

## Appendix 1: DNP Project Checklist

Fall 1:	<ul style="list-style-type: none"> <li><input type="checkbox"/> Read: DNP Essentials, AACN White Paper (2015), and the University of Arizona, College of Nursing Requirements</li> <li><input type="checkbox"/> Develop Professional Network</li> <li><input type="checkbox"/> Complete <a href="#">CITI Human Subjects Training</a></li> <li><input type="checkbox"/> Update CV for IRB application</li> <li><input type="checkbox"/> Determine Type of DNP Project</li> <li><input type="checkbox"/> Complete the IHI <a href="#">Quality Improvement Project Charter</a></li> <li><input type="checkbox"/> Meet with your DNP Project Committee Chair</li> <li><input type="checkbox"/> Determine DNP Project Topic</li> <li><input type="checkbox"/> Enroll in NUR922 Spring</li> </ul>
Spring:	<ul style="list-style-type: none"> <li><input type="checkbox"/> Project Chair will have your second committee member name.</li> <li><input type="checkbox"/> Determine your third DNP Project Committee members.</li> <li><input type="checkbox"/> Update GradPath with DNP Committee</li> <li><input type="checkbox"/> Complete Group Planning Form (if applicable)</li> <li><input type="checkbox"/> Secure Site Confirmation Letter</li> <li><input type="checkbox"/> Write all sections for the DNP Project Proposal</li> <li><input type="checkbox"/> Finalize DNP Project proposal with chair</li> <li><input type="checkbox"/> Send DNP Project proposal to committee along with poll to determine date/time that all members can meet for proposal defense</li> <li><input type="checkbox"/> Successfully defend DNP Project Proposal to DNP Project Committee</li> <li><input type="checkbox"/> Ensure all required documents are uploaded to the appropriate drop box</li> <li><input type="checkbox"/> Receive a Passing Grade for NUR922 Spring</li> <li><input type="checkbox"/> Enroll in NUR922 Summer Independent Study with project chair</li> </ul>
Summer:	<ul style="list-style-type: none"> <li><input type="checkbox"/> Successfully defend DNP Project Proposal to DNP Project Committee; if not completed in Spring</li> <li><input type="checkbox"/> Complete Appendix 8: DNP Project Proposal Defense Form</li> <li><input type="checkbox"/> Complete IRB approval from implementation site if applicable</li> <li><input type="checkbox"/> Complete IRB determination</li> <li><input type="checkbox"/> With permission from DNP Committee Chair submit completed IRB forms to Dr. <a href="#">Alice Pasvogel</a></li> <li><input type="checkbox"/> <a href="#">With permission of Dr. Pasvogel, complete e-IRB process</a></li> <li><input type="checkbox"/> Submit DNP Project Proposal to Melinda Burns at <a href="mailto:gmfletch@arizona.edu">gmfletch@arizona.edu</a> for formatting</li> <li><input type="checkbox"/> Secure IRB Approval and permission from DNP Project Chair to begin implementation</li> <li><input type="checkbox"/> Begin Project implementation</li> <li><input type="checkbox"/> Collect data</li> <li><input type="checkbox"/> Analyze and synthesize data and findings</li> <li><input type="checkbox"/> Receive a Passing Grade for NUR922 Summer</li> <li><input type="checkbox"/> Enroll in NUR922 Fall Independent Study with project chair</li> </ul>
Fall-2:	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete application for graduation</li> <li><input type="checkbox"/> Schedule Final defense</li> <li><input type="checkbox"/> Change the project proposal to past-tense and complete the Final Project Paper</li> <li><input type="checkbox"/> Develop DNP Project Poster or Presentation</li> <li><input type="checkbox"/> Finalize DNP Project paper sent to committee (at least two weeks prior to final defense)</li> <li><input type="checkbox"/> Submit Final DNP Project paper to <a href="#">Melinda Burns</a> for formatting (the earlier the better)</li> <li><input type="checkbox"/> Schedule Final Defense, must be in coordination with dates emailed this year</li> <li><input type="checkbox"/> Complete all Final Steps:</li> <li><input type="checkbox"/> Make changes to final paper if necessary</li> <li><input type="checkbox"/> Close out IRB at the University of Arizona and at site if applicable</li> <li><input type="checkbox"/> Upload all required documents to electronic drop box</li> <li><input type="checkbox"/> Graduate!</li> </ul>