Doctor of Nursing Practice

DNP Project Guidelines
2025 - 2026
(rev per 2021 Essentials)

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Table of Contents

Envisioning Your DNP Project

➢ **Description of DNP Project**

The DNP project demonstrates a synthesis of the DNP Program Outcomes and represents an opportunity for the student to investigate a clinical practice or systems health care issue. The project should focus on the scholarship of practice, with an emphasis on internal validity rather than external generalizability. According to the AACN 2012 Essentials: Core Competencies for Professional Nursing Practice, the DNP project should be a "A scholarly work that aims to improve clinical practice". AACN emphasizes the importance of collaboration with practice partners to maximize the value of the work.

The DNP project may take on various final forms depending on the academic institution's requirements and the student's area (specialty or role) of study/practice.

Key elements of all DNP projects, at minimum, should include:
- problem identification;
- a search, analysis, and synthesis of the literature and evidence;
- translating evidence to construct a strategy or method to address a problem;
- designing a plan for implementation and actual implementation when possible, and
- an evaluation of the outcomes, process, and/or experience.

Per AACN, "faculty may identify additional elements deemed necessary to meet the expected outcomes of the curriculum. Programs are encouraged to support innovation in the design and dissemination of the final project without reducing the substantive nature of the work. A literature review that lacks applicability to affect a practice improvement or the other elements identified above would not constitute a scholarly work that aligns with this Essentials model. Similarly, a portfolio may be used as a tool to enhance the development and presentation of a project but may not be the sole deliverable product of the student's scholarly work".

"The scholarly work should not be a separate disaggregated part of the plan of study. Instead, faculty should consider how the development of the scholarly work is integrated throughout the curriculum, allowing for dissemination of the results prior to program completion. The intent is that this scholarly work reflects the longitudinal attainment of advanced level sub-competencies, going across the curriculum and allowing for the evolution of ideas. There also is a need to ensure an understanding by the student of the connection between the scholarly work and application to future practice".

What the UKCON DNP Project SHOULD BE/MUST Include: Population, Purpose, Problem, Evidence, Change, Outcomes, Dissemination (PPPECOD)*
*Goal: Completion of a Scholarly work product that aims to improve clinical practice or organizational outcomes *Clinical Practice or System Change Initiative: DNP Projects must address a gap or problem in an actual practice or organizational setting versus just a gap identified from the literature. Examples include: • EB • QI • Translating Knowledge into Practice (EBP Guideline Implementation and Evaluation) • Policy Implementation • Program evaluation

Required Components of a DNP Project as Envisioned/Proposed

Step 1: *Defined Clinical Question with Focus of <u>P</u>opulation, <u>P</u>urpose, <u>P</u>roblem

Problem identification

Problem to be addressed

- MUST be important to the system or project site where study is conducted (strategic goal)
- MUST address a quintuple aim (Patient experience and outcomes, Improved clinician experience and satisfaction, Population health, Health equity, and Reduced healthcare costs)
- MUST be linked to national quality measure/metric or system benchmark (directly or indirectly)
- MUST be data driven – beginning with evidence to support that a problem exists

Step 2: *Adequate <u>E</u>vidence – requires "a search, analysis, and synthesis of the literature and evidence"

- MUST include critical review of existing evidence-based strategies to address the identified problem
- MUST support how existing evidence informed the intervention

Step 3: *Change in practice based on evidence – "translating evidence to construct a strategy or method to address a problem"

- MUST have implementation of intervention, improvement solution/change strategy ("designing a plan for implementation and actual implementation")
- MUST include collaboration with practice partners - be developed with input from clinical/system leadership/liaison from beginning and throughout
- MUST identify a framework to guide the project implementation and intervention (quality improvement model, change management model, evidence-based practice model)
- MUST address business case (cost/benefit analysis) (tangible, intangible) and estimate prior to implementation
- MUST address feasibility/capacity for change and sustainability of intervention at project site before implementation (a student leading a 10-minute patient education is not sustainability by regular clinic staff)
- MUST use a framework to guide project; intervention/change strategy; quality improvement model; change management model; evidence-based model

Step 4: *Outcome evaluation – "an evaluation of the outcomes, process, and/or experience

- MUST have an outcome of Practice or System change/improvement
- Outcome measures should include metrics important to clinic/system leadership presented in format expected by healthcare organization leaders (must speak their language)
- MUST include actual (not estimated) cost/benefit analysis/financial implications in general and specific to project setting
- If applicable for the specific project, MUST include process evaluation of project implementation

* Ethical Consideration of methods must be clearly supported

- MUST obtain IRB approval when applicable
- If not applicable for IRB, must obtain IRB Nonhuman Subjects designation approval

Expectations Following Implementation of Project

*Implications – "Value, further explorations needed)

- MUST include specific practice recommendations for general audience and for the project site
- MUST include specific recommendation to adopt, adapt or abandon the proposed intervention or change strategy. If adopt, provide a detailed sustainability plan for implementation; if adapt, describe specific next steps the project site/other DNP student can do get to the next level; if abandon, suggest alternate strategies for addressing the identified problem.

Step 5: Dissemination – "allowing for dissemination of the results prior to program completion"

- Report results to decision makers and stakeholders (Must provide one-page Executive Summary, presentation to project site members)
- Publishable Manuscript
- Professional Presentation at a local, state, or national professional meeting (poster acceptable)
- Public, including DNP committee, Academic Presentation of DNP Project
- Other

Creating Your DNP Project Committee

➢ **DNP Project Committee**

The DNP Project Committee provides guidance and expertise in the successful design, implementation, evaluation and dissemination of the DNP Project. The student's assigned faculty advisor will serve as the DNP advisor, unless otherwise indicated. The DNP Project Committee will consist of two doctorally-prepared faculty members and a doctoral-prepared clinical mentor. The clinical mentor should be an expert in the student's focus area, will champion the DNP project through its entirety, will provide resources and guide the student as they complete the work of their DNP project and will serve as a clinical coach and project facilitator in collaboration with the faculty advisor and faculty committee member.

➢ **Role of the DNP Project Committee**

DNP Advisor

The advisor will guide the student through the DNP Project process to include:
- Topic and site selection;
- Selection of committee members;
- Meetings with DNP Project Committee members;
- Clinical agency site contracts and agreements;
- IRB approval or Non-Human subjects research exemption;
- Project approval, development, implementation, and evaluation;
- Assimilation of committee members' feedback on student work and communication to the student;
- Final project paper; and
- Final project presentation

DNP Project Committee Members

The DNP Project Committee consists of the student's Advisor who serves as the student's committee chairperson and a second faculty member from the College of Nursing Faculty. A third committee member from the project site/setting is required to serve as the student's clinical mentor (preference to be doctoral prepared). The clinical mentor should be an expert in the students focus area and willing to assist in student advisement and clinical coaching in collaboration with the faculty advisor. If a doctoral prepared clinical mentor from the practice/project site is not available, a fourth doctoral educated committee member who has the clinical expertise to serve as a clinical mentor also is to be included on the committee.

All committee members will provide guidance throughout the project process including:
- Active participation in all DNP Project Committee meetings as indicated by the advisor;
- Periodic consultation in area of expertise as needed;
- Constructive and timely feedback on drafts of the student's DNP Project proposal, final project paper, and final project presentation;
- Attendance at the DNP Project Presentation.

Planning & Doing Your DNP Project

➢ **Steps in Completing the DNP Project**

The steps for completing the DNP Project are aligned with DNP course work to a) assure that students complete all important steps leading up the DNP Project implementation; b) keep students focused on their DNP Projects throughout their course work; c) provide objective checkpoints for both students and DNP advisors throughout the student's curricular progression; and d) facilitate the student's successful completion of the DNP Project.

Depending on the student's track within the DNP program, they may be taking DNP core courses in a variety of sequences. However, the courses most closely aligned with the DNP Project (NUR 915, NUR 919, NUR 909, NUR 918 and NUR 910) have clear expectations that will help doctoral students streamline and complete their DNP Project requirements.

College of Nursing

➢ **Course Alignment of Steps in Completing a DNP Project**

During NUR 915

Student Expectations	DNP Advisor & Committee Members
1. DNP Projects must address a gap or problem in an actual practice setting versus just a gap identified from the literature. Review list of project ideas from UKHC and other clinical sites as applicable. 2. Talk with leaders or staff in a practice/clinical setting to identify problem/gaps that exist or talk with applicable leaders to obtain more information about project ideas from the UKHC and other clinical site lists. 3. Based on discussions and follow up dialogue, identify a practice gap/problem that needs to be addressed. 4. BSN to DNP students: schedule a meeting with advisor after completing the Sources of Evidence assignment and obtain advisor signature on Acknowledgement of Practice Gap Form. 5. Through an extensive literature review, identify an evidence-based intervention or idea to address the practice gap. 6. Complete an evidence table focused around the DNP project focus area of interest. 7. Send literature review to advisor and obtain feedback on writing skills. **NOTE:** MSN to DNP students who do not take NUR 915 at UKCON due to receiving NUR 915 Transfer Credit will be required to attend a review session focused around evidence-based practice. In this review session, they will complete a literature review and an evidence table about their DNP project topic. Prior to taking NUR 909, MSN to DNP students complete the Acknowledgement of Practice Gap Form and review it with their advisor.	1. During every meeting with your advisee, discuss ideas for your DNP project. 2. Ensure the student has identified a PRACTICE gap instead of a gap in the literature by reviewing Sources of Evidence assignment in 915 and signing a document with student to be kept in advising file. 3. Review and provide feedback on literature review assignment and note recommendations for points of improvement and/or referral to writing center or CON writing specialist. **NOTE:** Meet with advisees to ensure they have completed the Acknowledgement of Practice Gap Form, the literature review and evidence table.

NUR 915 Assignment: Literature Review (Place in Digication Portfolio)

Prior to NUR 909 (Generally the Spring before enrolls in NUR 919)

Student Expectations	DNP Advisor & Committee Members
1. Develop initial DNP Project title/focus, purpose statement, goals/objectives, brief methodology plan, identification of an agency with verbal agreement from agency representatives and discuss with your advisor. 2. Confirm the members of your DNP committee with your advisor, and complete *"Formation of DNP Student Advisory Committee"* form (see Appendix C). Send form to your advisor for approval and signature. 3. Students may not register for NUR 909 until all of these steps have been completed and the advisor has approved of the project proposal plan and committee. **NOTE:** For MSN to DNP no second specialty students who take NUR 909 during their first semester in the program, steps 1-3 need to be completed the summer before fall semester. These students also need to complete the evidence-based practice review.	1. Assist student in finalizing title/focus, purpose statement, goals/objectives, brief methodology plan, identification of an agency and securing necessary clinical contracts or agreements. 2. Discuss options for the second CON faculty member and a clinical mentor to serve as members on the DNP Project Committee and help student finalize the selection of committee members. 3. Ensure that student completes *"Formation of DNP Student Advisory Committee"*, approve committee and content, sign form, and send to the Assistant Dean for MSN/DNP Programs. **NOTE:** For MSN to DNP no second specialty students who take NUR 909 during their first semester in the program, steps 1-3 need to be completed the summer before fall semester. These students also need to complete the evidence-based practice review.

During NUR 919

Student Expectations	DNP Advisor & Committee Members
Identify/validate the site where you want to do your DNP project. Meet with the manager or others at the site to discuss DNP Project ideas. The determination of what your DNP Project will be focused on needs to be decided in collaboration with clinical staff, to validate that there is a gap in practice.	Ensure the student identifies a project that meets an organizational need.
If not done before NUR 919: 1. Develop initial DNP Project title/focus, purpose statement, goals/objectives, brief methodology plan, NS identification of an agency with at least verbal agreement from agency representatives and discuss with your advisor. 2. Confirm the members of your DNP committee with your advisor, and complete *"Formation of DNP Student Advisory Committee"* form (see Appendix C). Send form to your advisor for approval and signature. 3. Students may not register for NUR 909 until all of these steps have been completed and the advisor has approved of the project proposal plan and committee.	**If not done before NUR 919:** 1. Assist student in finalizing title/focus, purpose statement, goals/objectives, brief methodology plan, identification of an agency and securing necessary clinical contracts or agreements. 2. Discuss options for the second CON faculty member and a clinical mentor to serve as members on the DNP Project Committee and help student finalize the selection of committee members. 3. Ensure that student completes *"Formation of DNP Student Advisory Committee",* approve committee and content, sign form, an email to student and to Graduate Student Services officer. Send a copy of the "Committee Member Expectations related to DNP Project" form to the student's DNP committee members and file returned forms in students advising records.

NUR 919 Assignment: XXXXX (Place in Digication Portfolio)

During NUR 909

Student Expectations	DNP Advisor & Committee Members

1. Select a framework (process improvement model, change model) to guide the DNP Project.
2. Review and update the synthesis of literature from NUR 915; if no synthesis of literature was done in NUR 915, complete a literature review and confirm that there is evidence to support the intervention to be implemented to address the practice
3. Develop DNP project proposal following the assignments guidelines for NUR 909. Proposal to include:
  a. Background including a literature synthesis
  b. Purpose and Objectives
  c. Project framework
  d. Project Design
  e. Participant Recruitment Methods
  f. Procedures
    – Participants/setting
    – Intervention
    – Plan for implementing intervention
  g. Data Collection, including variables, instruments and methods of measurement
  h. Plan for evaluating effectiveness of intervention
4. Schedule a meeting with your academic advisor to get feedback on your proposal immediately following course faculty feedback on Assignment #3. Failure to do so may result in inability to progress to NUR 918.
	1. Assist the student as they are working on their DNP project proposal.
	2. Meet with student to give feedback on the first three assignments of the course prior to submission of the final project proposal for a grade.
	3. Coordinate a meeting with committee as indicated.
	4. Approve DNP project proposal prior to registration for NUR 918.

NUR 909 Assignment: Copy of DNP Project Proposal (Place in Digication Portfolio)

Prior to/During Enrollment in NUR 918

NOTE: Students may not register for NUR 918 until they have met with their advisor & DNP Project Approval Form has been signed by advisor and submitted to the **Student Services Officer – Graduate Program**.

Student Expectations	DNP Advisor & Committee Members
1. During NUR 918, student will develop IRB application with assistance of a NUR 918 faculty member. 2. Meet with DNP advisor at least once during NUR 918. Discuss: DNP project proposal progress etc. 3. Incorporate suggestions of advisor and committee members in IRB application; discuss any questions or concerns with advisor/committee chair.	1. Provide feedback on DNP Project IRB application or non-Human Subjects Research Exemption form if applicable). 2. Include committee members as appropriate.

NUR 918 Assignment: Place a Copy of Final Approved IRB application in Digication Portfolio

Summer Between NUR 918 & Enrollment in NUR 910-1

Student Expectations	DNP Advisor
1. Finalize IRB Application for UK and DNP clinical agency, following appropriate guidelines. 2. Submit completed IRB Application to DNP advisor for review. Revise, as necessary. 3. Obtain IRB Approval or if project does not meet requirements for an IRB, complete and submit a "non-Human Subjects Determination form" 4. Obtain final clinical site approval to proceed with project.	**DNP Advisor will** Guide the student in completion of: ▪ IRB Application ▪ Readiness to start DNP project implementation

Prior to/During Enrollment in NUR 910

Student Expectations	DNP Advisor
During NUR 910-1 Continue revisions in IRB as needed to obtain IRB approval or if applicable non-Human Subjects Research exemption approval. **The student must have received either IRB or non-Human Subjects approval to progress from NUR 910-1 to NUR 910-2.** **AND** **During NUR 910-1 or 910-2** 1. Carry out/Implement the DNP Project. 2. Collect all DNP Project data. 3. Conduct DNP Project data analysis. 4. Update literature review and prepare to write paper.	**DNP Advisor will:** Guide the student in completion of: ▪ IRB Application ▪ Project implementation and evaluation ▪ Data analysis ▪ Final paper ▪ Final presentation **See More Detail Below** **AND** **DNP Project Committee members will**: ▪ Provide consulting assistance to the student PRN during their project work. ▪ Provide input to student on: — Final paper — Final presentation — Attend the final DNP Project Presentation. **See More Detail Below**

During/End of NUR 910-2 & Before Graduation

Student Expectations	DNP Advisor
DNP Project Paper **Write paper and disseminate DNP Project:** 1. Student is to identify a journal that is appropriate for publishing a paper in related to their DNP project. 2. Student will write a paper that follows the author guidelines for the specific journal for a main type of paper (quality improvement paper, research paper). The paper is to include at least 3,500 words up to 5,000 words. Writing a research brief or short paper of 1,000 to 2,000 words is not adequate. 3. **The DNP project paper needs to be in final draft before the student can complete DNP project oral presentation.** By approximately 4 weeks prior to the student's proposed DNP project presentation date, the DNP paper needs to be the **final draft** (from the faculty advisor's perspective). At this time, student will email their **final draft** to committee members, along with a copy of this rubric. Committee members should read the paper, complete this rubric, and respond to the student within 10 days (copied to advisor). Response should include edits/recommendations for paper and a copy of this completed rubric. Student will incorporate feedback from committee members into paper. Student will submit this revised paper to their advisor/chair by 2 weeks before their proposed presentation date. If the advisor determines that the paper is in **final draft**, the student will be given approval by the advisor to proceed with presentation. 4. After the students formal DNP Project presentation, the student should make any final revisions to their paper that were requested by committee members. 5. Once the paper is final, the student will submit their paper to UKnowledge. **Papers must be submitted to UKnowledge before being submitted to a journal for publication.** Students should submit their paper to UKnowledge within 7 days after doing their final DNP project presentation, and at the latest on the deadline date listed on the immersion schedule. After submitting their paper to UKnowledge, in collaboration with their advisor, students may submit their paper to the selected journal for publication-- ideally prior to graduation. In this situation the student will be the first author and the advisor the second author; all members of the committee will be paper coauthors. If the student does not submit their work to a journal within 3 months of graduation, the Committee Chair, **after obtaining approval/agreement from the student to publish the work**, can move forward with the publication process and publish the article. In this situation, the Committee Chair will be listed as the first author with the student being listed as second author and the Committee Members as authors thereafter.	**DNP Project Paper** **DNP Advisor will:** 1. Assist the student to find a journal that is applicable for publication of their DNP project paper. 2. Assist the student to locate the author guidelines for the journal and to create the guidelines for their specific paper (type of paper, number of words, format). 3. Provide editing suggestions to student in relation to their paper until paper is well-written. Refer the student to the Writing Center or to the CON Writing Specialist as needed. 4. Once the paper is well written and is the best that the advisor and student can make it be, suggest that the student send a copy of their paper to other committee members. **NOTE:** If the paper is not submitted to the journal prior to graduation the student and advisor may continue to pursue publication of paper after the student graduates, with the student being the primary/first author. If the student does not want to submit their paper for publication, but the advisor feels the paper is publishable the student may give permission for the advisor to submit the paper to the journal (with the advisor being first author); in this situation the student will be the second author and committee members will be other authors.

Student Expectations	DNP Advisor
NOTE: The graduate has the option NOT to agree to any publication, in which case, the work is not published. Publication will not occur if the graduate does not agree.	

DNP Project Formal Committee/Public Presentation (left column, continued)

Student Expectations	DNP Advisor
DNP Project Formal Committee/Public Presentation 1. Student should contact their advisor when they are ready to schedule their DNP Project Presentation. Students will work with their advisor to select a date and time for their presentation. **Note:** Tracks may or may not have calendar time blocked for DNP student presentation. At least two weeks prior DNP project presentation, complete the "Request to Schedule DNP Project Presentation" Form: https://nursing.uky.edu/sites/default/files/2023-06/08%20%20Request%20to%20Schedule%20DNP%20Project%20Presentation.pdf. This form should be sent to your advisor for signature and to the graduate student services officer and copy the administrative assistant for the DNP program. 2. Schedule at least one rehearsal of the DNP Project presentation with DNP Project Chair. 3. Present the completed DNP Project to the DNP Project Committee and interested members of the academic and clinical communities. **NOTE:** Students must use the approved UKCON PowerPoint template.	**DNP Project Formal Committee/Public Presentation** **DNP Advisor will:** 1. Schedule DNP Project Committee meetings, as necessary. 2. Schedule DNP presentation practice sessions (# will vary based on project progress). 3. Assure completion of all DNP Project grading rubrics and send to Graduate Student Services officer. 4. When paper is final, remind student to complete UK Knowledge "Electronic DNP Project Approval Form for Final Copy" form and sign form.
DNP Project Formal Poster Presentation ▪ August graduation - submit abstract to UK Research Conf and present a poster at UK Research Conf ▪ Spring or Summer graduation - submit abstract to CCTS Conf and present a poster at UK Research Conf ▪ **NOTE:** Student could submit an abstract to a regional or national Conf and present their poster at this event if selected (instead of at the UK RC or CCTS); however, presentation must occur before graduation. **NOTE:** Students must use the approved UKCON poster template. In relation to poster presenters/authors, the student will be listed as the first presenter/author. The student's committee chairperson is to be listed as the second presenter/author on the poster. Following this, the student should list the remainder of their committee members as poster co-presenters.	**DNP Project Formal Poster Presentation** **DNP Advisor will:** 1. Assist the student to determine the best venue for their poster presentation. 2. Assist the student to create their poster and provide guidance related other poster resource needs (size of poster, printing).
Presentation at DNP Project Site Prior to graduation student must present about their DNP Project outcomes at the site/setting where they completed their DNP project. This can be done using PowerPoint Slides or using the poster created for the conference presentation. **NOTE:** Have clinical mentor or manager at the project site complete the "Presentation Related to DNP Project Work" form and return to your advisor.	**Presentation at DNP Project Site** **DNP Advisor will:** Review student's setting/site presentation plan. Validate that the student presented information about their project outcomes at their poster site/setting. Student will provide a note from a manager or someone at the site/setting that validates that they provided an update about their project outcomes.

Student Expectations	DNP Advisor
Final Steps Prior to Graduation 1. Obtain final confirmation from DNP Project Committee that the DNP project expectations for the DNP degree have been met (see "Electronic DNP Project Approval Form for Final Copy". 2. Submit final paper to UKnowledge (see "Submission Checklist for UKnowledge" **and** the UK Knowledge UK CON DNP Project Submission Guide).	**NOTE:** Obtain "Presentation Related to DNP Project Work" form from student.

Project Proposal, Paper & Presentation Outlines & Rubrics

➢ **DNP Project Proposal Written Format**

The format of your written project proposal will be either using the format below or Revised Standards for Quality Improvement Reporting Excellence SQUIRE 2.0. Your advisor will instruct you on the format to be used with your project. Please adhere to the most recent edition of the writing guidelines as directed by your DNP Project advisor.

1. Title Page
2. Abstract
3. Table of Contents
4. Proposal to include:
   - Background including a literature synthesis
   - Purpose and Objectives
   - Project framework
   - Project Design
   - Participant Recruitment Methods
   - Procedures
     - Participants/setting
     - Intervention
     - Plan for implementing intervention
   - Data Collection, including variables, instruments and methods of measurement
   - Plan for evaluating effectiveness of intervention
5. References
6. Appendices

➢ **DNP Project Paper Format & Rubric**

The format of your written project proposal will be either using the format below or Revised Standards for Quality Improvement Reporting Excellence SQUIRE 2.0. Your advisor will instruct you on the format to be used with your project. Please adhere to the most recent edition of the writing guidelines as directed by your DNP Project advisor. Please refer to **Appendix I** for formatting specific to UKnowledge Guidelines. **NOTE**: Paper sections may be adapted as needed to meet requirements for journal author guidelines.

1. Title Page
2. Abstract
3. Background and Significance
   - Problem statement (introduction, context, scope)
   - Current evidence-based interventions/strategies targeting the problem
   - Current supportive literature
4. Purpose/Objectives
   - Overview of project purpose and how it addressed problem
5. Methods
   - Design and IRB approval or Non-Human Research Determination

- Setting
- Sample
- Procedures
  - Description of evidence-based intervention (if applicable)
  - Measures and instruments
  - Data collection
  - Data analysis (if applicable)
6. Results
   - Demographics
   - Findings - Present results of each aim and/or measure (Note: Present results in order of variable presentation in procedures)
7. Discussion
   - Discussion of findings as it relates to existing literature
   - Future related scholarship
8. Implications for practice, education, policy, research (as applicable for paper)
9. Limitations related to sample size, design
10. Conclusion
    - Summarize final conclusions from project
    - Discuss value to healthcare and practice
11. References
12. Tables
13. Figures
14. Appendices

➢ **DNP Project Oral Presentation Format & Rubric**

There will be a welcome and overview by either the Associate or Assistant Dean of the MSN/DNP Programs. This will include introduction of the student's DNP Project advisor and committee members. The DNP Project advisor will introduce the student. The student should provide DNP Project PowerPoint slides to all DNP Committee Members. Your presentation should be on the UK College of Nursing PowerPoint template of your choice and include:

1. Title Slide
2. Acknowledgements
3. Introduction & significance with needs justification
4. Purpose/Objectives
   - Overview of project purpose and how it addressed problem
5. Review of Literature
   - Summary of literature search, inclusion/exclusion criteria
   - How findings support the need for the project, including gap identification & need for proposed practice change
   - Evidence table
6. Framework
7. Methods
   - Design
   - Setting
     - Agency description
     - Congruence to setting practice gap
     - Description of stakeholders
     - Site-specific facilitators and barriers to implementation (if applicable)
   - Sample
     - Describe target population (inclusion/exclusion criteria)
   - Procedures
     - IRB approval or Non-human subjects research exemption
     - Description of intervention (if applicable)

- Measures and instruments
- Data Collection
- Data Analysis

8. Results
   - Demographics
   - Findings - Present results of each aim and/or measure (use table, figures or narrative)
9. Discussion
   - Of findings as it relates to existing literature
   - Of how project impacted project site/agency and plans for sustainability/next steps
10. Implications for practice, education, policy, research and finance
    - Address implications for practice, education, policy and research
    - Address cost implications and cost benefit; include a cost analysis
    - Address translation of findings
11. Limitations related to sample size, design, data collection
12. Conclusion
    - Summarize project and discuss value to healthcare and practice
13. References

A total of (1) hour will be allotted for the presentation and subsequent meetings with the DNP Committee Members. The student's presentation should be no more than 20 minutes in length with an additional 10 minutes for questions from members of the audience. The audience will be dismissed, and there will be additional time for questions from the DNP Project Committee members. The student will be asked to step out of the room while the Committee Members discuss whether or not the student has met the guidelines for completion. Upon finalization of this discussion the student will be invited to reenter the room and will be informed of the decision of committee on his/her success.

Formal DNP Project Presentation & UKnowledge

➢ **Timeline & Steps for Scheduling Formal DNP Project Presentation**

Step 1: Schedule Date and Time for Presentation

Students are responsible for setting the date and time for their public DNP project presentation. Students must consult with their full committee to determine the date and time.

1. Review DNP Semester Deadlines to determine deadline for degree seeking students to present/defend their project.
2. Determine a date and time that works for everyone on student's committee.
3. Send an email with this tentative date/time PRIOR to the deadlines communicated for the applicable semester to kathy.collins@uky.edu and patricia.foster@uky.edu to confirm an administrator can be present.
4. Send an email to all of committee members confirming the date, time and location of your public presentation.
5. Note: Zoom link for defense will be created by Kathy Collins.

Step 2: Formal Review of DNP Project Paper by Chair/Committee
Deadline: (4) weeks prior to student presentation date

DNP project paper needs to be in **final draft** before student can complete defense presentation. No later than (4) weeks prior to student's proposed DNP project defense date the ***DNP paper needs to be near the final draft, from the perspective of the faculty advisor.*** **Minimum of four weeks prior to proposed DNP defense date student is to:**

1. Email (a) their final draft paper to all committee members, (b) along with copy of the DNP Project Paper Rubric form.
2. Committee members should read the paper, complete the rubric and respond to the student within 10 days (copied to advisor). Response should include edits/recommendations for paper and a copy of completed DNP Project Paper rubric. Student will incorporate feedback from committee members into paper.
3. Student should submit revised paper to their advisor/chair a minimum of 2 weeks before their proposed defense date. If the advisor determines that the paper is in final draft form, the student will be given approval by advisor to proceed with their DNP presentation. The advisor will use the rubric to determine that the paper is in final draft form. To be final, all sections of the paper must be rated a minimum of "Average – 3".

Step 3: Request for Final Project Presentation Form

1. **A minimum of _(2) weeks prior_** to the specific presentation date student MUST obtain approval from Chair/Advisor to proceed as planned with the public presentation. **The student** must submit the [Request to Schedule DNP Project Presentation form](#) signed by their advisor to the Office of Student Services electronically to Kathy.collins@uky.edu [along with all requested items as noted on the form](#)

2. There will be No Exceptions to the Two Week Minimum for submitting this form to Student Services.

3. At least one week prior to the Public Presentation, the DNP Program Director's Office will announce to the CON faculty/staff and graduate students the name of the student, project title, date, time and location of the public presentation.

Step 4: Revisions After Public Presentation

Completion of any committee-recommended revisions must be submitted to all three committee members in a timely manner. Committee members should indicate how long student has to complete revisions. However, students must keep in mind the semester graduation deadlines. In order to graduate in the current semester, the FINAL copy <u>must</u> be submitted to UKnowledge for format review no later than the last day of classes. Any required formatting changes must be submitted and APPROVED by UKnowledge **on or prior to the last day of finals week**. This deadline is not flexible. Submission after 4:30 pm on the Friday of finals week will result in degree being awarded for the NEXT academic term.

Step 5: Submission of Final Document to UKnowledge

After successful completion of student's final project presentation, student has until the last day of the semester (last day of classes, week prior to finals week) to submit the revised DNP project paper, approved by chair/advisor for format check. There is NO FLEXIBILITY with this deadline. Students are encouraged to upload their document well in advance of this deadline to allow for formatting check. The final document must be successfully uploaded to UKnowledge. You will receive communications regarding your submission. Students who submit or receive approval for their final document after this deadline will be awarded a degree for the following term.

DNP Project Forms & Resources

➢ **Information/Revision of DNP Student Advisory Committee**
This form is available on the College of Nursing Academic Policies & Resources page:
https://nursing.uky.edu/sites/default/files/2023-06/03%20%20Formation-Revision%20of%20DNP%20Student%20Advisory%20Committee%2007-2022.pdf

➢ **DNP Project Proposal Approval Form**
This form is available on the College of Nursing Academic Policies & Resources page:
https://nursing.uky.edu/sites/default/files/2023-06/04%20%20DNP%20Project%20Proposal%20Approval%20Form%2007-2022.pdf

➢ **Request to Schedule DNP Project Presentation**
This form is available on the College of Nursing Academic Policies & Resources page:
https://nursing.uky.edu/sites/default/files/2023-06/08%20%20Request%20to%20Schedule%20DNP%20Project%20Presentation.pdf

➢ **DNP Project Paper Rubric**
This form is available on the College of Nursing Academic Policies & Resources page:

➢ **Consent to Publish Article From DNP Project Paper**
This form is available on the College of Nursing Academic Policies & Resources page:

➢ **Validation of DNP Project Presentation at DNP Project Site**

This form is available on the College of Nursing Academic Policies & Resources page:

➤ **DNP Project Oral Presentation Rubric**

This form is available on the College of Nursing Academic Policies & Resources page:

➤ **Electronic DNP Project Approval Form for Final Copy**

This form is available on the College of Nursing Academic Policies & Resources page: https://nursing.uky.edu/sites/default/files/2023-06/09%20Electronic%20DNP%20Project%20Approval%20Form%20for%20Final%20Copy.pdf

➤ **Submission Checklist for UKnowledge**

This form is available on the College of Nursing Academic Policies & Resources page: https://nursing.uky.edu/sites/default/files/2023-06/11%20%20Submission%20Checklist%20for%20UKnowledge%2008-2022.pdf

➢ **Submission Checklist for UKnowledge**

BEFORE SUBMISSION (if these items are not followed, your paper will be returned for revision)	
	Complete Formatting Checklist with advisor
	Submit <u>UK CON Electronic DNP Project Approval form</u>, signed by student and chair/advisor to <u>kathy.collins@uky.edu</u>. TIP: Download form to desktop & save. Complete, sign & save before sending to your chair for their signature.
	Convert your final project into the PDF document format. <u>If you have difficulty uploading and your paper has pages that are landscape in addition to the portrait pages, before uploading again, rotate those pages within the document to portrait using Adobe Acrobat.</u>
	Go to UKnowledge site and create an account: <u>http://uknowledge.uky.edu</u> ▪ Choose **My Account,** then **Create new account**
SUBMITTING	
	After logging in to your account - choose **Submit DNP Project**
	Review Submission Agreement and continue to next page
	Fill in the appropriate information for each section per the Submission Guide: Title, Author, Year of Publication, Embargo Period
	In the section where your Committee information is entered, enter the names in with Dr. in front of each name as appropriate. **Do not put degree information after their names** (e.g., Dr. Charles Smith NOT Charles Smith, PhD, BSN)
	Continue completing the following sections per the Submission Guide; Key Words, Subject Categories, Abstract
	Attach your final paper and any supplemental files, in PDF format, then submit
AFTER SUBMITTING YOUR PROJECT	
	You will receive a confirmation email that your paper has been submitted and will hopefully be published soon. At this point, the administrator of the DNP Projects site has also received a notification and will review your submission for any errors. The administrator will choose one of the following options: ▪ Accept project for submission ▪ Accept project for submission with minor corrections ▪ Reject project for submission
	If you receive the second option, **Accepted with minor revisions**, it is important these are completed and resubmitted as soon as possible, per the instructions in the email.
	If your project is **rejected**, there will be instructions in the email recommending your next step.
	If you receive the first option, **Accepted with no revisions**, there is nothing more for you to complete.
	NOTE: you must receive final confirmation that your DNP Project has been published to the UKnowledge page to have completed the process and to fulfill the degree requirement.

> **DNP Project Title Page**

CON Required DNP Project Title Page

The Title of DNP Project

Submitted in Partial Fulfillment of the Requirements
for the Degree of Doctor of Nursing Practice
at the University of Kentucky

By
Student Name
City, State
Year

➢ DNP Project Formatting Checklist

TITLE PAGE - See **Appendix F - DNP Project Title Page**, located in the DNP Project Guidelines document
Double-space text on title page
Top of page: Title of DNP Project
Middle of page: Submitted in Partial Fulfillment of the Requirements for the Degree of Doctor of Nursing Practice at the University of Kentucky
Bottom of page: ▪ Student Name [first name, middle initial(s), last name]. **NOTE: Do not include "DNP" after your name on your project title page. You may list other credentials.** ▪ City, State ▪ Year
Title page should NOT be numbered and should NOT include a running header.

PAGE FORMATTING & FONT
Do Not Include a Running Header
Margins: Use a 1-inch top, bottom, left and right margins.
Line Spacing: Use 1.5 or double spacing in the body of the project manuscript. ▪ Single-space footnotes, long quotations and similar text. ▪ Use same spacing as the project manuscript for abstract, acknowledgements, references.
Justification: Use either left or full justification in the body of the text.
Pagination: Use Arabic numbers (1, 2, 3, etc.) for the body of the report, references, tables, figures, appendices and vita.
Page numbers should be centered, 0.5 inches from the bottom of the page.
Font: Use a standard 10- to 12-point font. Use the same size font for all text (follow author GL for journal).
If there aren't at least two lines of text following a heading or subheading on a page, move all to next page.

TABLES & FIGURES
Use the entire name of the table/figure in the List of Tables and/or List of Figures.
The title of the Table/Figure must be on the same page as the Table/Figure.
Don't put multiple Tables/Figures on the same page unless the entire Table/Figure fits on the page.

TABLE OF CONTENTS (not required)

➢ **Format of Paper**

<div style="border:1px solid black; padding:10px;">

Title

Abstract

Abstract is to be written in formal abstract format and is to meet the number of word author guidelines for the applicable journal.

Paper

See DNP Project Paper Rubric/Outline

References

Formatted based on author guidelines for applicable journal.

List of Tables

Table 1: TABLE NAME
Table 2: TABLE NAME
Table 3: TABLE NAME

List of Figures

Figure 1: FIGURE NAME
Figure 2: FIGURE NAME

List of Appendices

Appendix A: APPENDIX NAME
Appendix B: APPENDIX NAME
Appendix C: APPENDIX NAME
Appendix D: APPENDIX NAME

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