

## Scholarly Project Process Timeline

To meet graduation in \_\_\_\_\_ MCN Presentation scheduled on \_\_\_\_\_ MCN Scholarly Project and Clinical Residency Handbook & resources @ [Advising | Mennonite College of Nursing - Illinois State](#); (useful to work backward from anticipated graduation date)

Meetings may be email, Zoom, phone call or face to face. Minimally Zoom meeting monthly. Dates are approximate; the main purpose is to ensure steady progress and approval by Faculty Advisor. **You must allow 2 weeks turnaround time for your advisor to review and provide feedback on assignments. Please add this element to meet your assignment deadline.**

Scholarly Project Activity	Completed
Prior to Scholarly Project I, name committee members & submit <b>Request for Appointment of Scholarly Project Committee</b> to DNP Program Lead, Sandi Scheidenhelm after signed by Faculty Advisor (NUR 539)	
<b>Meeting #1</b> – May (NUR 539) <ul style="list-style-type: none"> <li>• Preliminary outline of the proposal; introduction to the project</li> <li>• Compelling practice problem; background on practice problem from the literature and in the selected clinical setting including the need for improvement</li> <li>• Patient health outcome to be improved</li> <li>• Problem statement (PICOT format)</li> <li>• Scheduled meeting with scholarly project clinical setting stakeholders</li> <li>• <b>Advisor approval of practice problem, patient health outcome, PICOT, and clinical setting</b></li> </ul>	
June (2nd week) (NUR 539) <ul style="list-style-type: none"> <li>• Follow-up items from meeting #1</li> <li>• Evidence of stakeholder support for the project</li> <li>• Literature review completed</li> <li>• Evidence-based practice (intervention) to be implemented</li> <li>• Organizational Assessment (SWOT analysis figure or other method): 1/2 page               <ul style="list-style-type: none"> <li>○ Inter-professional collaboration</li> <li>○ Cultural, Economic, and Political factors</li> </ul> </li> <li>• Confirm meeting with statistician</li> <li>• <b>Literature review and stakeholder support obtained</b></li> </ul>	
June (4 <sup>th</sup> week) (NUR 539) <ul style="list-style-type: none"> <li>• Evaluation plan with methodology and patient outcome measures included that are evidence-based</li> <li>• Framework:               <ul style="list-style-type: none"> <li>○ Describe framework and fit with guiding project</li> <li>○ Identify how used to shape project (development, implementation, outcomes)</li> </ul> </li> <li>• Methods:               <ul style="list-style-type: none"> <li>○ Design (include if a QI or EBP project), sample, setting</li> <li>○ Instruments (evidence-based, reliability and validity)</li> <li>○ Procedure (step by step)</li> <li>○ Data collection and management</li> <li>○ Data analysis (statistical tools and measures)</li> </ul> </li> <li>• Cost Effectiveness (resources, cost/benefit analysis, clinical prevention aspects): 1/2 page               <ul style="list-style-type: none"> <li>• Budget (if applicable) with funding sources.</li> </ul> </li> <li>• Timeline, which includes all phases of the project and is reasonable and comprehensive</li> <li>• Feasibility of the project including market/risk analysis</li> <li>• Budget (if applicable) with funding sources</li> </ul>	

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<ul style="list-style-type: none"> <li>• Schedule meeting with scholarly project committee</li> </ul>	
<b>Meeting #2</b> July (1st week) (NUR 539) <ul style="list-style-type: none"> <li>• Schedule meeting with scholarly project committee</li> <li>• <b>Advisor approval of draft proposal or recommended revisions for Scholarly Project Proposal 1<sup>st</sup> draft</b></li> </ul>	
August (1 <sup>st</sup> week) (NUR 539) <ul style="list-style-type: none"> <li>• Follow-up items from meeting #2</li> </ul>	
<b>Meeting #3</b> (August 3 <sup>rd</sup> week) (NUR 543) <ul style="list-style-type: none"> <li>• Follow-up items from meeting #2</li> <li>• <b>Advisor approval of final proposal</b></li> <li>• Meeting with scholarly project committee scheduled.</li> </ul>	
<b>Meeting #4</b> (August last week) (NUR 543) <ul style="list-style-type: none"> <li>• Follow-up items from meeting #3</li> <li>• <b>Advisor confirm scholarly project committee written approval of final proposal</b></li> </ul>	
<b>Meeting #5</b> (September last week) (NUR 543) <ul style="list-style-type: none"> <li>• Follow-up items from meeting #4</li> <li>• <b>Advisor IRB application approved or recommended revisions</b></li> <li>• <b>Schedule a joint meeting with NUR 543 Faculty, Student and Project Chair regarding submission to clinical site IRB and process for ISU IRB once clinical site has approved</b></li> </ul>	
<b>Meeting #6</b> (October last week) (NUR 543) <ul style="list-style-type: none"> <li>• Follow-up items from meeting #5</li> <li>• Discuss author order (all members will be authors)</li> <li>• Complete Authorship Agreement Form</li> <li>• Schedule meeting with scholarly project committee</li> <li>• <b>Review and approve or recommend revisions for Proposal Abstract and submission to the MCN Research, EBP and Innovation Symposium</b></li> <li>• <b>Advisor confirm application submitted to clinical site IRB and when approved to ISU IRB</b></li> </ul>	
<b>Meeting #7</b> (November 3 <sup>rd</sup> week) (NUR 543) <ul style="list-style-type: none"> <li>• Follow-up items from meeting #6</li> <li>• <b>Review and approve or recommend revisions for Proposal Poster</b></li> <li>• <b>Advisor to verify IRB approval from clinical site and ISU</b></li> </ul>	
<b>Meeting #8</b> (December 1 <sup>st</sup> week) (NUR 543) <ul style="list-style-type: none"> <li>• Follow-up items from meeting #7</li> <li>• Schedule meeting with scholarly project committee</li> <li>• <b>Advisor to discuss implementation of Scholarly Project</b></li> </ul>	
<b>Meeting #9</b> (January 3 <sup>rd</sup> week) (NUR 545) <ul style="list-style-type: none"> <li>• Follow-up items from meeting #8</li> <li>• <b>Advisor verify clinical site ready for implementation</b></li> <li>• Review evaluation plan</li> <li>• Schedule meeting with scholarly project committee</li> <li>• Consult with statistician as needed</li> </ul>	
<b>Meeting #10</b> (NUR 545)	

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<ul style="list-style-type: none"> <li>• Follow-up items from meeting #9</li> <li>• (April 4<sup>th</sup> week) present draft presentation; submit result section of the paper</li> <li>• (May mid 1<sup>st</sup> week) make revision to presentation &amp; result section; submit to advisor for approval</li> <li>• Review data analysis/synthesis of findings</li> <li>• <b>Advisor review/approve presentation for MCN on-campus presentation at DNP Intensive</b></li> <li>• <b>Advisor attend DNP Intensive presentation</b></li> </ul>	
<p>Meeting #11 (NUR 547)</p> <ul style="list-style-type: none"> <li>• Follow-up items from meeting #10</li> <li>• Receive completed manuscript [QI projects in Squire 2.0 format/ Research projects in Consort format]</li> <li>• Confirm Journal for submission of the manuscript' Schedule podium presentation for stakeholders</li> <li>• Schedule podium presentation</li> </ul>	
<p>Meeting #12 (NUR 547)</p> <ul style="list-style-type: none"> <li>• Follow-up items from meeting #11</li> <li>• <b>Advisor final approval manuscript</b></li> <li>• Confirm podium presentation</li> <li>• (July 4<sup>th</sup> week) Submit approved manuscript to selected Journal</li> <li>• Confirm podium presentation (advisor to attend if possible)</li> <li>• Review and approve final poster</li> <li>• Approve submission of project abstract (or student will identify a future meeting and refine abstract to meet the submission criteria with commitment of submitting the abstract)</li> </ul>	
<p>Meeting #13 (NUR 547)</p> <ul style="list-style-type: none"> <li>• Follow-up items from meeting #12</li> <li>• Send congratulatory email/note to scholarly project committee members and/or key stakeholders</li> <li>• At a later date, consider depositing manuscript in ISUREd ONLY if not published</li> </ul>	
<p>Graduation</p> <ul style="list-style-type: none"> <li>• Attend and hood student</li> </ul>	