

**Purdue University Northwest  
College of Nursing**

**DNP Practice Inquiry Project Timeline and Checklist**

The following items are steps that must be completed to progress through your DNP practice inquiry project. You will work with your Committee Chair to identify all work required to accomplish each step of the process and to progress from one phase to the next.

Steps to be Completed	Date Completed/Notes
<b>Phase 1: To be completed early in the program and no later than the start of NUR 62401, Evidence Based Practice Concepts and Processes for Advanced Nursing</b>	
1. Your DNP Committee Chair will be assigned during the first semester of enrollment and no later than the beginning of your Evidence Based Practice course	
2. Review Purdue Human Subjects website and complete Collaborative Institutional Training Initiative (CITI) training ( <a href="http://www.citiprogram.org">www.citiprogram.org</a> ). Complete the bio-medical training session.	
3. Identify an external committee member (if possible, the residency facilitator) and submit to committee chair. The committee member nominated must have a doctoral degree. Also work with your Chair to identify a 3 <sup>rd</sup> committee member from the College of Nursing faculty.	
4. Identify a project focus with input from your DNP Committee Chair no later than the beginning of the Evidence Based Practice course. If you plan to do a systematic review for your project, you will need to use the systematic review timeline and checklist form (instead of the DNP Practice Inquiry Project Timeline and Checklist) to track the remainder of your progress.	
<b>Phase 2: To be completed during NUR 62401, Evidence Based Practice Concepts and Processes for Advanced Nursing (typically taken in the spring semester), NUR 67600, Knowledge Translation for Transforming Healthcare (typically taken in the summer) and NUR 67700, Cognate Residency: Knowledge Translation (typically taken in the fall).</b>	
5. Begin your plan for the project by the end of NUR 67600, Knowledge Translation for Transforming Healthcare. This consists of beginning your DNP project proposal using the DNP proposal template.	
6. At the beginning of NUR 67700, Cognate Residency: Knowledge Translation, meet with your chair frequently to complete your project proposal. FYI: The chair may have you preliminarily share your draft proposal with your committee; the final proposal will not go out to your committee until your chair says it is ready to go for full committee approval.	
7. Work with your chair to hold your first committee meeting to present your project proposal before the end of October during NUR 67700 Cognate Residency: Knowledge Translation. At least two weeks prior to your committee meeting, disseminate your final proposal, using the DNP proposal template, along with a PowerPoint presentation of your proposal to the committee members for approval. Your chair will have the committee members sign the Graduate Advisory Committee Report Form and will submit the completed form to the Graduate Program secretary.	
8. After committee approval, submit IRB paperwork to your facility (after approved by your chair) and work with your Chair to submit to Purdue IRB (as applicable) by the end of NUR 67700 Cognate Residency: Knowledge Translation. <b>Do not collect data until after receiving IRB approval or notification that the project does not involve human subjects.</b> Your Chair will ensure that a copy of your IRB approval is submitted to the Graduate Program secretary to be filed in your academic record.	

Steps to be Completed	Date Completed/Notes
<b>Phase 3: Courses NUR 67701 DNP Practice Inquiry 1: Knowledge Translation and NUR 67702 Practice Inquiry 2: Knowledge Translation.</b> <i>Note that if by the end of NUR 67701, it appears that you will not be able to complete all the following steps before the end of NUR 67702, you will need to take additional independent study hours to meet established goals prior to enrolling in NUR 67702.</i>	
9. While enrolled in NUR 67701 DNP Practice Inquiry 1: Knowledge Translation, work with your Chair to determine when you are ready to officially declare candidacy for graduation. The Graduate Advisor must be notified about your candidacy prior to the beginning of the semester in which you anticipate graduating.	
10. Work with the Graduate Advisor to complete and submit an electronic plan of study. The plan of study must be completed and submitted to the Graduate School before the first day of the final semester.	
11. Conduct the project according to the methods described in your proposal and approved by your committee and the IRBs.	
12. Identify and select an appropriate journal(s) for DNP project manuscript submission and review Authorship Guidelines form.	
13. Read and sign the Authorship Guidelines form provided by your Chair.	
14. Begin writing the manuscript according to author guidelines for the selected journal.	
15. Analyze collected data according to proposed evaluation plan.	
16. Meet with your chair to discuss findings and begin writing the results, discussion, implications and conclusion sections of the manuscript	
17. Complete the executive summary using the provided template	
18. Submit the executive summary and manuscript to your Chair for review and submission to iThenticate.	
19. Work with your chair to schedule your final presentation which will include your committee, colleagues, and interested friends and family members.	
20. At least four weeks prior to the anticipated presentation date, work with your chair to disseminate your executive summary and final manuscript of your project to your committee members. Note, your chair may request an earlier deadline to preview your materials.	
21. At least two weeks prior to the anticipated presentation date, distribute your PowerPoint presentation to your committee members.	
22. Make any changes to your PowerPoint presentation slides, manuscript and executive summary as recommended by your Chair and committee members.	
23. Your Chair will submit your completed abstract and executive summary to the CON Graduate Office to be filed in your records. Your abstract will be distributed to CON faculty along with an announcement of your presentation.	
24. Present your project. Your Chair will ensure that the Signature Page for the Final Project and the GS Form 20 are signed and submitted to the CON Graduate Office.	
25. Graduate!!	
26. We encourage you to continue to work with your Chair following graduation to submit your manuscript for publication and dissemination.	