholarly Project advisor will sign off on the project before the DNP Scholarly Project and grade can be submitted to the Graduate School.

Director of the School of Nursing

According to the policies and procedures of the School of Nursing (SON) determined by the SON Graduate faculty upon the authorization of the PSU Graduate school, the Director of the School of Nursing has the responsibility for approval of: 1) DNP Scholarly Project Committee, and 2) final DNP Scholarly Project.

Appendix A
DNP Project Development Worksheet and Planning Guide
Irene Ransom Bradley School of Nursing
Pittsburg State University

Student Name:

1. Describe the idea/topic of interest for the scholarly project.
2. Which DNP Essential(s) will be demonstrated in this idea for a scholarly project? (See <http://www.aacn.nche.edu/dnp/Essentials.pdf> for a pdf of the essentials.)
3. Is there the potential for innovation and creativity to affect an outcome?
4. Will you be able to expose the scholarly project to public scrutiny and peer review?
5. What type of Scholarship is evidenced within the project idea – discovery/integration/application/teaching? (*Moran, Burson & Conrad, 2014, p. 68-69)
6. What aspects of practice is the idea focused on – population, system, policy?
7. Is there a contribution to comprehensive quality health care? Are there specific benefits for a group, population, community, or policy? Does the project advance nursing practice at the local, state, and national levels?
8. What areas of expertise and passion does the student bring that they can build on?
9. What skill set does the student need to develop in order to successfully implement the scholarly project?
10. What skill set does the project require that would be added through the 3rd member of the committee? An outside/practice mentor? A statistician?

Burson, R. (2020). *Scholarship in practice* in Moran, K, Burson, R., & Conrad, D. *The doctor of nursing practice scholarly project: A framework for success*. Jones & Bartlett Learning.

DNP Scholarly Project Planning Guide

The following is a planning guide to help you and your DNP Scholarly Project faculty plan completion of project milestones. Please provide an estimate of when you want to have each step completed to review with your Scholarly Project Faculty. The outline works back from completion to start.

Planned completion date:

Project Dissemination Deadline (Written and Oral):

Chapter 5 Completed*:

Chapter 4 Completed*:

Project Activity Deadline:

Project Proposal Defense and Scholarly Project Dissemination Agreement Deadline:

Chapter 3 Completed*:

Chapter 2 Completed*:

Chapter 1 Completed*:

*Completed means the written product has been submitted to the Writing Center for edits and to either your course faculty member or your Scholarly Project Advisor for edits. Edits have been made and approved.

When working with faculty, please anticipate that they will need 2 calendar weeks from the date you submit it to them to provide feedback. Once the 2 calendar weeks have passed, gentle reminders that you are waiting for feedback is acceptable.

DNP Student Dissemination Agreement
Irene Ransom Bradley School of Nursing
Pittsburg State University

I agree to submit a manuscript of this scholarly project to an appropriate peer reviewed nursing journal and/or submit an abstract for presentation at a professional conference within one year of completion of the project. I will be listed as primary author, my DNP Scholarly Project Advisor will be listed as secondary author and the remainder of my committee may also be listed as authors at the discretion of myself and my Project Advisor, if they so wish. If I am unable to submit the manuscript to a peer reviewed nursing journal or an abstract to a professional conference within one year, I give my DNP Scholarly Project Advisor permission to submit the article or abstract. If the article or abstract is submitted by the DNP Scholarly Project Advisor, I understand that the DNP Scholarly Project Advisor will be listed as primary author and I will be listed as secondary author with the remaining committee members being listed as authors at the discretion of myself and my Project Advisor, if they so wish.

DNP Student Signature

DNP Scholarly Project Advisor Signature

Date

Appendix B

Complete DNP Scholarly Project Written Dissemination Guidelines

Abstract

Follow the Graduate College guidelines when writing this.

Table of Contents

Type this out for your final project defense; once you have your final copy revised, you can add in the page numbers

List of Tables

(Using a 3-column format, list the number of the table, the title of the table, and the page number where the table can be found in your document. Once you finish your final defense, you can add in the page numbers.)

List of Figures

(Similar to the List of Tables, use a 3-column format, list the number of the figure, the title of the figure, and the page number where the figure can be found in your document. Once you finish your final defense, you can add in the page numbers.)

Chapter 1: Introduction/Purpose (10-15 pages)

Description of the Clinical Problem/Issue - Describe the problem/issue, incidence

Significance - focus on significance to patients, society and nursing

Specific Aims/Purpose - what will your project do to address the problem & significance of your planned work)

Theoretical Framework, if appropriate - link key variables in your planned study to your chosen framework; provide diagrams if appropriate

Project (Practice) Question(s)/Hypotheses - number or bullet them

Definition of Key Terms/Variables - conceptual definitions

Logic Model of the Proposed DNP Project – illustration of relationship between proposed project concepts

Summary of chapter - 1-3 paragraphs

Chapter 2: Evidence/Integrated Review of the Literature (12-15 pages)

The organization of Chapter 2 varies depending on the topic and project

A. Paragraph outlining the organization of the Chapter

Evidence

- Traditional review of literature to provide background for the project
- Practice change guidelines and appraisal
- A combination of literature review and practice change guidelines and appraisal

Summary of chapter -1-2 paragraphs

Chapter 3: Methods/Plan (10-15 pages) As appropriate to the individual project and determined by the DNP Committee, the DNP student may include all or some of the following components.

A. *Project Design* - describe it & justify rationale for choosing, diagrams might be helpful

Sample/Target Population

Sample Access/Target Population - Define target & accessible populations, discuss power, if applicable

Sample/Target Population Recruitment - where and how subjects will be recruited

Inclusion & Exclusion Criteria

Protection of Human Subjects - describe how you will obtain IRB approval, how subjects will be protected, risks & benefits of participation

Instruments, if appropriate

Start out by giving your operational definitions for each variable in your study. For each instrument used, describe what it measures, how it is administered, what type of items (e.g. Likert, open-ended, etc.), how many items, reported measurement reliability (Cronbach's alpha, etc.) in previous studies, measurement validity, level of measurement of the data obtained (i.e. nominal, ordinal, interval, ratio), how scored, range of possible scores, how scores are interpreted (e.g. high scores mean greater anxiety, etc.)

Procedure (This section will vary according to type of project and should include some of the following. Please discuss with your Committee Chair during planning.)

Describe step-by-step what will happen in the project. Suggested aspects to include are:

- Statement about Seeking IRB Approval
- Statement of Mutual Agreement with Cooperating Agency
- Timeline of Project Phases
- Resources Needed – Personnel, Technology, Fiscal, etc.

- Market analysis, strategic analysis and /or product/services, sales/marketing, operations and financial plan that justifies the need, feasibility and sustainability of the proposed project.
- How you'll identify eligible subjects/participants/organizations; How you'll approach eligible subjects/participants/organizations
- A description of everything that will happen to subjects/participants/organizations in the project (you can never be too detailed here);
- How you'll collect the data, safeguard it, maintain fidelity to project protocol (that means doing the procedure the same way every time with every subject/participant/organization)
- What outcome data will be collected

Treatment of Data/Outcomes/Evaluation Plan

Evaluation Measures Linked to Objectives

Outcomes/Evidence-based Measures are Appropriate for Objectives

Tools/Instruments Described and Linked to Measures and Objectives

Methods of analysis for each Measurement

Evaluation Measures Linked to Objectives

Plan for Sustainability

Framework for sustainability should include financial as well as systems or political realities.

Chapter 4: Evaluation Results (10-15 pages)

In one paragraph, re-state the overall purpose/aim of the project and each project (practice) question/hypothesis.

A. Description of Sample/Population, if appropriate

Report the demographic characteristics of your sample/population. At a minimum, this includes number of subjects in the sample, length of time it took to collect data, gender, education, race/ethnicity, age. Include any other pertinent demographics important to your study.

B. Description of Key Terms/Variables

Describe your major project variables. If your study has independent and dependent variables, organize this section according to these subheadings.

C. Analyses of Project Questions/Hypotheses

Answer each research question. Remind the reader of each project question/hypothesis. Specify what method you used to analyze the data for each project question/hypothesis:

descriptive statistics—specify means/SD, frequency; t-tests, ANOVA, correlations, etc. Use tables to visually display the findings. Use a statistics book for guidance on what values are typically reported depending on the test performed—e.g. degrees of freedom, etc. If testing for significance, report the p value and describe in words (i.e. interpret) whether the results were significant or not.

D. Additional Statistical Analyses, if appropriate

Explain any additional analyses that were conducted beyond those performed to answer the research questions. This is where interesting or serendipitous findings should be reported along with a brief explanation/justification of why you performed these additional analyses—in other words, don't allow this section to look like a “fishing expedition” but instead justify why you are including this.

E. Summary

Restate the purpose of the study. In other words, repeat the major findings of the study.

Chapter 5 : Discussion (15-20 pages)

A. Relationship of Outcomes to Research

Start with reminding the reader of the overall purpose of the study and what you discovered through the project. Next, Project Question by Project Question (or hypothesis by hypothesis), address how each result you obtained either supports or refutes previous findings. Speculate on reasons why your outcomes matched or did not match the research (e.g. Was your sample different in some way? Can measurement error explain why your findings are different?). Were there any unexpected outcomes? Speculate why these may have occurred. Are statistics a possible explanation for your results? This section is where the you reflect on the position of your project results within the broader context of nursing knowledge.

B. Observations

General observations about your project—what was interesting or noteworthy? What did you learn about your topic when conducting your study? Did the study instruments you used perform as you expected them to? Interpret your outcomes—are they worrisome in some way? Reassuring?

C. Evaluation of Your Theoretical Framework, as appropriate

How do your results support or not support the theoretical framework you used? What other variables (that you didn't include in your study) might explain or better describe or answer your project questions/hypotheses?

D. Evaluation of Your Logic Model

How do your results support or not support the logic model you proposed in chapter 1? Did your project results demonstrate the relationship between concepts in the manner you expected as you developed your logic model for your project proposal?

E. Limitations

Did your method for sampling introduce bias or error into the results? Was the instrument a factor in limiting your project? (Were the project instruments appropriate for this type of sample? Did you adapt the project instrument? If so, how did that impact your project?) Was time a factor? Were resources (fiscal, organizational, human) a factor?

F. Implications for Future Projects and/or Research

What are the next steps in practice improvement or knowledge development on this topic? How would you improve upon the design of your project for the next time? Should the project be replicated with a different sample? What additional knowledge or practice application is necessary on this topic?

G. Implications for Practice/Health Policy/Education

Discuss the clinical significance of your findings. What are your suggested changes for nursing practice, especially for Advanced Practice Nurses? For nursing education? For health policy?

H. Conclusion

In a paragraph, repeat your overall study aim/purpose and state what your project outcomes have contributed to nursing knowledge, practice, and/or theory.

References

Use APA format! Check the APA manual carefully to be sure volume numbers are italicized, journal names are written out in full and not abbreviated, punctuation is correct, indentation is correct, etc. If you cited it in your paper, it must be in the reference list. If it is in the reference list, you must have cited it in your paper.

Appendices

At a minimum, include copies of the study instrument, a copy of the consent form or cover letter used for consent, a copy of the IRB approval from Pittsburg State University and any other institutions, any permission you may have received to adapt/alter study instruments that you used.

Title

Be sure to have a title that accurately reflects your project. This is critically important because many computer searches rely heavily on the titles of written works and the idea is to share your results with others. The title you choose ideally should help your project be easily found by others with similar interests.

Other Hints

- Be sure to use APA format for tables. APA tables are NOT boxed in (i.e. no grid lines) so don't use the "create a table" command in MS Word if it doesn't look like an APA table when printed.
- Use italics for designating statistical symbols
- Try to read several well-written projects by prior students for a more concrete idea of what the finished product should look like. Specifically try to look for one that your project advisor chaired as it will likely reflect the style that your particular advisor prefers
- Plan on writing several drafts of each chapter
- Use APA format for references right in the beginning—using RefWorks or EndNote or another reference management software package is helpful
- Use the project writing guidelines (i.e. margins, etc) posted on the Graduate School website for your proposal approval—students in the past have found that using other formats and then trying to change margins later for the final draft ends up causing problems with spacing and format that is very time-consuming to correct.
- **VERY IMPORTANT!** When you write your project proposal, it is written in the future tense (what you PLAN to do for the project). However, when preparing the final project report AFTER you have carried out the project, you need to revise the first 3 chapters (i.e. the proposal section) so that they are written in the past tense (because your plan was executed).

Appendix C
PSU Electronic Thesis Copyright Agreement

Pittsburg State University acknowledges and upholds federal and state copyright laws. Copyright protections exist for documents and information distributed and shared via the Internet. Pittsburg State University accepts the copyright guidelines outlined in the Digital Millennium Copyright Act. Pittsburg State University is an “online service provider” to the campus community and takes these responsibilities seriously. Pittsburg State University’s students, faculty and staff must adhere to ethical copyright practices. Copyright privileges now vest immediately upon creating your work, without the requirement of notice or registration. However, you should still include a copyright notice on your thesis. For example, [©2012 by Jane Student. All rights reserved.] The notice should appear in a conspicuous location, customarily just after the title page. Copyright registration is optional, but still recommended. It establishes a public record of your thesis and your copyright. In the U. S., registration is required before you can file an infringement lawsuit. Registration also allows you to be awarded damages and attorney fees in an infringement action. Generally, you must have registered before the infringement occurs to have these benefits. Because of the availability of content on the open web via institutional repositories, digital collections, and other avenues, registering for U. S. copyright can be a significant benefit for the protection of your work. For further information, see information in Title 17, Section 504 of the U. S. Code. Student Approval to Include Work in Pittsburg State University Digital Library I, _____, hereby grant to Pittsburg State University and to its agents the non-exclusive license to archive and make accessible my thesis in whole or in part in all forms of media now or hereafter known under the following provisions. _____ Full and immediate access. _____ Restricted access for a period of _____ (1) one year or _____ (2) two years. _____ Permanent or restricted access for a period of _____ years granted by Graduate Dean. I retain all other ownership rights to the copyright of my thesis. I also retain the right to use in future works all or part of this thesis. In addition, I hereby certify that if appropriate, I have obtained written permission from the owner(s) of third party copyrighted material included in my thesis.

_____ Signature

_____ Date