



EASTERN MICHIGAN UNIVERSITY  
**School of Nursing**

**Eastern Michigan University**  
**School of Nursing**  
**DNP Scholarly Project Manual**  
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## **Introduction: What Is a DNP Scholarly Project?**

The Doctor of Nursing Practice (DNP) Scholarly Project provides the student with the opportunity to synthesize previous learning in the implementation and evaluation of a system level change project, designated to improve healthcare outcomes and lay the groundwork for future scholarship. The goal of the project is to generate new knowledge through innovation of practice change, the translation of evidence, and the implementation of quality improvement processes in specific practice settings, systems, or with specific populations to improve health or health outcomes. The DNP Scholarly Project attempts to translate existing research into real practice situations and must be related to advanced practice.

The student will complete the DNP Scholarly Project as planned and outlined throughout the three DNP Scholarly/Capstone Project courses and DNP Clinical Practicum course:

- NURS 891 Doctorate of Nursing Practice Scholarly/Capstone Project I: Proposal Development;
- NURS 892 Doctorate of Nursing Practice Scholarly/Capstone Project II: Project Development
- NURS 893 Doctorate of Nursing Practice Scholarly/Capstone Project III: Dissemination.
- NURS 882 Doctorate of Nursing Practice Clinical Practicum

These courses are designed so that the student can apply what they have learned to the practicum site and work at the development implementation and evaluation of their scholarly project.

The DNP Scholarly Project may serve many functions which may include the following:

- Adding to the body of existing knowledge in Nursing,
- Providing a foundation for future scholarship,
- Forming the basis for dissemination of your scholarly project in presentations and publications and
- Attracting interest from current or potential employers.

### **Part One: First Steps in Developing a DNP Scholarly Project**

Aspects of the DNP Scholarly Project process and final product are topic/project specific. However, there are steps and stages to the process which are common across projects. The following list delineates common tasks associated with the writing process.

Work with your DNP Scholarly Project Committee Chair to determine your project topic

- Prepare for conducting research with human subjects by completing human subjects' protection training. (e.g. EMU sponsored online human subjects protection training)
- Submit your DNP Scholarly Project Committee Approval Form to the Graduate School, taking care to include the CVs for any proposed committee members from outside of EMU. Your proposal may not be approved until your committee has been approved.
- Prepare and submit a proposal to your DNP Scholarly Project Committee for review and

approval. Be sure to pay attention to how long committee members have to review the document, how they are expected to deliver feedback on the concept, how long meetings should be scheduled for, and how you are expected to conduct the proposal meeting itself. Please take care to bring all required forms to the proposal meeting for committee member signatures if the proposal is approved.

- Complete, submit, and receive approval for research using human subjects or animals from University Human Subjects Review Committee (via the Cayuse system) **prior to gathering data**. May also need to receive approval from your sponsoring facilities' Human Subjects Review Committee as well. This should be discussed with your Champion.
- Begin study; gather and analyze data.

### **DNP Scholarly Project Committee Member Selection**

**DNP Scholarly Project Committee Chair.** Your DNP Champion will serve as your scholarly project committee chair. They will serve as a mentor throughout the scholarly project process. The responsibilities of a DNP Scholarly Project Committee Chair are to:

- Oversee your DNP Scholarly Project process,
- Facilitate your DNP Scholarly Project Committee
- Provide guidance during the development of DNP scholarly project proposal,
- Determine with the rest of your project committee when your work is ready for your podium presentation.
- Chair the proposal and presentation meetings, and
- Be on stage with you during your hooding ceremony at commencement.

**DNP Scholarly Project Committee.** In conjunction with your DNP Scholarly Project Committee Chair you will establish a project committee.

As part of completing the DNP Scholarly Project it is necessary for the student to establish a supportive committee of faculty members and experts to serve as reviewers and resources.

- In collaboration with the DNP Scholarly Project Committee Chair the student will select additional committee members to serve as content and evaluation expert(s).
- In addition to the chair, committees must consist of from three to six members (normally faculty from within the degree-granting school).
- At least half of the committee members must be from the student's enrolled university.
- At least one member must be from outside the student's enrolled university and serves on the committee as the Graduate School representative. The educational preparation of the Graduate School representative must be at minimum Master's prepared. If the representative is Master's prepared an additional Doctoral prepared member is required.
- One committee member may be from outside the pool of graduate faculty (e.g., faculty from other institutions, alumni, community members, corporate partners, internship supervisor, emeritus faculty). All committee members should be experts in at least some aspect of the student's dissertation topic area.

- The establishment of the DNP project committee should start as soon as the student is directed by their DNP Scholarly Project Committee Chair and be finalized by the beginning of their NURS 891 course. Any change in DNP Project Committee membership after initial approval must be approved by the DNP Scholarly Project Committee Chair.
- The DNP Project Committee is ultimately responsible for assessment of the final product, but students may request mentorship from others.

Identify committee members based on the following suggested guidelines:

- Choose committee members whose research interests match your own.
- Select committee members from your academic department with whom you feel comfortable working with, typically a faculty member from whom you have taken one or more courses.
- Choose committee members who will provide expertise and resources to facilitate various aspects of your DNP project, which may include but not limited to: clinical expertise, facilitating participant recruitment, methodology design and analytic strategies and other areas.
- Choose committee members who will have time to spend on your project and will not be away on sabbatical or leave of absence during the final stages of your scholarly project.

The final committee members must be approved by the DNP Scholarly Project Committee Chair, the department head (or school director), and the Graduate School prior to the project being proposed and in the event of any subsequent changes in the committee roster. Please note that you must submit a current Curriculum Vitae for any committee members recruited from outside of EMU for approval. (*See Figure 5. DNP Scholarly Project Committee Approval Form.*)

### **Topic Selection**

The DNP Scholarly Project topic will be determined by the student in conjunction with their DNP Scholarly Project Committee Chair as early as possible in the DNP course sequence, but no later than the beginning of NURS 891 Doctorate of Nursing Practice Scholarly /Capstone Project I: Proposal Development.

According to the 2006 AACN DNP Essentials (<https://www.aacnnursing.org/DNP/DNP-Essentials>), all DNP Scholarly Projects should:

- Focus on a change that impacts healthcare outcomes either through direct or indirect care.
- Have a system (micro-, meso-, or macro- level) or population/aggregate focus.
- Demonstrate implementation in the appropriate arena or area of practice.
- Include a plan for sustainability (e.g. financial, systems or political realities, not only theoretical abstractions).
- Include an evaluation of processes and/or outcomes (formative or summative).

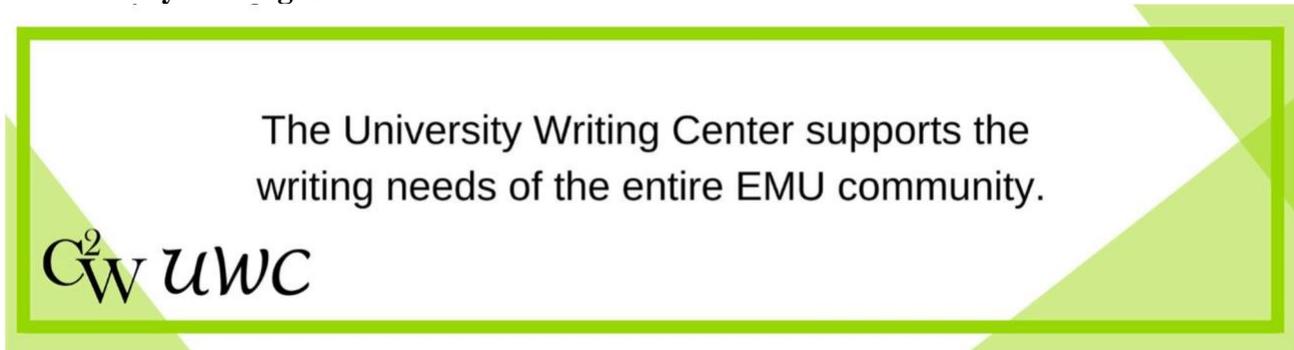
- DNP Scholarly Projects should be designed so that processes and/or outcomes will be evaluated to guide practice and policy. Clinical significance is as important in guiding practice as statistical significance is in evaluating research.
- Provide a foundation for future practice scholarship.

General areas of consideration for DNP Scholarly Projects include:

- Quality Improvement Projects.
- Implementation and evaluation of evidence-based practice guidelines.
- Policy analysis/development.
- Financial analysis to compare models of care delivery.
- Program development, implementation, or evaluation.
- Translation of knowledge to clinical care.
- Redesign of primary care models.
- Scale-up and customization of existing programs or interventions in a new context

If your project requires equipment and supplies, be sure to have the monetary resources necessary to sustain the project. Check with your DNP Scholarly Project Committee Chair, the Graduate School, or the Office of Research Development about applying for grant funding to support your study. You may also request funding from the Graduate Student Research Support Fund. You may find resources for Grant Writing on the Graduate School Web site at <http://www.emich.edu/graduate>.

### University Writing Center



The University Writing Center (UWC) provides writing support through multiple means to all members of the EMU community—undergraduate and graduate students, international students, post-baccalaureate students, and faculty.

#### One-to-One Consulting

Students and faculty can receive one-on-one support at the main UWC location in 115 Halle Library or by meeting over Zoom or Google Meet, or by receiving asynchronous feedback.

For information on how to contact The University Writing Center, visit their site <https://www.emich.edu/ccw/writing-center/contact.php>.

## DNP Scholarly Project Proposal

After you have selected a topic, the next step in the process will be to write a scholarly project proposal. Your proposal is the project plan, clearly describing how you expect to accomplish the goals of your project. It should be thoughtful, well written, and scholarly.

**Proposal format.** Although academic programs may have specific format requirements, use the outline below as a general format for writing a proposal. Be sure to check with your DNP Scholarly Project Committee Chair for information on any discipline-specific format requirements. Proposals are typically between 10-to-40 pages but in some disciplines, they are substantially more. They usually serve as the foundation for your final scholarly project document. You should use the most up to date edition of APA format in preparing the proposal.

**Title page.** Include the title of the scholarly project, your name, the date of the proposal, and the names of your DNP Scholarly Project Committee Chair and scholarly project committee members.

**Introduction and background.** In this introductory section, provide an overview of your topic and background information. Explain why the study problem is important and how it will contribute to the discipline. Build a case for the need for the project that you propose to perform. Support this with findings from the literature, including relevant statistics.

**Problem Statement.** Identify an area of concern or gap in the existing knowledge that points to the need for further understanding and investigation.

**Purpose, objectives and aims.** Clearly state the purpose and objective(s) of your research. Describe your goals and objectives for your scholarly project using the acronym SMART. Objects and aims should be in bullet format.

**Review of the literature.** Review the literature relevant to your chosen topic, including citations (At minimum, you will cite 25 plus professional or scholarly sources in your literature review). Present an in depth, current state of knowledge about your particular topic. Note how past research has addressed the problem, and identify similarities or differences in their methods or findings that have drawn you to study the problem.

**Theoretical model.** Identify and define the theoretical or conceptual model that underpins your project. Explain how the theory will specifically guide your study. Please include a diagram of the chosen model in the appendix

**Project Design.** This should include the steps / procedures you will follow in completing your project. What will you do? How and where will you do it? Who will be involved? Who are your participants? What includes them, what excludes them? Clearly explain your project design. This description of your design should be in sufficient detail that others could reproduce it. Describe all the steps of your project in narrative form, including your plan for implementation and plan for evaluation. Include projected recruitment, steps in actualizing the intervention, data collection procedures, and evaluation.

**Measures.** Measures chosen for studying processes and outcomes of the intervention(s), including rationale for choosing them, their operational definitions, and their validity and reliability. Explain the tool in detail and how it will measure the variables in your study. Is the measure capturing the data accurately (i.e. will you really elicit the data to answer your research question(s)?). Please provide all measures and tools in the appendix.

**Analysis.** Qualitative and quantitative methods used to draw inferences from the data. Methods for understanding variation within the data, including the effects of time as a variable

**Ethical considerations.** Ethical aspects of implementing and studying the intervention(s) and how they were addressed, including, but not limited to, formal ethics review and potential conflict(s) of interest

**Timeline.** Outline in detail the timeline you propose for actualization of your project, starting with proposal approval and continuing through data collection through analysis of and interpretation of outcomes.

**Cost-benefit analysis/budget.** Provide an account of costs – financial, time or otherwise and who will bear them. If you are using a clinical site, make sure to show how you offset costs with benefits to the site, providers, and patients within the site.

**Limitations/Delimitations of the study.** Specify aspects of the study and methods or conditions imposed by the design itself that may limit findings and outcomes. Also, identify delimitations or conditions imposed by the researcher that may limit findings or outcomes.

In many qualitative studies, you may integrate the boundaries of the study into the discussion of context, methodology, and/or framing of the issues.

**Definition of terms (optional).** Create a glossary to define the terms used in your study.

### **Proposal Guidelines**

Once you have completed your proposal, your committee must complete the approval form and keep it in Project Concert (*See Figure 6. DNP Scholarly Project Proposal Approval Form*) The Graduate School must also receive this form. The following are a few reminders regarding the proposal.

- ☐ Support important points by citing important research and theory.
- ☐ Include references to classic texts as well as current sources published within the past five to 10 years (dependent on your topic and disciplinary area). Literature should represent all aspects of the topic.
- ☐ Avoid secondary citations or sources since they are not appropriate in most instances. If the writer cannot find and verify the primary source of an original quote or passage, the citation may not be used.
- ☐ Popular magazines, such as *US News and World Report*, *Newsweek*, and *Time*, and popular websites, such as Wikipedia and CliffsNotes, are inappropriate primary/foundational sources to cite.

Towards the end of NURS 891 Doctorate of Nursing Practice Scholarly/Capstone Project I: Proposal Development, there will be a proposal meeting, where in, your project committee will likely recommend several changes to your initial plan to ensure your success and to help you create a scholarly document that can be shared broadly with your academic community. Once all changes and corrections have been incorporated into the final DNP proposal, your DNP Project Committee will approve the proposal and sign the form (*See Figure 6. DNP Scholarly Project Proposal Approval Form*). When this signed form is received by the Graduate School, you will be considered to be a Candidate for a doctorate.

### **Permission to Conduct Research Involving Human or Animal Subjects**

If you plan to use human subjects in any part of your research, you must first submit an initial application through the Cayuse system (<https://www.emich.edu/research/compliance/human-subjects/cayuse.php>) along with your scholarly project proposal to the University Human Subjects Review Committee (UHSRC).

The UHSRC is responsible for the protection of human subjects used in research studies. The committee will review your methods to evaluate the research-related risk to human subjects and to protect the confidentiality or anonymity of all participants. **You may not begin any research until you have received exemption or approval from the UHSRC.** Consult the Research Compliance website <https://www.emich.edu/research/compliance/human-subjects/index.php> for information, forms, and submission procedure for Human Subjects approval.

If you will be using animal subjects in any part of your research, you must first submit an *Application to Use Vertebrate Animals*. The application can be downloaded from the Research Compliance web site, <http://www.emich.edu/research/compliance/animal-care/index.php>, along with the Instructions for Completing the Application) and your full scholarly project proposal to the Institutional Animal Care and Use Committee (IACUC) at the Office of Research Compliance.

NOTE: You must submit a copy of the approval letter from the UHSRC or IACUC, if applicable to your research, to the Graduate School along with your final scholarly project document. The Graduate School will not accept your scholarly **project** document for editorial review until this letter is presented with the document. It is your responsibility to make sure you have done this.

### **When to Begin your Project**

By the time your proposal is approved, you will have completed much of the groundwork for your project. Data gathering may begin only **AFTER** you have received approval for research from the Institutional Review Board (IRB) at Eastern Michigan University AND any other IRB necessary to complete your DNP Project.

You must follow your methods that were approved by EMU IRB unless they prove to be unfeasible, at which point you must develop alternate methods with your project committee's approval. If substantial changes in methods have been made, another human subjects (or animal care) approval may be necessary; consult your DNP Scholarly Project Committee Chair, you may need to submit the modification form.

## Part Two: Preparing to Present your DNP Scholarly Project

This section will explain the process of writing the different parts of the scholarly project document and how it is organized.

**Note:** In the end, you will submit your document to ProQuest and they will send it to the EMU digital library that is Internet searchable. Consult ProQuest resource material and copyright information. Log into [www.etsdadmin.com/emich](http://www.etsdadmin.com/emich), create an account, and explore the Resources and Guidelines section. You will later return to submit the final approved document following approval from the Graduate School.

- Receive DNP Scholarly Project Committee Chair approval for your scholarly project final paper prior to submission to the project committee for Podium Presentation.
- Complete podium presentation. Committee members may request revisions of the final paper. Approval **must** be unanimous.
- Make content or editorial corrections suggested by committee members. You may choose to hire an editor to prepare the document for online posting and worldwide access.
- Obtain signed document approval from your DNP Scholarly Project Committee Chair and signed acknowledgement of completion from the program director/coordinator and signed acknowledgement of completion from the department head/school director/dean. (See *Figure 8. Doctoral Scholarly Project Document Approval Form.*)

**Preliminary Pages:** Number the preliminary pages, which appear before the main body of the text, with lower case Roman numerals, except the first page, which is not numbered. They must be in the following order:

- Title Page (See Figure 1, sample title page)
- Dedication (optional)
- Acknowledgments (optional)
- Abstract
- Table of Contents
- List of Tables (required if there are 2 or more tables)
- List of Figures (required if there are 2 or figures)
- Acknowledgements (optional)

**Abstract.** Required. (See *Figures 2. Sample Abstracts.*) Double-spaced and limited to 150 words, the abstract of the scholarly project document should briefly state:

- Background and Review of Literature:
- Purpose
- Methods
- Results
- Implications/Conclusion

**Table of Contents: Required.** Tables of Contents may be quite brief, including only chapter headings, or more detailed, including major subheadings. The following rules apply:

- The wording of headings in the Table of Contents must correspond **exactly** to the wording of those headings in the text.
- You must list the preliminary pages with page number references (except for the title page and the Table of Contents pages themselves).
- “Dot leaders” to page number references are required. Use your computer’s tab format settings; do not type a row of periods.
- Do not list individual tables or figures in the Table of Contents.
- Make sure that the levels of headings match in the Table of Contents and the text itself. *See Levels of Headings (Figure 3) and Sample Table of Contents (Figure 4).*

**List of Tables and List of Figures.** If your scholarly project document contains two or more tables, you must create a List of Tables. Likewise, if you have two or more figures, create a List of Figures. Format these lists as you would a Table of Contents. Include these lists in the preliminary pages section of the Table of Contents. Make sure titles are identical from text to table. See p. iii of this manual for a sample List of Figures.

You should systematically create your Table of Contents, List of Figures, and List of Tables. Consult your word-processing software and follow their suggested procedure. This will facilitate future changes that you may have to make.

**Text Pages.** These include the problem, literature review, methods, results, discussion, and conclusion. Usually it is divided into sections, or other basic units of organization. These are numbered with Arabic numerals, except the first page of text, which is not numbered.

The standard method of developing a scholarly project is to follow each of the steps below, devoting an entire section to each. The project paradigm may dictate a different format or different chapter headings. We recommend that you seek out examples from your program for guidance in how to structure your scholarly project.

**Introduction and background.** In this introductory section, provide an overview of your topic and background information. Explain why the study problem is important and how it will contribute to the discipline. Give specific reasons why your proposed topic is important and how it will contribute to the discipline. . Support this with findings from the literature, including relevant statistics.

**Problem Statement.** Identify an area of concern or gap in the existing knowledge that points to the need for further understanding and investigation.

**Purpose, objectives and aims.** Clearly state the purpose and objective(s) of your research. Describe your goals and objectives for your scholarly project using the acronym SMART. Objects and aims should be in bullet format.

**Review of the literature.** Review the literature relevant to your chosen topic, including citations (At minimum, you will cite 25 plus professional or scholarly sources in your literature review). Present an

in depth, current state of knowledge about your particular topic. Note how past research has addressed the problem, and identify similarities or differences in their methods or findings that have drawn you to study the problem.

**Theoretical model.** Identify and define the theoretical or conceptual model that underpins your project. Explain how the theory will specifically guide your study. Please include a diagram of the chosen model in the appendix,

**Methods.** Describe your research methods, providing enough detail so that other researchers can replicate or evaluate your work. Provide the same information that was previously suggested in this manual for the proposal.

**Results.** Present data and findings from your research. Explain tables and figures; do not assume your readers will interpret them the way you do.

**Discussion.** Provide a systematic analysis of the results of your study. State how the results relate to the purpose, objectives and aims.

**Conclusion(s).** Summarize how your findings compare to the literature and prior research. Where appropriate, identify additional limitations of the study that were unexpected and encountered during the research process. Discuss the implications of your study for clinical practice and possibilities for further research.

**Tables and figures.** Refer to the current APA Publication Manual for tables and figures formatting.

### **Supplementary Pages**

The supplementary pages are the sections that follow the body text. They are numbered with Arabic numerals, continuing from the text, and may include

- References (required)
- Appendix or Appendices (required)
- Index (optional)
- Curriculum Vitae (optional)

**IMPORTANT:** Make sure the spelling, punctuation, and grammar of the supplementary pages are correct **before** you use them in your research. An incorrect word in a questionnaire can skew the results.

**References.** (Required.) Your References section should include *all* the sources cited within the text, and *only* those sources. Follow the current APA Publication Manual for the correct format.

**Appendix/Appendices.** (Required.) These are documents that support information in the text. An appendix might include

- data-gathering instruments or questionnaires,
- supplemental data or information from a secondary source,
- letter approving use of human or animal subjects, and
- any pertinent correspondence, such as permission letters.

Format for Appendix/Appendices:

- If there is more than one appendix, the first page of the Appendix section should be a cover sheet on which you have centered the word “APPENDIX” or “APPENDICES.”
- Appendices are labeled with all-cap letters, not numbers (e.g., Appendix A)
- Each appendix must have a specific title (e.g., Appendix B: Survey Form).

**Index.** (Optional.) Use an index if your scholarly project document contains specific concepts or keywords that a researcher may wish to visit directly. Check your word-processing software for instructions on how to create an index.

**Curriculum Vitae.** (Optional.) Some departments want the student to include a detailed résumé or curriculum vitae.

### **Plagiarism and Fair Use**

ProQuest checks all scholarly projects to ensure that graduate students have not used previously published material without authorization. However, one “fair use” clause in copyright law allows students to use others’ work under certain conditions. ProQuest has developed a set of guidelines for determining whether scholarly project documents fall within the category of “fair use.” Some of these guidelines are listed below.

- Avoid quoting throughout your paper more than a total of one and one-half pages, single-spaced, from any one published source.
- Avoid photocopying significant amounts of text pages from published materials. Even if you created the original material, you may not own the right to distribute the work.

- You may photocopy only one page of graphics from any single published source.
- Include any copies of received permissions for reproduction and/or use of published work (e.g. instruments, theoretical framework figures or other copywriter material).

**Remember:** It is easy for a faculty member or the Graduate School reader to enter a phrase into a search engine and find a quote that you have not properly cited. Always give credit for data or an idea even if it is not a direct quote. Plagiarism is grounds for **failing degree completion or having the doctorate withdrawn. Allegations of plagiarism will also trigger Research Misconduct proceedings.**

### **Use of First Person**

In many qualitative studies, where the researcher is the primary “instrument” and makes ethnographic observations, conducts interviews, or locates his/her position as action researcher or participant observer, it is appropriate to use the first-person voice. Discussing and analyzing the researcher’s role in the study is often a necessary part of a “subjectivity audit.” Students using the APA style guide have its full sanction for this practice.

### **Style Guides**

The current edition of the APA Publication Manual will be used for the scholarly project manuscript. It provides rules and guidelines for writing and formatting academic manuscripts and deals with such questions as:

- How should the document be organized?
- What is the proper way to cite and list sources?
- When must numbers be spelled out?
- How are table and figure captions formatted?

### **Physical Specifications of the Manuscript**

The physical specifications of the scholarly project document include every aspect of the document, from its appearance—including required margins, spacing, and font size—to all formatting details. The requirements in this section are specific to all scholarly projects submitted to the Eastern Michigan University Graduate School.

**Note: If a conflict arises, the rules in this section override approved style guides (e.g., APA).**

## Table 1

### *Format and Requirement for EMU DNP Scholarly Project*

<b>Page Size</b>	8.5 x 11 inches
<b>Left Margin</b>	1.25 inches (1.0 inches okay if document will not be bound)
<b>Top, Bottom, Right Margins</b>	1.0 inch
<b>Font Style</b>	Times New Roman or other serif font
<b>Font Size</b>	12-point
<b>Spacing</b>	Double

### **Pagination**

Because the scholarly project document resembles a published book, the pagination can be tricky.

- The title page is p. i, but it is not numbered.
- Preliminary pages (after the title page and up to and including the List of Tables (and/or List of Figures pages) are numbered in lower-case Roman numerals.
- The body of the text and supplementary pages are numbered with Arabic numerals. (The first page of text is p. 1, but it is not numbered.
- All chapters or major sections should begin on a new page.
- A subsection or table heading should not be the last line at the bottom of a page.

### Part Three: Approval Process, Presentation, and Revision

The following section describes the steps in the scholarly project approval process, the Podium Presentation, and editorial revisions.

1. Your DNP Scholarly Project Committee Chair will communicate when your work is complete and ready to share with the scholarly project committee.
2. Podium Presentation Day is scheduled toward the beginning of NURS 893. Exact date will be specified upon registration for NURS 893. Please be aware that if your scholarly project is not publicly advertised, the meeting will be considered invalid and may have to be held again.
3. Fill out the first part of the *DNP Scholarly Project Document Approval Form* (see Figure 8). Take this form to the scheduled Podium Presentation for the members to sign.
4. Present your scholarly project. The full project committee must be present (in person or electronically by phone or computer) for the presentation. You will use the EMU PowerPoint template for your presentation (found [here](#)). Check with your DNP Scholarly Project Committee Chair for format and procedures for the scholarly project presentation meeting. The presentation will involve the DNP Scholarly Project Committee Chair introducing you, followed by you giving a 20- to 30- minute formal presentation on your scholarly project. This is followed by a question-and-answer period with committee members and then audience members (total time approximately one hour). You are then asked to leave the room (or the committee members leave the room) while they discuss your presentation. **Approval of the presentation requires a unanimous vote of the committee.** You or they return to give their decision and for any additional questions and comments.  
In the case that you do not pass, please consult your program for next steps.
5. After the presentation, rework the scholarly project final paper in response to editorial comments from committee members. Your committee has been charged with helping to bring your scholarly project final paper to a level of excellence appropriate for viewing online by scholars around the world, so you want it to be as polished as possible.
6. Resubmit your revised scholarly project final paper to your committee or only DNP Scholarly Project Committee Chair for approval and sign-off. (Check department/school procedures.) The department head or school director or dean will also have to approve and sign off on the document before it is submitted to the Graduate School.

#### Scholarly Project Document Checklist

Complete these steps and check for common errors **before** submitting the scholarly project document to the Graduate School for approval.

- Carefully check the spelling of every word and name on the title page.
- Have you stated the name of your department properly?

- ☐ Is the approval form signed by your committee chair, all committee members, and your department head or school director or dean (this varies among colleges) dean?
- ☐ Does the abstract have no more than 350 words?
- ☐ Have you run a spell- and grammar-check?
- ☐ Are the levels of headings correct, according to your style guide?
- ☐ Do all headings and page numbers in the table of contents match those in the text exactly?
- ☐ Are all sources listed in the references list (or works cited) mentioned in the text?
- ☐ Are all citations in the text listed in the reference list? Double check alphabetization.
- ☐ If the scholarly project involved research using human or animal subjects, did you include a copy of your approval letter?
- ☐ Did you use 12-point Times New Roman or other serif fonts? Sans-serif fonts and fonts smaller than 12-point will not be accepted for review.
- ☐ Is only the left margin justified? DO NOT justify the right margin; the document will not be accepted for review.
- ☐ Are preliminary pages numbered with lower case Roman numerals, except for the title page?
- ☐ Is the abstract before the Table of Contents?
- ☐ Are single quotation marks used ONLY within double quotation marks?
- ☐ Is each table and figure on one page (not spread over two) whenever possible?
- ☐ Has permission been sought for items taken directly from a source? Use Internet sources to seek permission for long quotes, illustrations/models, data tables, and so on, or cite them in your document without copying them directly.

## Part Four: Final Submission of Scholarly Project Document /Deadlines

Submit an electronic version of your approved scholarly project document to the Graduate School ([dissertation\\_submission@emich.edu](mailto:dissertation_submission@emich.edu)) for review of format, including Table of Contents, headings, figures and tables, and references. Include committee-signed *Document Approval Form* and *Scholarly Project Information Sheet* (see Figures 8 and 9). A scanned document is acceptable. Also, submit proof of human subjects approval (if it was required).

The Graduate School editor will check adherence to guidelines. It is important that your DNP Scholarly Project Committee Chair or an editor has helped to catch and fix grammar and spelling errors before the document reaches the Graduate School. The Graduate School may send the document back for further editing if it does not meet Graduate School requirements. You may choose to hire someone to proofread and edit the document. Remember, the final document will be available worldwide, so do all you can to avoid writing errors.

The Graduate School will email you about any changes that need to be made. Make the necessary changes and email the Graduate School a new copy of the document ([dissertation\\_submission@emich.edu](mailto:dissertation_submission@emich.edu)). Also, complete and send to the Graduate School the *Rights and Permission Form* (see Figure 10). The permission form allows for online posting and offers a one- or two-year delay in Internet posting of your work if publication or patent is pending. The Graduate School will email you this form.

**Note:** The final approval of the scholarly project document is the responsibility of the Graduate School. The Graduate School holds students to high standards because the scholarly project process is a crucial component of graduate studies. Because your scholarly project document is available to the international academic community, it serves as an example of the quality of scholarship produced at Eastern Michigan University.

The Graduate School reads scholarly projects in the order they are received. The first review typically takes only a day or two but may take longer if submitted on or near the semester deadline date along with many other theses and dissertations (see deadlines below).

### **IMPORTANT NOTE:**

If you are not able to submit your scholarly project document in acceptable form to the Graduate School by the commencement deadlines below, you *will not* be permitted to participate in the doctoral hooding exercise for that semester's commencement ceremony. The podium presentation must be completed, all editorial suggestions from your committee members must be incorporated, and the *Scholarly Project Document Approval* form must be signed by all your committee members and the appropriate academic administrator **BEFORE** you submit the scholarly project document to the Graduate School.

Degrees are awarded in the same semester during which all degree requirements are confirmed to have been completed and the student submits a formal application to graduate. Therefore, students who do not wish to participate in commencement exercises may submit their scholarly project at any time. However, to graduate in your intended semester, we strongly recommend that you submit your manuscript no later than two weeks before the listed deadlines. This will guarantee enough time for the Graduate School's document approval process and the Office of Records and Registration's degree audit. If your graduation is delayed for any reason, you will

need to update your graduation date in writing with the Office of Records and Registration.

## **Deadlines to Submit all Project Materials for Graduation and Commencement**

December Graduation and Commencement	<b>November 1</b>
April Graduation and Commencement	<b>March 1</b>
August Graduation (December Commencement)	<b>July 1</b>

---

### **Completion of Scholarly Project from Out of State**

If you reside outside of Michigan or leave Michigan prior to finishing the scholarly project document revision process, the Graduate School will communicate with you by email or phone. However, it remains your responsibility to make certain that all required forms are signed and emailed to the Graduate School.

### **Part Five: After Graduate School Approval**

The Graduate School will contact you when your scholarly project document has been granted final approval. The Graduate School will send you an email with a link to the *Survey of Earned Doctorates* and information about submitting to ProQuest. DO NOT submit anything to ProQuest before being given permission by the Graduate School. Once you submit to ProQuest, your document will be sent to the EMU library for posting to the Halle Library's website, Digital Commons. Your document is then searchable on the Internet.

**REQUIRED:** During the ProQuest submission process, you will be asked about immediate or delayed posting online, also known as an embargo. Embargos are restrictions that allow only the title, abstract, and citation information about your scholarly project to be released to the public, while the full text of your work will be hidden for a specified period of time. This may be appropriate to do if you are seeking patents, are seeking publication through a traditional press that considers open access publication to be equivalent to prior publication, have published in a journal that does not allow open access release for a certain period of time, or if you need to protect sensitive information or data.

- ☐ Once your document has received final approval, the scholarly project reader will send you information about the final steps which may include a survey link.
- ☐ You **MUST** submit the scholarly project to ProQuest for copyright and Dissertation Abstract International. See the Graduate School website for a tutorial regarding the submission process; the reader will send you a link.
- ☐ Upon ProQuest submission, the document will be shared with EMU-Digital Commons, Halle Library.
- ☐ You may pick up a copy of the approval form and your scholarly project from the Graduate School, 200 Boone Hall, or provide a self-addressed-stamped envelope for return mail. Paper copies are discarded after three months.
- ☐ The University no longer requires bound copies for the Library. Check with your committee chair to see if your department requires one. If so, you need to make your own arrangements to have that done.

### **The DNP Scholarly Project Timeline**

## Post-MSN to DNP Students

<b>Term 1</b>	
Course Work	<b>NURS 810</b> Intro to Doctoral Studies (3) <b>NURS 830</b> Quality & Safety (3)
<b>Student Expectations:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review the DNP Scholarly Project Manual</li> <li><input type="checkbox"/> Initiate meeting with DNP Champion to explore phenomenon of interest (practice area, topic, population) your DNP Scholarly Project and possible practicum sites and preceptors</li> </ul> <b>DNP Champion Expectations:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with student to review program timeline &amp; explore phenomenon of interest (practice area, topic, population) your DNP Scholarly Project and possible practicum sites and preceptors</li> </ul>	
<b>Term 2</b>	
Course Work	<b>NURS 851</b> Adv Nurs Research I (3) <b>NURS 840</b> Epidemiology/Health Disparity in the U.S and Global (3)
<b>Student Expectations:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Initiate meeting with DNP Champion to determine practicum preceptor and site</li> <li><input type="checkbox"/> Identify practicum preceptor and site by midterm. Submit appropriate paperwork.</li> </ul> <b>DNP Champion Expectations:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with student to determine practicum preceptor and site</li> </ul>	
<b>Term 3</b>	
Course Work	<b>NURS 852</b> Adv Nurs Research II (3) <b>NURS 891</b> Capstone Project I: Proposal Development (3) <b>NURS 882</b> DNP Practicum (1-6)*
<b>Student Expectations:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify a research problem at the client, population, and/or system level and develop a research question. Conduct a thorough literature review of the identified problem. Identify a theoretical framework or conceptual framework that is appropriate for the selected research problem and will support further development of the project.</li> <li><input type="checkbox"/> Demonstrate the ability to conceptualize and design a project that demonstrates actual or potential practice or policy change initiatives and/or evaluations. Explore potential methods of implementing and evaluating the DNP Project.</li> <li><input type="checkbox"/> Talk with selected faculty members and clinical mentors about potentially serving on the DNP Scholarly Project Committee</li> <li><input type="checkbox"/> Submit initial project proposal to your DNP Scholarly Project committee by the end of term</li> <li><input type="checkbox"/> Initiate ongoing meetings with DNP Champion and Clinical Preceptor</li> <li><input type="checkbox"/> Practicum hours will be earned and recorded as you work on your project. For example conferences, meetings (board, community, department), rounds that relate directly to your project</li> <li><input type="checkbox"/> <b>DNP Champion Expectations:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Serve as faculty in project and practicum courses</li> <li><input type="checkbox"/> Serve as the DNP Scholarly Project Committee Chair</li> <li><input type="checkbox"/> Guide the student in the development of their project proposal</li> <li><input type="checkbox"/> Monitor and approve practicum hours</li> <li><input type="checkbox"/> Guide the student in exploring DNP Project Committee members</li> </ul> </li> </ul>	

- Review and provide feedback on project proposal

### Term 4

Course Work

**NURS 860** Health Policy & Advocacy (3)  
**NURS 892** Capstone Project II: Project Development (2)  
**NURS 882** DNP Practicum (1-6)\*

**Student Expectations:**

- Project committee finalized and appropriate paperwork completed
- Provide the project committee with the written proposal for feedback and edits. Make requested revisions
- Get proposal approval form completed by project committee
- Submit project for IRB approval(s) with project design, data collection procedure, sample identified, instruments and consents
- If all above areas are met, may begin Project Implementation
- Initiate ongoing meetings with DNP Champion, Clinical Preceptor and Project committee
- Clinical Practicum hours will be earned and recorded as you work on your project.

**DNP Champion Expectations:**

- Serve as faculty in project and practicum courses
- Serve as the DNP Scholarly Project committee Chair
- Provide feedback and edits for proposal
- Assist student in completing Project Committee Form and proposal approval form
- Provide feedback on IRB application(s)
- After all above areas are met may approve Project Implementation
- Meet with student and project committee as necessary
- Monitor and approve Clinical Practicum hours

**DNP Project committee Expectations:**

- Meet with student and entire committee as necessary
- Provide input on proposal
- Sign paperwork in a timely manner

### Term 5

Course Work

**NURS 870** Health Systems Theory, Informatics, Policy & Practice (3)  
**NURS 836** Advanced Practice Role and Leadership (3)  
**NURS 882** DNP Practicum (1-6)\*

**Student Expectations:**

- Implement and complete DNP Project: Implement the DNP Project; Collect all DNP Project data; Conduct DNP Project data analysis; and evaluate the DNP Project.
- Begin writing the DNP Project final paper with continued input from the DNP Champion and DNP Project committee members.
- Periodically initiate committee meetings and provide committee with paper drafts
- Complete and record the majority of your clinical hours needed to graduate.

**DNP Champion Expectations:**

- Serve as faculty in practicum course
- Serve as the DNP Scholarly Project committee Chair
- Provide feedback and edits for final paper

- Meet with student and project committee as necessary
- Monitor and approve Clinical Practicum hours

**DNP Project Committee Expectations:**

- Meet with student and the entire committee as necessary
- Provide input on final paper

**Term 6**

Course Work

**NURS 893** Capstone project III: Dissemination (3)  
**NURS 882** DNP Practicum (1-6)\*

**Student Expectations:**

- Complete analysis and evaluation of project
- Provide the project committee with written final paper for feedback and edits. Make requested revisions
- By midterm of the semester, complete Final DNP Scholarly Paper and Podium Presentation. Get appropriate documents signed and everything submitted to Graduate School prior to the November 1<sup>st</sup> deadline
- Initiate ongoing meetings with DNP Champion, Clinical Preceptor and Project committee
- Complete Project Dissemination
- Clinical Practicum hours will be earned and recorded as you work on finalizing your project and dissemination.

**DNP Champion Expectations:**

- Serve as faculty in project and practicum courses
- Serve as the DNP Scholarly Project committee Chair
- Guide the student in completion of the final paper and presentation
- Provide feedback and edits for final paper and presentation
- Meet with student and project committee as necessary
- Assure completion of all DNP Scholarly Project grading rubrics
- Assist student in getting appropriate documents signed and everything submitted to Graduate School prior to the November 1st deadline
- Support the student in the dissemination plan for their project
- Monitor and approve Clinical Practicum hours

**DNP Project committee Expectations:**

- Meet with student and entire committee as necessary
- Provide feedback and edits for final paper
- Attend Podium Presentation of final paper
- Complete DNP Project paper and presentation rubrics
- Sign paperwork in a timely manner

\*Distribution of DNP Practicum hours will be decided between you and your Champion

\*\* DNP Practicum hours should be complete in more than one setting. The majority of student's DNP practicum hours will be spent at the clinical site and/or in activities related to the student's DNP project. Additional hours can be spent in leadership, quality assurance/quality improvement, faculty leadership, policy, advocacy type experiences. Practicum hours may not be complete in direct patient care or direct teaching / graduate assistantship type roles.

# The DNP Scholarly Project Timeline

## 3 Year - BSN to DNP Students

<b>Term 1</b>	
Course Work	<b>NURS 810</b> Intro to Doctoral Studies (3) <b>NURS 830</b> Quality & Safety (3) <i>w/additional MSN coursework</i>
<b>Student Expectations:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review the DNP Scholarly Project Manual</li> <li><input type="checkbox"/> Initiate meeting with DNP Champion to explore phenomenon of interest (practice area, topic, population) your DNP Scholarly Project and possible practicum sites and preceptors</li> </ul> <b>DNP Champion Expectations:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with student to review program timeline &amp; explore phenomenon of interest (practice area, topic, population) your DNP Scholarly Project and possible practicum sites and preceptors</li> </ul>	
<b>Term 2</b>	
Course Work	<b>NURS 851</b> Adv Nurs Research I (3) <b>NURS 840</b> Epidemiology/Health Disparity in the U.S and Global (3) <i>w/additional MSN coursework</i>
<b>Student / DNP Champion Expectations:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Once a semester check-in</li> </ul>	
<b>Term 3</b>	
Course Work	<b>NURS 852</b> Adv Nurs Research II (3) <i>w/additional MSN coursework</i>
<b>Student / DNP Champion Expectations:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Once a semester check-in</li> </ul>	
<b>Term 4</b>	
Course Work	<i>MSN coursework only</i>
<b>Student / DNP Champion Expectations:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Once a semester check-in</li> </ul>	
<b>Term 5</b>	
Course Work	<b>NURS 836</b> Advanced Practice Role and Leadership (3) <i>w/additional MSN coursework</i>
<b>Student Expectations:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Initiate meeting with DNP Champion to determine practicum preceptor and site</li> <li><input type="checkbox"/> Identify practicum preceptor and site by midterm. Submit appropriate paperwork.</li> </ul> <b>DNP Champion Expectations:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with student to determine practicum preceptor and site</li> </ul>	
<b>Term 6</b>	
Course Work	<b>NURS 891</b> Capstone Project I: Proposal Development (3) <b>NURS 882</b> DNP Practicum (1-6)* <i>w/additional MSN coursework</i>
<b>Student Expectations:</b>	

- Identify a research problem at the client, population, and/or system level and develop a research question. Conduct a thorough literature review of the identified problem. Identify a theoretical framework or conceptual framework that is appropriate for the selected research problem and will support further development of the project.
- Demonstrate the ability to conceptualize and design a project that demonstrates actual or potential practice or policy change initiatives and/or evaluations. Explore potential methods of implementing and evaluating the DNP Project.
- Talk with selected faculty members and clinical mentors about potentially serving on the DNP Scholarly Project Committee
- Submit initial project proposal to your DNP Scholarly Project committee by the end of term
- Initiate ongoing meetings with DNP Champion and Clinical Preceptor
- Practicum hours will be earned and recorded as you work on your project. For example conferences, meetings (board, community, department), rounds that relate directly to your project
- DNP Champion Expectations:**
- Serve as faculty in project and practicum courses
- Serve as the DNP Scholarly Project Committee Chair
- Guide the student in the development of their project proposal
- Monitor and approve practicum hours
- Guide the student in exploring DNP Project Committee members
- Review and provide feedback on project proposal

### Term 7

Course Work

**NURS 860** Health Policy & Advocacy (3)  
**NURS 892** Capstone Project II: Project Development (2)  
**NURS 882** DNP Practicum (1-6)\*

**Student Expectations:**

- Project committee finalized and appropriate paperwork completed
- Provide the project committee with the written proposal for feedback and edits. Make requested revisions
- Get proposal approval form completed by project committee
- Submit project for IRB approval(s) with project design, data collection procedure, sample identified, instruments and consents
- If all above areas are met, may begin Project Implementation
- Initiate ongoing meetings with DNP Champion, Clinical Preceptor and Project committee
- Clinical Practicum hours will be earned and recorded as you work on your project.

**DNP Champion Expectations:**

- Serve as faculty in project and practicum courses
- Serve as the DNP Scholarly Project committee Chair
- Provide feedback and edits for proposal
- Assist student in completing Project Committee Form and proposal approval form
- Provide feedback on IRB application(s)
- After all above areas are met may approve Project Implementation
- Meet with student and project committee as necessary
- Monitor and approve Clinical Practicum hours

**DNP Project committee Expectations:**

- Meet with student and entire committee as necessary

<input type="checkbox"/> Provide input on proposal <input type="checkbox"/> Sign paperwork in a timely manner	
<b>Term 8</b>	
Course Work	<b>NURS 870</b> Health Systems Theory, Informatics, Policy & Practice (3) <b>NURS 882</b> DNP Practicum (1-6)*
<b>Student Expectations:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Implement and complete DNP Project: Implement the DNP Project; Collect all DNP Project data; Conduct DNP Project data analysis; and evaluate the DNP Project.</li> <li><input type="checkbox"/> Begin writing the DNP Project final paper with continued input from the DNP Champion and DNP Project committee members.</li> <li><input type="checkbox"/> Periodically initiate committee meetings and provide committee with paper drafts</li> <li><input type="checkbox"/> Complete and record the majority of your clinical hours needed to graduate.</li> </ul> <b>DNP Champion Expectations:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Serve as faculty in practicum course</li> <li><input type="checkbox"/> Serve as the DNP Scholarly Project committee Chair</li> <li><input type="checkbox"/> Provide feedback and edits for final paper</li> <li><input type="checkbox"/> Meet with student and project committee as necessary</li> <li><input type="checkbox"/> Monitor and approve Clinical Practicum hours</li> </ul> <b>DNP Project Committee Expectations:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with student and the entire committee as necessary</li> <li><input type="checkbox"/> Provide input on final paper</li> </ul>	
<b>Term 9</b>	
Course Work	<b>NURS 893</b> Capstone project III: Dissemination (3) <b>NURS 882</b> DNP Practicum (1-6)*
<b>Student Expectations:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete analysis and evaluation of project</li> <li><input type="checkbox"/> Provide the project committee with written final paper for feedback and edits. Make requested revisions</li> <li><input type="checkbox"/> By midterm of the semester, complete Final DNP Scholarly Paper and Podium Presentation. Get appropriate documents signed and everything submitted to Graduate School prior to the November 1<sup>st</sup> deadline</li> <li><input type="checkbox"/> Initiate ongoing meetings with DNP Champion, Clinical Preceptor and Project committee</li> <li><input type="checkbox"/> Complete Project Dissemination</li> <li><input type="checkbox"/> Clinical Practicum hours will be earned and recorded as you work on finalizing your project and dissemination.</li> </ul> <b>DNP Champion Expectations:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Serve as faculty in project and practicum courses</li> <li><input type="checkbox"/> Serve as the DNP Scholarly Project committee Chair</li> <li><input type="checkbox"/> Guide the student in completion of the final paper and presentation</li> <li><input type="checkbox"/> Provide feedback and edits for final paper and presentation</li> <li><input type="checkbox"/> Meet with student and project committee as necessary</li> <li><input type="checkbox"/> Assure completion of all DNP Scholarly Project grading rubrics</li> </ul>	

- Assist student in getting appropriate documents signed and everything submitted to Graduate School prior to the November 1st deadline
- Support the student in the dissemination plan for their project
- Monitor and approve Clinical Practicum hours

**DNP Project committee Expectations:**

- Meet with student and entire committee as necessary
- Provide feedback and edits for final paper
- Attend Podium Presentation of final paper
- Complete DNP Project paper and presentation rubrics
- Sign paperwork in a timely manner

\*Distribution of DNP Practicum hours will be decided between you and your Champion

\*\* DNP Practicum hours should be complete in more than one setting. The majority of student's DNP practicum hours will be spent at the clinical site and/or in activities related to the student's DNP project. Additional hours can be spent in leadership, quality assurance/quality improvement, faculty leadership, policy, advocacy type experiences. Practicum hours may not be complete in direct patient care or direct teaching / graduate assistantship type roles.

How to Format your DNP Scholarly Project Paper: A Word Template Created to Facilitate Student  
Success.

by Jennifer Avery

Scholarly Project

Submitted to the College of Health and Human Services at Eastern Michigan University in partial  
fulfillment of the requirements for the degree of

DOCTOR OF NURSING PRACTICE

Scholarly Project Committee: Lydia McBurrows, DNP

December 9, 2020

Ypsilanti, Michigan

*Sample Note: This page is in 12-point font and nothing is to be in boldface type. Fit your information to center, using 1.5- or double-spacing. Also don't forget to remove this note.*



## **Abstract**

**REQUIRED.** An abstract is a brief (approximately 350 words—no longer than one page) summary of the contents of the proposal. The abstract includes an overview of the proposed project's introduction and background and review of literature, purpose, method, plan, results, interpretation/discussion, and conclusion. Abstract does not contain personal comments and should not contain citations.

### **Required Headers:**

Background and Review of Literature:

Purpose:

Methods:

Implications/Conclusion:

Keywords, such as those below, are words you used to perform database searches for the proposal.

**Keywords:** APA style, sixth edition, publication manual

## Table of Contents - Directions

REQUIRED. Tables of Contents may be quite brief, including only chapter headings, or more detailed, including major subheadings. The following rules apply:

- ☒ The wording of headings in the Table of Contents must correspond **exactly** to the wording of those headings in the text.
- ☒ You must list the preliminary pages with page number references (except for the title page and the Table of Contents pages themselves).
- ☒ “Dot leaders” to page number references are required. Use your computer’s tab format settings; do not type a row of periods.
- ☒ Do not list individual tables or figures in the Table of Contents.
- ☒ Make sure that the levels of headings match in the Table of Contents and the text itself.

*Word will automatically create a table of contents for you (and anything in the table is a hyperlink to that section if you hold down on the CTRL key and click on it, then hit Alt and the left arrow to go back),*

*I highly recommend using this function. The next page contains an example of what that looks like. In order to add items to the table of contents, use the “styles” in this template and assign your headings the appropriate levels (e.g. when you highlight something and select heading level 1, it will then auto-populate as a heading in your table of contents after you right click on the table and tell it to update).*

**MAKE SURE TO DELETE THIS “DIRECTIONS” PAGE and EDIT the table on the next page.**

## Table of Contents (Example)

<a href="#"><u>Dedication</u></a>	ii
<a href="#"><u>Acknowledgements</u></a>	iii
<a href="#"><u>Abstract</u></a>	iv
<a href="#"><u>Table of Contents - Directions</u></a>	v
<a href="#"><u>Table of Contents (Example)</u></a>	vi
<a href="#"><u>List of Tables - Directions</u></a>	viii
<a href="#"><u>List of Tables (Example)</u></a>	ix
<a href="#"><u>List of Figures - Directions</u></a>	x
<a href="#"><u>List of Figures (Example)</u></a>	xi
<a href="#"><u>Title of your Paper Again.</u></a>	12
<a href="#"><u>Introduction and Background</u></a>	12
<a href="#"><u>Problem Statement</u></a>	12
<a href="#"><u>Purpose, Objectives and Aims</u></a>	12
<a href="#"><u>Review of the Literature</u></a>	13
<a href="#"><u>Theoretical Model</u></a>	13
<a href="#"><u>Methods</u></a>	13
<a href="#"><u>Results</u></a>	13
<a href="#"><u>Discussion</u></a>	13
<a href="#"><u>Conclusion(s)</u></a>	13
<a href="#"><u>Tables and Figures</u></a>	15
<a href="#"><u>Supplementary Pages</u></a>	16
<a href="#"><u>References</u></a>	17
<a href="#"><u>Appendix or Appendices</u></a>	18

<a href="#"><u>Index</u></a>	19
<a href="#"><u>Curriculum Vitae</u></a>	20
<a href="#"><u>Example Tables / Figures &amp; Final Notes</u></a>	21

**EASTERN MICHIGAN UNIVERSITY**  
**School of Nursing**  
**DNP Scholarly Project Committee Approval Form**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Program of Study \_\_\_\_\_ ID# E \_\_\_\_\_

Email address \_\_\_\_\_

Phone (work) \_\_\_\_\_ (home/cell) \_\_\_\_\_

Project Topic/Tentative  
Title

**PROPOSED COMMITTEE MEMBERSHIP PRINT/ TYPE NAME**

Scholarly Project Committee Chair \_\_\_\_\_

Proposed Member Representing the Graduate School \_\_\_\_\_

(Attach vitae/resume of any off-campus appointee.)

**PRINT/TYPER COMMITTEE MEMBERS NAME**

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

**APPROVALS**

Date \_\_\_\_\_ Program Director/Coordinator/Dept. Head \_\_\_\_\_

Date \_\_\_\_\_ Graduate School \_\_\_\_\_

Please send completed document to [dissertation\\_submission@emich.edu](mailto:dissertation_submission@emich.edu). The Graduate School will email the fully approved document with signatures to Records & Registration, project team lead, department/college file.

Each DNP project committee needs to consist of at least three members including the DNP Champion, other School of Nursing faculty, and content expert(s).

Figure 5. DNP Scholarly Project Committee Approval Form.

**EASTERN MICHIGAN UNIVERSITY**  
**School of Nursing**  
**DNP Scholarly Project PROPOSAL Approval Form**

Student Name \_\_\_\_\_ Date of Meeting \_\_\_\_\_  
 Program of Study \_\_\_\_\_ ID# E \_\_\_\_\_  
 Scholarly Project Committee Chair \_\_\_\_\_

**TENTATIVE TITLE OF PROPOSED DNP SCHOLARLY PROJECT**

**THE DNP SCHOLARLY PROJECT COMMITTEE REPORT ON DNP SCHOLARLY PROJECT PROPOSAL**

After review of the DNP Scholarly Project proposal, the DNP Scholarly Project Committee certifies that:

The proposed research involves the use of vertebrate subjects and requires IACUC review prior to data collection.

The proposed research involves human subjects and will be sent to the University Human Subjects Review Committee prior to data collection.

The proposal is not satisfactory and the following deficiencies must be corrected.  
 Description of deficiencies<sup>1</sup> \_\_\_\_\_

**THE SCHOLARLY PROJECT COMMITTEE MEMBER NAME PRINT OR TYPE/ COMMITTEE MEMBER SIGNATURE**

	Name/Signature
Project Committee Chair _____	/ _____
Member _____	/ _____
Member _____	/ _____
Member _____	/ _____
Member _____	/ _____
External Member Representing the Graduate School _____	/ _____

**ACKNOWLEDGEMENT OF PROPOSAL APPROVAL**

Date \_\_\_\_\_ Director of Clinical Training/Dept. Head \_\_\_\_\_

*Please send completed document to [dissertation\\_submission@emich.edu](mailto:dissertation_submission@emich.edu). The Graduate School will email the fully approved document with signatures to Records & Registration, project team lead, department/college file.*

<sup>1</sup>To be completed only after the student has been officially notified of proposal approval.

<sup>2</sup>After the deficiencies have been corrected a new form must be submitted indicating that the proposal is satisfactory and the

candidate may proceed.

*Figure 6.* DNP Scholarly Project PROPOSAL Approval Form

**EASTERN MICHIGAN UNIVERSITY**  
**School of Nursing**  
**PODIUM PRESENTATION of the DNP Scholarly**  
**Project Approval Form**

Student Name \_\_\_\_\_

Program of Study \_\_\_\_\_ ID# E \_\_\_\_\_

**TITLE OF DNP SCHOLARLY PROJECT**

.  
.

**PODIUM PRESENTATION**

Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

After review of the scholarly project and on the basis of the podium presentation of the work presented in the scholarly project, the DNP Scholarly Project committee certifies that the candidate:

- Satisfactorily passed the Podium Presentation of the DNP Scholarly Project
- Did not satisfactorily pass the Podium Presentation of the DNP Scholarly Project

Recommendations \_\_\_\_\_

committee **MEMBER NAME PRINTED OR TYPED/COMMITTEE MEMBER SIGNATURE**

**I have read and approve the content of this scholarly project. FINAL document approval of the written requirement will occur upon review of suggested edits with signatures on the *DNP SCHOLARLY PROJECT DOCUMENT APPROVAL FORM*.**

**Name/signature**

Committee Chair: \_\_\_\_\_ / \_\_\_\_\_

Member \_\_\_\_\_ / \_\_\_\_\_

Member \_\_\_\_\_ / \_\_\_\_\_

Member \_\_\_\_\_ / \_\_\_\_\_

Member \_\_\_\_\_ / \_\_\_\_\_

External Member Representing the Graduate School \_\_\_\_\_ / \_\_\_\_\_

**ACKNOWLEDGEMENT OF PASSING THE PODIUM PRESENTATION**

Date \_\_\_\_\_ Program Director/Coordinator/Dept. Head \_\_\_\_\_

Date \_\_\_\_\_ Graduate School \_\_\_\_\_

*Please send completed document to [dissertation\\_submission@emich.edu](mailto:dissertation_submission@emich.edu). The Graduate School will email the fully approved document with signatures to Records & Registration, project team lead, department/college file.*

*Figure 7. Podium Presentation of the DNP Scholarly Project Approval Form*

**EASTERN MICHIGAN UNIVERSITY  
School of Nursing**

**DNP Scholarly Project Document Approval Form**

Student Name \_\_\_\_\_

Program of Study \_\_\_\_\_ ID# E \_\_\_\_\_

Academic Department/School \_\_\_\_\_ College \_\_\_\_\_

**TITLE OF DNP SCHOLARLY PROJECT**

Style Guide Used (check one): APA Chicago Turabian Other

**ACKNOWLEDGEMENT OF ORIGINAL WORK**

The above titled work has been examined using a plagiarism check service.

committee Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Note – Another authorized individual, such as a program coordinator or program director, may sign in lieu of the project committee chair

**DOCUMENT APPROVAL**

**COMMITTEE MEMBER NAME PRINTED OR TYPED/COMMITTEE MEMBER SIGNATURE**  
Name/signature

Committee Chair \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_

Members \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_

External Member \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_

**ACKNOWLEDGEMENT OF COMPLETED DNP SCHOLARLY PROJECT**

Date \_\_\_\_\_ Program Director/Coordinator \_\_\_\_\_

Date \_\_\_\_\_ Dept. Head/School Director/Dean \_\_\_\_\_

**GRADUATE SCHOOL**

DOCUMENT HAS BEEN SUBMITTED AND EDITED – DEGREE MAY BE CONFERRED

Date \_\_\_\_\_ Graduate School \_\_\_\_\_

*Please send completed document to [dissertation\\_submission@emich.edu](mailto:dissertation_submission@emich.edu). The Graduate School will email the fully approved document with signatures to Records & Registration, committee chair, department/college file.*

Figure 8. DNP Scholarly Project Document Approval Form.

# DNP SCHOLARLY PROJECT INFORMATION SHEET

NAME \_\_\_\_\_ STUDENT # \_\_\_\_\_

PHONE (H) \_\_\_\_\_ (W) \_\_\_\_\_

EMAIL \_\_\_\_\_

Dept/School \_\_\_\_\_ Committee Chair \_\_\_\_\_

Title of Scholarly Project

Signature \_\_\_\_\_

Style Guide Used (check one):    APA \_\_\_\_\_ Chicago \_\_\_\_\_ Turabian \_\_\_\_\_

=====

For office use only--Graduate School staff must complete the following:

Is the Approval Form signed by all committee members and the department head/school director?

Yes \_\_\_\_\_ No \_\_\_\_\_

If the research involved the use of human or animal subjects, is evidence of approval from the UHSRC or IACUC submitted with the scholarly project document?

Yes \_\_\_\_\_ No \_\_\_\_\_

1. If the answers to both the above questions are “yes,” you may accept the scholarly project document from the student. If not, return it to the student for compliance with the above requirements
2. Date stamp below. Name of staff person accepting the scholarly project \_\_\_\_\_
3. Make two copies of this form. One copy goes to student and the other to the reader.  
**DATE STAMP HERE**
4. Enter in database and Banner and file original in binder.

Figure 9. DNP Scholarly Project Information Sheet.

## EASTERN MICHIGAN UNIVERSITY

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*Figure 10.* Rights and permission form for electronic thesis or dissertation project (ETD). (Do not fill out or submit; you will receive an electronic copy upon dissertation approval.)