

Doctor of Nursing Practice Project

EXECUTIVE SUMMARY *PLACEHOLDER*

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

This document is to be uploaded to SPARK as the initial “Full Text” document to your submission for your Doctor of Nursing Practice Project.

This file will be a placeholder, to be *replaced* with your Project Executive Summary completed in NURS 697e (see INSTRUCTIONS below).

“Additional files” uploaded as supplements to this submission comprise the rest of the files in your Final Project. These files will be:

<i>Course Number</i>	<i>Overview</i>	<i>Supplemental File Description(s)</i>
NURS 697a Or NURS 695P (phase a)	Problem Statement/ Literature Review (Team members established) (Background development) (Project practicum hrs. logged)	1. Literature Review 2. Conceptual Framework
NURS 697b Or NURS 695P (phase b)	Proposal/IRB Development (Complete CITI training) (DNP Final Project Team form signed as indication of successful proposal) (Project hrs. logged)	3. Project Methods 4. Evaluation Process/ Instruments
NURS 697c Or NURS 695P (phase c)	Project Implementation (Project hrs. logged)	None
NURS 697d Or NURS 695P (phase d)	Evaluation/Outcomes (Project hrs. logged)	None
NURS 697e Or NURS 695P (phase e)	Dissemination (Presentation and Project Executive Summary) (Project hrs. logged)	5. Project Executive Summary (“Full Text”) 6. Final Reference List 7. Keywords (6)

Table 1. Course numbers/names and the Supplemental File Descriptions that will be completed for each course.

Please consult the course materials for more information about the content and format of these individual files.

INSTRUCTIONS

- Beginning in NURS 697a and NURS 695P (phase a):** Create a SPARK submission for your Project by going to spark.siu.edu, and click “Submit Research” under “Author Corner” in the left menu, and click the link for “Doctor of Nursing Practice Projects.”
Direct Link: http://spark.siu.edu/cgi/ir_submit.cgi?context=dnpprojects
- Read and accept the Terms, granting permission to publish your work in SPARK.
- Enter “metadata” for the project, such as Title, expected Date of Award (graduation), names of advisors, abstract/description, and other comments. At the end of the form under “Upload Full Text,” click the button for “Upload a file from your computer,” click “Browse” and attach a copy of *this file*. Then, check the box for “Please check if you’d like to add additional files” and click Submit.

4. "Upload Supplemental Content" is the next screen, where you will click "Browse" and begin attaching your Supplemental File(s) for NURS 697a and NURS 695P (phase a). Complete the "Description" field next to the uploaded file name with the appropriate Supplemental File Description from Table 1 on the previous page. Once **all** files you currently wish to upload have been added, click "Continue."
5. You will receive an email confirming your submission. This email contains a Revision Link that you will use to revise this submission in the future to add "Additional Files" (see Fig. 1 below) as you complete them in each course (remember for each Additional File to add the appropriate Description from Table 1 on the previous page). **Do not** upload new versions of previously evaluated files! **Do not** create multiple submissions! If a file needs updated or replaced, please review instructions (zoom video) for properly editing documents in SPARK.
6. **Concluding in NURS 697e and NURS 695P (phase e):** upon completion of your Project Executive Summary, use your Revision Link again and upload it as the "Full Text" of the submission by clicking "Revise dnp project (see Fig. 1 below). This will present you with the original form as in Step 3, where you may revise and refine the descriptive metadata such as keywords, abstract, subject categories, advisors, etc. if they have evolved or changed. Upload your Project Executive Summary by clicking the "Browse" button under "Upload Full Text" and choosing the file from your computer. Click "Submit" to upload the new Full Text document and descriptive information.
7. Once the final Project Executive Summary is added as the "Full Text" document, all supplemental files have been attached, and your Project has been reviewed and accepted by your advisors and the School of Nursing, the Project files will be published online in SPARK and will be accessible and citeable via a permanent URL and document identifier (DOI).

Please contact your faculty advisor(s) or the Health Sciences Librarian (jkerico@siue.edu, 618.650.3129) if you have any questions about this process.

Figure 1. The submission revision link in your confirmation email will take you here:

Step 6: Click here for the form to finalize the descriptive information and replace the "Full Text" placeholder file with your Project Executive Summary.

Step 5: Add additional files here for coursework completed after initial submission. Remember to add the correct Description from Table 1!