DNP Scholarly Practice Project Timeline

Please use this timeline as a guide with your DNP Advisor to plan for the successful completion of your DNP Project. Revise as needed to ensure that you accomplish everything by the suggested time frame and are able to meet the hard deadlines.

Date Proposed	Activity	Time frame	Resources/Notes	Date Completed
	DNP Project Proposal			
	GNUR 9610 – DNP Project Proposal Seminar	1 semester GNUR 9610 (credit 3)	A written review of the literature relevant to your DNP project must be completed prior to enrolling in GNUR 9610	
	Complete the *CITI training* on Institutional Review Board (IRB) online	During GNUR 9610 (credit 3)	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 9610 (credit 3)		
	Review DNP Project Proposal with DNP Advisor	During GNUR 9610 (credit 3)	Establish a regular meeting schedule with your DNP Advisor to review sections of your Project Proposal. Revise accordingly.	
	Verify date, time, and location for Proposal Presentation	Date varies by semester	Will be scheduled by DNP Program Manager	
	Review activities on IRB site to prepare for submission (Section: Before You Submit a Protocol)	During GNUR 9610	HSR-IRB: http://www.virginia.edu/vpr/irb/hsr/index.html SBS-IRB: http://www.virginia.edu/vpr/irb/sbs/ **UVA IRB Contacts**: Margaret Ball (HSR) Bronwyn Blackwood (SBS)	
	Send the final proposal to DNP Advisor and Practice Mentor (if participating)	At least 2 weeks prior to proposal presentation date		
	Present DNP Project Proposal: • Powerpoint presentation (20 minutes) • Q&A (15 minutes) • Committee deliberates in private • DNP Advisor meets with student to provide approval/ changes	GNUR 9610 credit 3 Date of presentation	Bring *DNP Scholarly Practice Project Proposal Approval Sheet* to the defense for signatures. Submit form to Program Manager.	

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	IRB Process			
	Prepare IRB application	GNUR 9610 (credit 4) 1 week	You can prepare the application as soon as you have a complete proposal approved by your DNP Advisor, but you cannot submit the application to the IRB until you have full approval following your official Proposal Presentation. Work with advisor and IRB staff.	
	Review IRB Application with DNP Advisor	1 week	The DNP Advisor must review and approve your application before you submit it to the IRB • UVA HSR: requires faculty PI • UVA SBS: allows student PI • Other institutions vary	
	Submit IRB application	1 week to 3 months	After you have the approval of your proposal following your official presentation, you can submit your application to the IRB	
	If appropriate: Submit ***UVA Determination of Agent Form*** to UVA-IRB	1 week	If you are employed by a setting other than UVAHS, and that setting has an IRB, you can submit an application to your employment setting's IRB and upon approval, you can submit the *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 tracking number to Collab Site repository.	1 week		
	DNP Project			
	Implement Scholarly Practice Project according to Proposal and IRB approval	During GNUR 9620: DNP Practicum II	Work with advisor and Practice Mentor to complete project and protect documentation.	
	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	Instructions on how to apply to graduation in SIS NOTE: If you do not graduate in the term for which you applied, you MUST reapply in SIS for a later term.	

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	Conduct INITIAL Data Analysis (RESULTS) and validate findings with statistician (by appointment)	1 month	At end of GNUR 9620: DNP Practicum II but prior to GNUR 9630: DNP Practicum III	
	Prepare DRAFT of Complete Project Report for DNP Advisor	3-4 weeks prior to deadline to deliver to advisor During GNUR 9630: DNP Practicum III	Findings, implications, recommendations, conclusion, next steps. Negotiate deliverable dates with DNP Advisor. This should be an ongoing process with advisor feedback. Final version is due with no anticipated edits to advisor within 2 weeks of presentation at least.	
	Date, time and location for DNP Project Presentation	Semester End	Will be scheduled by DNP Program Manager	
	DNP Project Defense			
	Send FINAL written project to DNP Advisor – no later than 2 weeks prior to Project defense date	2 weeks	Final review per advisor, DNP Director (or designee).	
	Prepare PowerPoint Presentation & have DNP Advisor review no later than 2 weeks prior to Project defense date	2 week		
	Prepare Publishable Manuscript from Project Report according to Author Guidelines – submit to the DNP Advisor	1-4 weeks	This can occur post Defense and prior to graduation per publishing guidelines.	
	Defend DNP Project • PowerPoint presentation (20 minutes) • Q&A (10 minutes) • Committee deliberates in private then meets with student to provide approval/changes (10 minutes	DNP Project Defense Day	Bring *DNP Final Scholarly Practice Project Defense Approval Sheet* to the defense for signatures. Submit to 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.	
	Submit *Approval of Final DNP Scholarly Practice Project for Submission to Libra Form* to Program Manager by the deadlines.	Deadlines: Apr 28: Spring Graduation Jul 29: Sum Graduation Nov 30: Fall Graduation		

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	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	1 week	Provide confirmation of IRB closure and upload to GNUR 9630 Collab 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!			