



MSN  
Project  
Guidelines

2022

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## MSN Project Guidelines

### Introduction

The Millikin University School of Nursing supports the American Association of Colleges of Nursing (AACN) statement that the strategic use of “research training in nursing at all levels [strengthens] the profession’s contribution to enhancing the health and healthcare of individuals and populations.” Toward that end, the School of Nursing’s faculty affirms the following AACN research “expectations and competencies” for students in our nursing programs.

- *Baccalaureate programs* prepare nurses with a basic understanding of the processes of research. Graduates can understand and apply research findings from nursing and other disciplines in their clinical practice. They understand the basic elements of evidence-based practice, can work with others to identify potential research problems, and can collaborate on research items.
- “Master’s education prepares nurses for flexible leadership and critical action within complex, changing systems, including health, educational, and organizational systems. Master’s education equips nurses with valuable knowledge and skills to lead change, promote health, and elevate care in various roles and settings.” (AACN, *The Essentials of Master’s Education in Nursing*, 2011, p. 3).

### MSN Project Overview

Each candidate in the MSN program must complete an Advanced Nursing Project under the guidance of a faculty project chair as partial fulfillment of degree requirements. While students are encouraged to begin thinking about project ideas early, two courses are designed help students develop, implement, and evaluate an educational or clinical advanced nursing project.

#### **NU 525: Project Seminar** (2 credit hours)

This course provides the graduate nursing student with the necessary skills and practice opportunity to prepare an advanced nursing project in education or clinical leadership, *which* can be later implemented *if required*. Students will identify a clinical leadership or education project topic and gain faculty approval to proceed. During the seminar, students will develop a mission, vision, goals, and objectives for the project. Planning will include development of a workable schedule for the project based on a work breakdown structure, analysis of the proposed project setting, and determination of outcome criteria. Students will present their projects to the class for analysis and collaborative support. Learning goals will be set for the clinical portion of the course to lay the groundwork for project design and implementation. Students will explore methods to maintain control over the project by managing resources effectively.

**NU 590: Advanced Nursing Project** 1 credit hour x 2 semesters, 2 cumulative hours of NU590 are required to graduate from the MSN program)

The project will be a synthesis of learning experiences directed at the integration of concepts to advance nursing. Students will implement the approved advanced nursing project involving a validated problem within a complex system in collaboration with faculty, educators, and clinical leaders. An extensive review of the literature that guides and clarifies multiple approaches to problem resolution will be used to support project design analysis, implementation, and evaluation of outcomes. This final project will enable the student to act as a change agent and result in a final paper or business plan that is peer-reviewed, of sufficient rigor to be replicated, and/or published in the professional literature. This project will be submitted to the graduate project advisor and committee to meet the course and graduation requirements.

### **Types of Master's Projects**

The MSN advanced nursing project enables students to activate the knowledge and skills gained in all MSN coursework to improve educational or clinical outcomes. The final written project and presentation must address a patient, system, educational problem, or development of a teaching portfolio, include a thorough review of the literature and conclude with project application or teaching presentation. The student should work with his or her project chair to determine the type of project. Examples include:

- **Evidence-based practice guidelines** – identify a relevant practice or education problem that does not currently have strong EBP guidelines in place. Develop and make recommendations for practice guidelines based on a thorough search and analysis of current evidence.
- **Education project:** Develop, deliver, and evaluate an evidence-based instructional plan for students, patients, health care professionals, faculty, care units, or organizations. Multiple platforms (web-based, online, or face-to-face) and teaching styles are encouraged.
- **Collaborate on a research study:** Students work with faculty and/or other researchers to complete a selected component of an ongoing approved research project.
- **Narrative review of the literature:** Critiques the literature, summarizes the body of knowledge available, represents a comprehensive narrative synthesis of previously published information and summarizes the contents of each article found about the topic. A narrative review of the literature is not a form of evidence used for making clinical decisions but deals with broader issues than focused clinical problems. A narrative review often generates a hypothesis but does not test a hypothesis or theory.

### **MSN Project Steps**

During NU 525 Project Seminar graduate coursework, students should identify an area of interest and explore project options with their academic advisor, who will be the project chair.

#### **MSN Project Committee**

Once an area of interest has been identified, the student should make an appointment to meet with the assigned project chair, who will usually be the academic advisor as well. The student should come prepared to discuss the topic or question and thoughts for project type. The project chair will also help the student identify a potential committee member. The full committee consists of:

1. The MSN student
2. The project chair, who must be a full-time School of Nursing faculty member with a doctorate.
3. A committee member from the full-time School of Nursing faculty with a minimum of an MSN.
4. An optional third committee member or consultant, may be from outside the School of Nursing, but must hold a minimum of a Master's degree.

The composition of the project committee and roles are documented on the Committee Composition Form (Appendix A) which is placed in the student's file.

Once the student, project chair, and committee member(s) agree on the proposed project the Project Proposal Approval form (Appendix B) will be signed and placed in the student's file.

#### **Project Chair Responsibilities**

The chair leads the MSN Project team, coordinates the team's activities, and evaluates student outcomes. The chair provides oversight and approval of the project, including topic selection, ongoing review and refinement, assistance in identifying faculty to serve on the Team or as consultants, development of a project timeline (Appendix C) with the student, and final review and approval of the project plan (Appendix D) which are required to be completed prior to IRB submission (if applicable). Once the project is completed, the MSN project chair will submit a final MSN Project grade in consultation with the Team member(s) and assist the student with project presentation and/or other dissemination arrangements. MSN project chairs are responsible for ongoing communication with the MSN student and other Team member(s), and will meet with students (onsite or virtually) at least 2-3 times per semester as part of course requirements for NU590.

The MSN Project Chair will:

- Assist the MSN student in defining realistic and specific goals and a timeline (Appendix C) that support the MSN Project guidelines and provide oversight to project work completed in NU590.
- Meet with the student and Team members regularly for project progress.

- Assist the student in developing a plan for project-relevant activities, and evidence of accomplishment of the MSN Essentials during NU590.
- Sign approval of the project plan (Appendix D) prior to IRB submission or implementation of the project.
- Maintain credentials related to ethically conducted research from CITI.
- Serve as the IRB Faculty Supervisor Investigator in projects requiring IRB approval.
- Assign grade for NU590.
- Approve MSN project presentation proposal prior to scholarly presentation (Appendix E).
- Document completion of MSN project and approval (Appendix F)

### **MSN Project Team Member/Practice Mentor Responsibilities**

MSN Project Team Member/Practice Mentors serve to facilitate student access to resources, assist the student to fulfill the MSN Project requirements, and provide input to ensure rigor, applicability, and meaningful impact of the work in the practice environment. The practice mentor will review and provide comment during the development and implementation of the project, as well as provide final project and presentation review and signature approval of the final MSN Project (Appendix F).

The MSN Project Team Practice Member/Mentor will:

- Assist the MSN student in selecting realistic and specific goals that support the MSN Project guidelines.
- Meet with the MSN project chair and student on a regular basis and provide feedback when requested
- Review the final MSN Project to ensure rigor, applicability, and impact of the work to the practice setting
- Provide Millikin University School of Nursing with a current curriculum vitae and assist with facilitation of required clinical agency contracts (if applicable)

### **MSN Project Consultant Responsibilities**

This optional role is not a required Team member. The consultant provides expert opinion to the student and Faculty and Practice Mentors regarding some aspect of the project (e.g. statistical analysis). The consultant has no role in the final grading of the project.

### **MSN Student Responsibilities**

The student is responsible for the progression of the project, from selection of the project topic to completion of the final project and presentation. It is up to the student to meet with the MSN project chair and determine progression expectations, scheduled meetings and the timeline for completion of the project. The student must keep the MSN project chair apprised of progress and remain on task to complete the project within the expected timeframe. Failure to complete the project as agreed upon or within the project timeline may result in revision of the timeline, change in the Project MSN Project Chair and/or Practice Mentor and the inability to graduate on time. ***Students must initiate contact with the faculty member assigned as MSN project chair and obtain agreement and signatures, according to the guidelines.*** Once agreement has been reached, the student is responsible for scholarly work and meeting the deadlines outlined above.

The MSN student will:

- Ensure that all written work adheres to the most current *Publication Manual of the American Psychological Association (APA)* standards.
- Initiate contact with the faculty member assigned as MSN project chair.
- Work with the MSN project chair to initiate contact with additional faculty, affiliate faculty, or appropriate experts who will serve as Practice Mentors or consultants on the Team.
- Complete and submit all required forms to the MSN project chair via the Administrative Assistant, including Curriculum Vitae for project Team members who are from outside the School of Nursing faculty.
- Establish regular meetings with the MSN project chair to set goals, ensure progress, and complete required documentation to move the project forward according to the established timelines.
- Schedule all meetings or electronic communication with the MSN Project Team Faculty and Practice Mentors.
- Read and comply with all relevant policies and procedures established by the School of Nursing & IRB's.
- Maintain credentials related to ethically conducted research from CITI or other provider.
- Meet deadlines to ensure final project is approved in time for graduation.
- Maintain continuous enrollment in NU590 until the completed project is approved.
- Work with the MSN project chair and appropriate Administrative Assistant to schedule the final public presentation of the completed project.
- Meet all MU Registrar deadlines to comply with graduation requirements.

### **Project Team Meetings**

Meetings between the student and MSN project chair or the full MSN Project Team may be requested by any team member to discuss the project. Students are encouraged to begin the process early and adhere to the timeline once it is established. Students should verify with the project chair the expected turn-around time for project review comments to be returned to the student.

### **Changes to the MSN Project Team**

In rare circumstances, changes to the membership of the MSN project team may be required prior to completion of the project. To request a change in Team membership, the MSN student will work with the assigned Advisor(s) to contact the Chair of the Graduate Program requesting the change and explaining the rationale for the request. The Graduate Program Chair will review the request and make a decision regarding the request.

### **Project Timeline**

The student and project chair will complete a project timeline. A general template can be found in Appendix B. Students will work with their project chair to determine steps needed in planning and completing their project and are expected to modify this template to their individual project and needs.

Any deviation from the established project timeline that results in a temporal extension potentially may result in a delay in graduation. Students should work closely with their project chair to establish a timeline appropriate for their projects and must diligently follow through with submission of drafts of work required for the planning, conducting and final analysis of the project.

Students are expected to meet face-to-face with their project chair at regularly agreed upon intervals throughout the development and completion of their projects, at a minimum at the beginning, mid-term, and end of each semester.

### **Preparing for your Project**

If your study is a research project involving human subjects, IRB approval must be obtained before you enlist any participants or gather any data. Prior to contacting the IRB, the MSN Project Plan Approval must be signed (Appendix D). You must complete Human Subjects Certification via the CITI program at <https://www.citiprogram.org> which must remain current throughout your study (renewal required every three years). Depending upon the organization in which you will be performing your project different educational websites may be required. Confirm with the organization's institutional review board (IRB) what Protection of Human Subjects' education is required. The IRB education is required for you and every member of your project team.



### **Institutional Review Board (IRB) Approval**

You **MAY NOT** collect any data or perform any study related activities without formal permission granted by Millikin's IRB and also any other organizational IRBs involved in the project. To obtain formal permission, a Millikin Review Request Form (or IRB Exempt Application) must be completed. Refer to Millikin's IRB Website at <https://www.millikin.edu/IRB> . When a project involves outside organizations, you will need to contact the respective institution to identify its IRB application process. When more than one organization is involved first submit the IRB application to the outside organization and when approval is granted, apply to Millikin's IRB and attach the approval letter with the application.

**Only when you have received formal IRB approval from all involved organizations, Millikin's IRB, any required institutional committees and your project chair, may you proceed with your project.** The IRB approval letter(s) will be placed in the student file and will be listed as an Appendix in the final project paper.

### **Responsibilities of the Principal Investigators and Research Staff**

Principal Investigators and research staff have specific responsibilities as governed by federal regulation. They are required to:

- Protect the rights and welfare of human research subjects.
- Understand the ethical standards and regulatory requirements governing research.
- Ensure all research activities have IRB approval and other approvals required by the institution.
- Implement the research activity as approved by the IRB.
- Obtain informed consent of subjects before enrolling in the study.
- Maintain written records of IRB reviews and decisions.
- Obtain IRB approval for any proposed change to the research protocol prior to implementation.
- Comply with the IRB requirements for timely reporting of adverse events, or unanticipated problems.
- Obtain continuation approval from the IRB for any study extending beyond one year.
- Make provisions to secure and retain completed research records for a minimum of three years.
- Ensure the confidentiality of all research information.
- Obtain IRB approval from all participating organizations.

## Completing the Project

Throughout the project the student will be working closely with the project chair writing the project paper and preparing for the presentation. Remember this paper is a process that requires revision and refinement in efforts to produce a final scholarly project paper.

### **Public Presentation of the Advanced Nursing Project**

In collaboration with the Project Committee, the student will arrange for a public presentation of the completed MSN Project at Millikin University. MSN students are expected to participate in Millikin's Celebration of Scholarship, which occurs annually each spring. Presentations at the Celebration of Scholarship may be either podium or poster format. Prior to presentation the podium presentation or the proposed scholarly poster must be reviewed and approved by the project chair (Appendix E). Additional or alternate presentations may be scheduled in consultation with the committee members or affiliate agencies. Presentations on alternative dates will need to have an announcement flier developed by the student and sent to the Administrative Assistant to send out. At the conclusion of the presentation the MSN student will complete the MSN Project Presentation Form (Appendix G).

### **Project Manuscript Review**

The student is required to schedule and pay for the professional review/editing of their manuscript by an editor approved by the School of Nursing. The edited manuscript along with the copy containing changes suggested by the editor should be returned to the project chair for final review and approval. Manuscripts must be finalized with professional editing prior to graduation.

### **Final Project Approval**

The Administrative Assistant will prepare the final signature page for approval (Appendix F). The project chair and team member(s) will sign a copy for each requested copy of the bound Project. Students with team members not on the Millikin faculty will obtain signatures and return signature page to the Administrative Assistant.

### **Advanced Nursing Project Manuscript Storage**

Starting in 2019, SON Graduate Projects will be maintained in a digital collection set up through CARLI at [http://collections.carli.illinois.edu/cdm/landingpage/collection/mil\\_nursing](http://collections.carli.illinois.edu/cdm/landingpage/collection/mil_nursing) . Students will need to sign for permission to include their project by completing the Permission to Digitize Graduate Scholarly Project form (Appendix H). This is at no cost to the student. If a student refuses to sign permission for digitizing, they will be required to pay for one bound copy for Staley Library. All students may have personal copies duplicated for themselves, Team members, DMH and/or the sponsoring organization. Students may have as many copies bound for personal use as they desire. Students will pay for any personal bound copies. The fee for binding will be based on the current cost of binding and payment is due when turning in copies. For more information on bound copies see Appendix I. The student is also required to send an

electronic copy of the final manuscript to the MSN project chair and the Administrative Assistant in the School of Nursing.

**Additional Resources**

The following additional resources are available to provide guidance in preparation of your research project.

<http://owl.english.purdue.edu/owl/resource/560/01/>

<http://www.guideline.gov/>

<http://www.agreetrust.org/>

<http://www.hhs.gov>

<http://www.nih.gov>

<http://www.fda.gov/cder/guidance>

## MSN Project Manuscript Guidelines

### APA Style

The MSN Project manuscript style and format adheres to the most current version of the *Publication Manual of the American Psychological Association* (APA) with variation as indicated in italics.

### Typeface

Times New Roman, 12 point font, this should be consistent throughout the paper.

### Line Spacing

Double space throughout the entire paper including headings and references.

### Line Length

All lines in the paper are to be flush-left style. This style leaves the right edge of the paper uneven. Do not hyphenate words at the end of a line.

### Paragraphs and indentions

Paragraphs should be started with an indent of five to seven spaces, or approximately ½ inch.

### Section Titles

APA provides for five potential levels of headings for the sections of the paper. Please see the most current APA manual for formatting rules. All line spacing stays at double space.

### Margins

Margins will be set differently for papers that are submitted for the digital repository compared to those who want to do a bound copy instead or in addition to the digital repository.

- 1) For digital repository - paper margins should be 1 inch on all sides.
- 2) For bound copies - paper margins should be 1 ½ inches on the left side, and 1 inch for the top, bottom, and right side.

### Pagination

Pages should be numbered consecutively using Arabic numerals starting with the Title page which is page 1. Page numbers should be in the page header, flush right.

### Running Head

This is an abbreviated title that will be at the top of each page in the header section formatted to the left margin. Headers should be no more than 50 characters total including spaces. Headers should be all capital letters.

**Sections for Body of the Paper – Research Study**

<b>Section</b>	<b>Examples of topics to be included</b>	<b>Expected Dates of Completion</b>
Purpose	Brief background and purpose of proposed research study. This will include problem statement or questions (may use PICO or PICOT as appropriate).	
Evidence	Background and review of the evidence (this is the literature review): substantiate the problem, relationship to professional nursing role, and previous research findings.	
Theoretical Framework	Identify and describe the nursing theory/model selected to guide the research project.	
Method for Approaching the Project	Identify search strategies, including key words, terms and phrases; timeframe parameters, inclusion and exclusion factors, and databases utilized. Describe the collaborative team model and the student's role. Identify human subject considerations, setting, any tools utilized in research project, and plans for data collection.	
Analysis of Research Findings	Analysis & discussion of research processes and outcomes.	
Nursing Practice Implications	Discussion of how research findings may influence nursing practice.	
Conclusion, Recommendations	Importance and limitations of project. Bib. Matrix must be included in appendix.	

**Sections for body of document – Evidence-based Practice Project Guidelines**

<b>Section</b>	<b>Examples of Topics to be Included</b>	<b>Expected Dates of Completion</b>
Introduction/Purpose	Brief background and introduction of problem; the “so what?”; conclude with the purpose of the proposed organizational change	
Review of Literature/Evidence	Background and review of the literature/evidence -literature review of important elements of the proposed project that substantiate the problem, relationship to the advanced specialty role, explanation of intervention/measurements and patient/system outcomes	
Theoretical Framework	Identify and describe the organizational change framework or theory. Additionally, identify and describe the nursing theory used to substantiate the project or intervention. If an accepted and related theory fits better than a nursing theory, it can be used, but explain why the nursing theory was rejected.	
Method for approaching the Project	Based on the chosen change theory/framework, outline the steps taken to create the change. Including, but not limited to: stakeholders, participants, IRB approval, description of the intervention (based on theory above), data collection procedure, data analysis plan, etc.	
Project Outcome Analysis	Analysis and discussion of processes and outcomes, formative and/or summative, including significance of outcomes. In discussion, address/answer the proposed research question and address the purpose of the study. Additionally, tie the findings into the change framework and nursing theory used to frame the project.	
Nursing Practice Implications	Explain how the project improves quality and outcomes. Additionally, include the discussion of the findings and nursing theory into nursing implications.	
Conclusion/Recommendations	Importance, limitations, and sustainability of the project. Your appendix should include your Bib. Matrix.	
White Paper Summary	Summary of project purpose, framework/theory, findings, nursing implications and plan for sustainability to be presented to stakeholders.	

**Sections for body of document – Education Project**

<b>Section</b>	<b>Example of topics to be included</b>	<b>Expected Dates of Completion</b>
Purpose	Brief background and rationale for educational need	
Review of Literature/Evidence	Literature review of current practices, what evidence persists that indicate practice should be amended, relationship to advanced practice specialty role, sphere of nursing practice, patient/system outcomes	
Theoretical Framework	Identify and describe organizational change framework or theory. Additionally identify and describe the nursing theory used to correlate and substantiate the education suggested. If a non-nursing theory provides a more appropriate foundation for the project, it may be used, but a summary of its preference must be provided.	
Method for approaching the Project	Based on the change framework utilized, outline the process for providing the desired education/teaching. Search strategies, appropriate stakeholders, pre and posttests, description of the educational offering and which platform (web-based, face-to-face, etc.) will be used, data collection and IRB involvement are all components here.	
Project outcome analysis	Analysis and discussion of process and outcomes, formative and/or summative, including significance of outcomes. In discussion, address effectiveness of education and correlation to evidence based practice. In addition, substantiate outcomes as they relate to change framework and nursing theory application.	
Nursing Practice Implications	Explain how the project improves quality and outcome. Incorporate data findings and nursing theory into nursing implications.	
Conclusion/Recommendations	Overall importance, limitations, and applicability of the project	

**Sections for Body of the Document – Narrative Review of Literature (ROL)**

<b>Section</b>	<b>Examples of Topics to be included</b>	<b>Expected Dates of Completion</b>
Title		
Structured Abstract	This style of abstract includes distinct, labeled sections (e.g., Introduction, Methods, Results and Discussion, Conclusion). Will not be completed until ROL completed	Not completed until ROL completed
Introduction	State the purpose/focus of review Make a case for need or importance of ROL Definition of terms if necessary	
Methods	Step by step description of how ROL conducted, key words & data bases used. Bib. Matrix will be included in the appendix.	
Results and Discussion	Review purpose of study, synthesis of ROL including areas of agreement or disagreement, tie ROL to current body of knowledge, limitations to the ROL	
Conclusion	Tie the purpose, major conclusions drawn from ROL and directions for future study. Your appendix should include your Bib. Matrix.	
References	High quality, and number of references will be negotiated with chair	
Tables or Figures	If needed for clarity	



## **The Title Page**

The title page includes six elements: title, running head, page number, author byline, institutional affiliation, and author note – a statement regarding partial fulfillment of degree requirements and year

- Project Title should be in Title Case, bold, centered and positioned in the upper half of the title page.
  - Capitalize the following words in the title:
    - First word
    - First word in subtitle
    - First word after a colon, em dash, or end punctuation
    - All Major words
    - Words with four letters or more
- Student's Name and Program Information
  - Student's name should be first name, middle initials(s), and last name
  - Student's name should be below the title with one extra double blank space
  - Student's name should include no professional or academic degrees or licenses
  - The institution name "Millikin University" should appear below the student's name.
- At the bottom of the title page include the following:  
"In Partial Fulfillment of Degree Requirements for Master of Science in Nursing"

20XX [appropriate year]

## Table of Contents

Each section of the manuscript should each begin on a new page.

The Table of Contents should be laid out according to the following criteria. The words “Table of Contents” are centered at the top of the page. No ellipse need between section and page number.

Sample format for sequence and pagination on table of contents following Title Page (note that the Title Page is page 1):

Acknowledgements	2
Table of Contents	3
List of Tables	4
List of Figures	5
List of Abbreviations	6
Abstract	7
Purpose	8
Evidence	10
Theoretical Framework	24
Project Outcome Analysis	30
Nursing Practice Implications	40
Conclusions & Recommendations	45
References	50
Appendices	57

Appendix A

MILLIKIN UNIVERSITY  
College of Professional Studies/School of Nursing  
Master of Science in Nursing

**Master's Advanced Nursing Project Committee Composition Form**

**Student Name:** \_\_\_\_\_

**Track of Study:**

**Expected date of graduation:** \_\_\_\_\_

- Nurse Educator (NE)**
- Masters Entry into Nursing Practice (MENP)**

**Proposed project topic/area** \_\_\_\_\_

**Committee Members: The following faculty members\* have agreed to serve on the committee:**  
(please print Name & Credentials)

\_\_\_\_\_  
**MSN Project Chair (Name and Credentials)**

\_\_\_\_\_  
**Signature** **Date**

\_\_\_\_\_  
**MSN Project Committee Member (Name and Credentials)**

\_\_\_\_\_  
**Signature** **Date**

\_\_\_\_\_  
**Additional MSN Project Committee Member/Consultant (Name and Credentials)**

\_\_\_\_\_  
**Signature** **Date**

\* If a committee member does not have Millikin University School of Nursing faculty appointment, please attach a vita for that committee member.

Appendix B

MILLIKIN UNIVERSITY  
College of Professional Studies/School of Nursing  
Master of Science in Nursing

**MSN Project Proposal Approval**

**Student (Name):** \_\_\_\_\_

MSN-NE  MENP Expected Graduation Date: \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Project Type:**

- Evidence-based practice guidelines
- Education project
- Collaboration on a research study
- Narrative review of the literature
- Teaching portfolio

**Project Chair (Name and Title):** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix C

### Advanced Nursing Project Timeline

The student should work with the MSN project chair to insert the appropriate dates into the timeline to ensure the project is completed before graduation. Two weeks is considered an appropriate turn-around time unless other arrangements are made.

Date: _____	Student makes an appointment with the project chair to discuss MSN project topic ideas and identify possible committee members. This should be done early in NU 525 Project Seminar.
Date: _____	Project chair approves project topic and title ( <i>if appropriate</i> )
Date: _____	The student sets up a meeting with the project chair to confirm committee members, develop a timeline, milestones, and set mutual expectations.
Dates: _____ _____ _____ _____	Specific dates for submission of the sections of the project proposal (determined by the chair and student): <ul style="list-style-type: none"> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> <li>• _____</li> </ul>
Date: _____	Proposal submitted to all relevant IRBs
Date: _____	Project implementation
Date: _____ _____	Specific dates for submission of evaluation and discussion of the final project: <ul style="list-style-type: none"> <li>• Evaluation:</li> <li>• Discussion:</li> </ul>
Date: _____	Completed project submitted to project committee for final suggestions. (2 weeks before Celebration of Scholarship).
Date: _____	Final project revisions made by the student submitted to project committee. (2 weeks before end of NU 590 Advanced Nursing Project).

Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix D**

**MSN Project Plan Approval Prior To IRB & Implementation**

**Student (Name):** \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

**Project Title :** \_\_\_\_\_

The above student has completed the MSN Project proposal and is approved to submit to any institutional review boards (IRB) or begin project implementation.

**MSN Project Chair (Name and Credentials):** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appendix E

**MSN Project Approval for Scholarly Presentation**

**Student (Name):** \_\_\_\_\_

**Project Title :** \_\_\_\_\_

The above student has had their MSN Project reviewed including their podium or poster presentation and is approved to do their scholarly presentation.

**MSN Project Chair (Name and Credentials):** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix F**

**MSN Project Completion Approval**

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**Student Name:**

---

**Title of Project**

---

---

**MSN Project Chair (Name and Credentials)**

---

**Signature**

**Date**

---

**MSN Project Practice Mentor (Name and Credentials)**

---

**Signature**

**Date**

---

**MSN Project Team Consultant (Name and Credentials)**

---

**Signature**

**Date**



**Appendix G**  
**Millikin University School of Nursing**

**MSN Project Presentation Form**

Student:	
Program & Focus:	
Title of Presentation:	
Presentation Date:	
Presentation Format:	<input type="checkbox"/> Podium Presentation <input type="checkbox"/> Poster Presentation
MSN Project Chair:	
MSN Project Team Practice Mentor(s):	
Graduation Date:	
Signature of MSN Project Chair	

**MSN student:** Complete the information on this form and submit it electronically to the Administrative Assistant with attachments including digital copies of the

- presentation announcement (if applicable)
- the presentation
- any handouts

## Appendix H

### Permission to Digitize Graduate Scholarly Project

*(please print)*

Student Author Name: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Date of Project: \_\_\_\_\_

I grant Millikin University the nonexclusive right to create a digital version of my scholarly project ("manuscript"), listed above, and to make it available online. I understand that the full text of my manuscript will be available to the public in digital form without restriction, and I give permission for the University to reproduce, distribute, display, and transmit my manuscript (including metadata and abstract) in order to make it available online. In addition, I waive any privacy rights granted by the Family Educational Rights and Privacy Act (FERPA) or any other law, policy, or regulation, with respect to my manuscript.

I understand that this permission constitutes a non-exclusive, perpetual, royalty-free license to archive, digitize, and make my manuscript accessible, and that I retain all other ownership rights to my manuscript's copyright, including the right to use all or part of it in other works and publications, and to submit it to other repositories. Millikin University will clearly identify the author of the manuscript, including a statement of author copyright.

I am the sole author and owner of the copyright to my manuscript and I have full and sole authority to grant this permission. This manuscript does not, to the best of my knowledge, infringe upon the rights of others. If appropriate, I have obtained written permission from the owner(s) of third party copyrighted material used in my manuscript and have complied with the University's Institutional Review Board and other applicable laws.

The version of my manuscript that I submitted for digitization is the same as that approved by my scholarly project advisory committee and I understand that once it has been submitted, I will not have access to it for corrections.

This policy meets the Millikin University Intellectual Property Policy (specifically in reference to section VII, subsection H).

Signature of student author: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix I

### Millikin University School of Nursing

#### MSN Project Binding Procedure

Name \_\_\_\_\_

Phone # \_\_\_\_\_

Once the project has been approved by the Team, it is ready for printing and binding. The project must be printed on 8 ½ x 11 inch, 24 lb., bright white paper, available from School of Nursing office, and should be printed on one side only.

A bound copy must be made for Millikin University library if student refuses permission to digitize the final project paper. The cost for binding this book is covered in the student's assessment fees. Additional copies may be requested and paid for by the student. The cost of binding each book generally runs \$20-\$30 per copy, depending on the number, with an additional shipping fee to be assessed at the time of binding. The books must be paid for prior to being sent to the binder. They will be sent for binding on June 1 and January 2.

Bound projects that must be provided:

\_\_\_\_\_ Millikin University library

\_\_\_\_\_ Number of additional copies requested (paid by student)

The student is responsible for picking up any additional copies requested from the School of Nursing office. If the student will be moving out of town, a request may be made to have them shipped to the address listed for an additional fee.

Address to be shipped to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

- \* This form must be signed and returned to the Administrative Assistant in the SON office along with project copies prior to graduation.