

Appendix H

Timeline for DNP Scholarly Project – students enrolled in 9600 series (variable credit as approved by DNP advisor)

Please use this timeline as a guide with your DNP Advisor to plan for the successful completion of your DNP Scholarly Project.

Date Proposed	Activity	Time frame	Resources/Notes	Date Completed
	DNP Project Development and Implementation			
	GNUR 8660 EBP course	Semester	Complete a systematic review of the literature that supports the DNP project	
	Complete the <i>CITI training</i> on Institutional Review Board (IRB) online	During GNUR 9600	http://www.virginia.edu/vpr/irb/hsr/citi.html http://www.virginia.edu/vpr/irb/sbs/training.html	
	Locate Author Guidelines for Publishable Manuscript	During GNUR 9600		
	Review DNP Project Proposal with DNP Advisor. Clearly identify type of DNP project: EBP, QI, research or program evaluation	During GNUR 9600	Establish a regular meeting schedule with your DNP Advisor to review sections of the project proposal. Revise accordingly.	
	Review activities on IRB site to prepare for submission (Section: Before You Submit a Protocol)	During GNUR 9600	HSR-IRB: http://www.virginia.edu/vpr/irb/hsr/index.html SBS-IRB: http://www.virginia.edu/vpr/irb/sbs/forms_protocol.html UVA IRB Contacts: Margaret Ball (HSR) 434-243-0639 Bronwyn Blackwood (SBS) 434-924-1992	

	Write the DNP project proposal using APA guidelines. Revise as needed based on DNP advisor feedback. DNP advisor must approve that the written proposal is ready for Committee review.	During GNUR 9600	DNP Advisor Toolkit Collab site for DNP Seminar II GNUR8260	
	Obtain approval for DNP Project from the DNP Project Approval Committee (Committee)	During GNUR 9600, prior to IRB submission	Once approved, submit DNP Scholarly Practice Project Proposal Approval Form to the Advanced Practice Program Manager.	

Date Proposed	Activity	Time frame	Resources/Notes	Date Completed
	IRB Process			
	Prepare IRB application	GNUR 9600 1 week	The student's project must be approved by the Committee prior to IRB submission	
	Review IRB Application with DNP Advisor	1 week	The DNP Advisor and DNP Project Approval Committee must review and approve your application before you submit it to the IRB <ul style="list-style-type: none"> • UVA HSR: requires faculty PI • UVA SBS: allows student PI • Other institutions vary 	
	Submit IRB application	1 week to 3 months		
	If appropriate: Submit <i>UVA Determination of Agent Form</i> to UVA-IRB	1 week	If you will implement your project at a site other than UVAHS, you will need to check with that site's IRB. Depending on their requirements, you may need to submit a Determination of UVa Agent Form to UVA-IRB	

	If you are reviewed by the UVA IRB (HSR or SBS), submit your approval page, waiver (no review required) page or UVA Agent Determination response with the <u>tracking number</u> to the DNP Collab Site repository.	1 week		
	DNP Project			
	Implement Scholarly Practice Project according to Proposal and IRB approval	During GNUR 9600	Work with advisor and practice mentor to complete project.	
	Notify IRB of any changes in protocol	As appropriate		
	Meet regularly with DNP Advisor to report progress and resolve issues	As agreed	Establish a regular meeting or pattern of submitting written email reports of progress	
	Apply for Graduation in SIS	Deadlines: Feb 1: Spring Graduation Jun 1: Sum Graduation Oct 1: Fall Graduation	update NOTE: If you do not graduate in the term for which you applied, you MUST reapply in SIS for a later term.	

Date Proposed	Activity	Time frame	Resources/Notes	Date Completed
	Conduct initial data analysis and validate findings with statistician (by appointment)	1 month		
	Prepare draft of complete project report and send to DNP Advisor	3-4 weeks prior to deadline to deliver to advisor	Findings, implications, recommendations, conclusion, next steps. Negotiate deliverable dates with DNP Advisor. This should be an ongoing process with advisor feedback.	
	Send draft of project report to second academic reviewer no later than six weeks prior to defense date	6 weeks prior to final defense	DNP Advisor Toolkit	
	Obtain DNP advisor approval of final version of scholarly practice project paper with no anticipated edits	2 weeks prior to defense	DNP Advisor Toolkit	

	Schedule final defense of scholarly project with Advanced Practice Program Manager	October before Spring semester defense April for a Fall defense	Will be scheduled by Advanced Practice Program Manager	
	DNP Scholarly Project Defense			
	Send final written project to DNP Project Team	1-2 weeks	Final review per advisor, practice mentor and second academic reviewer	
	Prepare PowerPoint Presentation & have DNP Advisor review prior to project defense date	1-2 week		
	Submit manuscript of DNP scholarly project according to author guidelines of chosen journal –	Prior to graduation		
	Defend DNP Project <ul style="list-style-type: none"> • PowerPoint presentation (20 minutes) • Q&A (10 minutes) • Committee deliberates in private then meets with student to provide approval/changes 	DNP Project Defense Day(s)	Bring <i>DNP Final Scholarly Practice Project Defense Approval Sheet and Libra submission form</i> to the defense for signatures. Submit to Advanced Practice Program Manager.	
	Revise written project incorporating advisor feedback	1-2 weeks		
	Submit final written copy of project to DNP advisor.	1-2 weeks	Final copy must be approved by the DNP Advisor.	
	Submits all documents to the DNP Collab site and IT following this format: last name_Document_name_Date. proposal approval form, final DNP project paper, final defense PowerPoint, final defense signature form, Libra approval form, official IRB approval or waiver form, IRB	1-2 weeks	Program manager will check for compliance.	

	completion/closure notice, DNP practicum logs, DNP student self-assessment to DNP Essentials.			
	Submit <i>Approval of Final DNP Scholarly Practice Project for Submission to Libra Form</i> to Program Manager by the deadlines.	Deadlines: Apr 28: Spring Graduation Jul 29: Sum Graduation Nov 30: Fall Graduation check dates		

Date Proposed	Activity	Time frame	Resources/Notes	Date Completed
	Wait for an email from the Program Manager letting you know that you are ready to upload your written project to Libra. Do not try to upload until you have received this email.	48 hours after your project title has been entered into SIS		
	Upload written project to Libra	Deadlines: May 1: Spring Graduation Aug 1: Sum Graduation Dec 3: Fall Graduation	http://libra.virginia.edu/ http://www.library.virginia.edu/libra/etds/etds-checklist/	
	Close out IRB	Prior to graduation	Provide confirmation of IRB closure and upload to Collab DNP program site	
	If desired, you may order appropriate number of bound copies for distribution	Can take up to 6 mos. for final copies		
	Check with Registrar to make sure that all procedures are completed for graduation!			

Original: E. Friberg 5.10.18

Last Edit: 9.4.2019 by A. Breen and C. Wiencek