DNP Scholarly Project Timeline and Process

What it Means	What is Required	Signatures and Dates
Project Development Phase		
Under the guidance of course faculty project ideas are explored in NU 714 and the project is developed and designed in NU 716.	Successful completion of NU 714 and 716 (Course grade in Wiser)	Due dates per the 714 and 716 Course Syllabi
Project Proposal Phase		
With the advice and guidance of the 716-course faculty member a DNP Scholarly Project Committee is formed to guide the student throughout their project. The committee is comprised of the Faculty Advisor/mentor, the Practice Site Mentor and the Committee Mentor.	Students identify a Practice Site Mentor; course faculty serves as the Faculty Mentor and suggests the Committee Mentor. Student's complete DNP Tracking Form Part 1 and relevant information and upload to the DNP Program OneDrive. The DNP Program Administrator sends the document out for signatures and submits the signed form to OGS.	Committee members, DNP Program Director, Office of Graduate Studies (OGS). Due dates per the 716 Course Syllabus
Under the guidance of the NU 717 course faculty, the project design and evaluation strategy are finalized.	Students submit their proposal paper to the course faculty for final approval and a grade.	Due date per the 717 Course Syllabus
When the 717-course faculty member feels the student is ready, students present their project to their committee (DNP Scholarly Project Proposal Hearing) for their input.	Once the date is set, the student distributes a copy of the proposal paper to their committee 10 days in advance of the proposal hearing.	The proposal hearing is completed by mid-semester (717).
Students query the committee for a mutually agreeable date and time for the Proposal Hearing. Proposal Hearings are done individually via zoom and last 60 minutes.	At the end of the student's Proposal Hearing The committee meets in executive session and determines if the student is approved, approved with major or minor revisions or not approved. They inform the student of changes that need to be made (if any) and provide a timeline for changes.	Students are informed of the committee's decision and any changes to be made within one week of the

		Proposal Hearing.
If the Proposal Hearing is successful, students proceed to project implementation.	Students' complete DNP Tracking Form Part 2 and upload to the DNP Program OneDrive. The DNP Program Administrator sends the document out for signatures and submits the signed form to OGS.	Committee Members, DNP Program Director, OGS. Complete before the end of NU 717
At the conclusion of the Proposal Hearings the 716-course faculty submits a compendium of projects to the UMass Boston IRB. DNP projects are quality improvement projects and do not need IRB approval as human subject research. However, the program does file a compendium of DNP projects with the IRB for their records.	Students submit a copy of their approved Project Proposal Abstract, Determination of Clinical Quality Improvement Checklist and CITI certificate to the course faculty in accordance of the workflow described in the syllabus. The 717-course faculty member compiles individual students' documents into one group document and files with the UMass Boston IRB.	Complete before the end of NU 717
Project Defense Phase		
At the conclusion of the project students present their project outcomes to their committee, peers, and the practice and academic community (DNP Scholarly Project Oral Defense).	718 course faculty works with the DNP Program Director and Administrator in the Fall to set the date for the cohort graduating the following spring, and to reserve the room and create the zoom link. Students inform their committee of the date so they can plan and "save the date".	For May graduates, the date is set for 1 month in advance of the 719 semester end.
The cohort of students graduating in May defend their DNP Scholarly Project Oral Defenses on the same day. Students attend and present in person; committee members can attend via remote webinar if needed. Students graduating in August or December defend their DNP Scholarly Project individually via remote webinar.	Students, the course faculty and the DNP Program Administrator collaborate to develop and distribute a Program that announces the defenses. Project Defenses are public. The program announcement is distributed to the academic and practice community at least one month in advance.	For August and December graduates, individual dates are set as needed.
The final project paper and defense presentation are prepared under the direction of the 719-course faculty member.	Students share a copy of the final project paper and presentation PowerPoint with committee members at least 10 days in advance of their oral defense.	Due date per the 719-course syllabus.

	At the end of the students' Project Oral Defense the committee meets in an executive session and determines if the student is approved, approved with major or minor revisions or not approved. They inform the student of changes that need to be made (if any) and provide a timeline for changes.	
If the defense is successful (approved or approved with revisions), students prepare final edits to their project paper based on committee feedback. Students submit to the course faculty for final approval. If the defense is not successful, the student meets with the 719-course faculty member to develop a plan to complete.	==The final DNP Scholarly Project Paper (addressing requested edits) is approved as to style and content to the satisfaction of the 719 Course Faculty and the student== receives a grade for the final paper. Students' complete DNP Tracking Form Part 3 and relevant information and upload to the DNP Program OneDrive. The DNP Program Administrator sends the document out for signatures and submits the signed form to OGS.	Committee members, DNP Program Administrator, OGS Tracking Form 3 signed by the end of NU 719.
	==Students must have a passing grade for 719 to meet the requirements for graduation.==	==Grade for NU 719 in Wiser by the semester grade deadline==
	Project Dissemination Phase	
Once the 719-course faculty member deems the paper to be of ==publishable quality==, the paper is submitted to the UMass Boston ScholarWorks repository. ==Students complete this step by the end of the 719 semester. In rare situations a student may need additional time to==	Students upload to ScholarWorks using the established DNP ScholarWorks workflow.	==End of 719 semester.== ==OGS deadline== ==1 August for May degree date==

Additional information for each phase is included in the below schematic diagram.

Post-Clinical DNP Course Sequence for BS to DNP Students

	Fall YR1	Spring YR1	Summer YR1	Fall YR2	Spring YR 2
Course Work/ Seminar	NU 714 EBP I	NU 716 EBP II	NU 717 DNP Seminar *Implementation* (200 hours)	NU 718 DNP Seminar *Synthesis* (100 hours)	NU 719 DNP Seminar *Dissemination* (100 hours)
	NU 765 Leadership	NU 745 Population Health I		NU 735 Clinical Immersion (80+ hours)	
	NU 722 Quality				

PORTFOLIO & LOG

| **Scholarly Project Process** | Exploring Ideas

Evaluating the evidence

Pre-Project Seminar | DNP Scholarly Project

Develop project proposal

Write proposal paper | Finalize proposal paper

Scholarly Project Proposal Hearing and Advance to Candidacy

Implementation of Scholarly Project | Data Analysis of Scholarly Project

Inferences and recommendations | Scholarly Project Final Paper

Scholarly Project Defense

Dissemination of Scholarly Project |

Post-Clinical DNP Course Sequence for MS to DNP Students

	Fall YR1	Spring YR1	Summer YR1	Fall YR2	Spring YR 2
Course Work/ Seminar	NU 714 EBP I	NU 716 EBP II	NU717 DNP Seminar *Implementation*	NU 718 DNP Seminar *Synthesis*	NU 719 DNP Seminar *Dissemination*
	NU 765 Leadership	NU 715 Informatics	NU 618 Health Policy	Elective or NU 735 Clinical Immersion (80+ hours)	NU 745 Population Health I
	NU 722 Quality				

PORTFOLIO & LOG

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Dissemination of Scholarly Project |