



*School of*  
**NURSING**

School of Nursing

Doctor of Philosophy

(PhD)

Program Guidelines

2018-2019

(For students who matriculated  
in 2016 and forward)

## Welcome!

We have high hopes for all of you and know that you will have great impact wherever this PhD degree takes you. Make the most of all this program has to offer you. You are now part of our team of PhD faculty and students moving the current state of nursing science forward!

The OHSU School of Nursing has been offering innovative mentored doctoral education since 1985. The PhD program prepares nurse scientists not only to develop new knowledge through research, but also to assume positions of leadership within and across academic and health care settings. Capitalizing on the signature science areas of the school, students gain knowledge and skills in state-of-the-art methods, team science, research translation, and dissemination. Coursework is planned for two years of full-time study. Students are strongly encouraged to select a Dissertation Chair to mentor them during their Dissertation by the end of the first year. Dissertation research and writing are expected to take one to three years. Students are also required to complete teaching practicum to gain skills and experience teaching. Benchmarks for success in the program are intended to help students learn the real-world skills they will need as future scientists, faculty, and leaders.

### Student Learning Outcomes

At the end of the PhD program, the graduate will be able to:

- Master in-depth knowledge in a substantive area.
- Appreciate the history and philosophy of science.
- Critique & integrate different science perspectives in the conduct of research to generate new ideas.
- Design and conduct original research.
- Participate in inter-professional research.
- Utilize professional and research ethics and judgement in the conduct of research.
- Assume leadership in the conduct of culturally competent scholarship to improve policy and practice.
- Communicate scholarship to multiple audiences including through peer reviewed publications and presentations.
- Appreciate the components of scholarship: research, teaching, and service to the profession.
- Understand the evolving roles and responsibilities of a nurse scholar.
- Lead in advancing the profession.
- Contribute to the education of future scholars through discovery, teaching, and healing.

The PhD program guidelines are an important, program-specific supplement to the current OHSU School of Nursing Catalog and Student Handbook as well as the OHSU Code of Conduct. Students should be familiar with all of these documents. Although the program guidelines are an important reference to PhD students and faculty, they are not meant to be exhaustive. Revisions and updates are made when needed; changes will be shared electronically.

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## General Information

### Academic Advising

PhD students are assigned a PhD advisor who closely aligns with the student's chosen research focus when they are accepted into the PhD program. Students should schedule an initial appointment by telephone or in person to get advice before registering for courses each quarter. The PhD advisor serves as an ongoing source of support and advice about matters pertaining to the PhD program, progression towards the student's Dissertation, and selection of a Dissertation Chair.

Students are expected to meet with their advisors regularly (e.g., every two weeks) throughout their first year in the program and are strongly encouraged to select a Dissertation Chair by the end of the first year. The Dissertation Chair becomes the student's mentor until graduation.

### Business Cards

PhD students may have business cards printed with the OHSU logo and the OHSU School of Nursing as your "place of business" or location. Use your current credentials and specify your title as "PhD Student" or "PhD Candidate." The title "PhD Candidate" may only be used after a student has successfully completed the Dissertation proposal defense. PhD Candidates are not to use "PhD C" or "PhD(c)" as credentials.

If you choose to include your home address, please specify with (home). If you include your cell and/or home phone numbers, please specify as (cell) or (home). Contact PhD program support staff to order business cards. PhD students may not print their own business cards with the OHSU logo.

### University ID Badge

A checklist outlining the procedure for obtaining an OHSU ID badge can be found on the Public Safety's website: <https://o2.ohsu.edu/transportation-and-parking/badges-and-keys/id-badge.cfm>  
Contact Graduate Program Technician Carolyn Kimpton for questions regarding badges (kimptonc@ohsu.edu).

### Campus Security Information and Transportation

Bus passes and parking information, security information, and more is available at: <https://o2.ohsu.edu/>.

### Social Media Guidelines

OHSU School of Nursing student posts, tweets and photos need to follow the OHSU Code of Conduct, HIPAA guidelines and the rights and responsibilities outlined in the OHSU SON Student Handbook. Violations of the social media guidelines or code of conduct may be grounds for disciplinary action and/or dismissal.

## Student Technology

The OHSU School of Nursing relies on the use of computer technologies for student learning activities. As a general rule, students are required to have a laptop and bring them to class for use in course related activities. Students must be comfortable with the condition of their laptops and its ability to maintain battery power for four hours.

## Hardware

These are minimum requirements for all students and meeting these minimum requirements is essential for successful learning. Most new computers exceed these requirements.

### Resources Guidelines

- Operating System: Windows 7 or Windows 8 or Windows 10 (Windows RT not acceptable)
- OSX 10.9, 10.10 or 10.11 for MAC
- Processor: Intel Core i5 or Core i7
- Memory: 4 GB minimum, 8 GB or more recommended
- Hard Drive: 128 GB or larger

Windows versus Mac: The School of Nursing is currently a Microsoft Windows environment. Software required for some courses may not come in a Mac version or there may be differences in functionality between the two versions. Students choosing to use a Mac need to be prepared to deal with any issues that may arise when using a Mac and will be responsible for meeting all course assignments and requirements. Newer Macs with the Intel processor can run a Windows environment through

Boot Camp, Parallels or Fusion VMWare.

Netbooks and Chromebooks are not acceptable. While they provide access to the Internet and stay connected to the web and email, they are underpowered to run Microsoft Office and are not supported by our online testing platform.

Other Devices: There are a number of portable devices on the market that provide easy and instant access to the information, digital media and the Internet. Such devices include, eReaders/Kindles, Apple iOS devices (iPod touch, iPad, and iPhone) and Android devices 113 (tablets and phones). While the School of Nursing encourages innovation and the use of these devices where possible, they are not an acceptable alternative to the requisite laptop.

## Software

The software requirements listed in this document are mandatory for all students. If your software has not been updated in a number of years, this is the time to invest in getting it updated so that you can participate in all required activities. Academic versions of software packages commonly used by the school are available to students at a discount

### MicrosoftOffice

All Students are required to own and use the Microsoft Office suite that includes Word, PowerPoint, Excel, Publisher, Outlook, OneNote and Access.

- If you do not already own one of the versions of Office Professional listed below, we recommend the 4-year subscription to Microsoft Office 365 University (currently \$79.99).
- Office 2010, Office 2013 or Office 2016 for Windows.
- Office 2008, Office 2011 or Office 2016 for MAC.

Note: Microsoft Works, Apple iWorks (pages, keynote and numbers), OpenOffice and Corel WordPerfect are not acceptable alternatives.

### Web Browser

- Microsoft Internet Explorer 9.0 or higher
- Mozilla Firefox 21.0 or higher
- Apple Safari

### Additional Software:

- Adobe Acrobat Reader X (or newer)
- Adobe Flash and Shockwave media players
- Apple QuickTime
- RealPlayer

### Internet Security and Antivirus Software

With all of the Internet threats to personal computers, virus protection is a must. Some campuses and Internet providers offer virus protection software for free. Students should check with their campus or provider to see what might be available. Below are a few products to consider.



- Microsoft Security Essentials (free from Microsoft)
- McAfee Antivirus
- Norton Antivirus
- Avast! Antivirus
- TrendMicro Titanium
- AVG InternetSecurity

## E-mail

OHSU provides an e-mail and network account for all currently enrolled students. Microsoft Exchange is the product we use for e-mail and calendar.

- OHSU e-mail may be accessed through the Internet at [www.ohsu.edu/mail](http://www.ohsu.edu/mail) using a standard Web browser or by using Microsoft Outlook 2007, 2010 or 2011 (MAC).
- OHSU email may be accessed on mobile devices such as Apple iPhones and iPads or Android-based phones and tablets.
- Students are expected to maintain and regularly check the OHSU provided e-mail account to receive critical student updates.
- Cohort-specific e-mail lists are created and utilized to communicate specifically with OHSU students and student groups within the School of Nursing. OHSU units such as financial aid, billing and the registrar, along with program faculty and staff will communicate important student information to an OHSU e-mail address only.

Note: Creating rules to forward e-mail to a personal account is prohibited by policy. All students are expected to log in and use their OHSU Outlook account.

## Distance Delivery

The School delivers some courses at a distance over the Internet using synchronous and asynchronous delivery technologies. Students participating in courses from a distance are required to have the following:

- Web camera
- USB headset with microphone
- Internet connection speed greater than 5 mb/s.

For blended courses where some students are face to face with the instructor in a classroom and some are online, Cisco Meeting is the product most often used. Traditional or VOIP/Internet telephone services are highly recommended over the use of cell phones for classroom audio if there are issues

with Internet connections. Students participating in a course delivered via web conferencing should plan to join the conference 7 to 10 minutes before the scheduled start time. This allows time to test the audio/video connection and resolve any issues that may arise before the start of class.

## OHSU & SoN Resources

### SAKAI

The School of Nursing uses Sakai to deliver online course content to its students.

- An updated browser is required to access Sakai.
- Sakai is supported by OHSU's Teaching and Learning Center. Students can find more information about Sakai at [sakai@ohsu.edu](mailto:sakai@ohsu.edu).
- Students who need help with Sakai can contact the Sakai Helpdesk at 877 972-5249 or at [sakai@ohsu.edu](mailto:sakai@ohsu.edu)

### OHSU Helpdesk

The OHSU ITG Helpdesk is available to assist students with e-mail account or account access issues between 6 a.m. and 6 p.m., Monday through Friday at 503 494-2222.

### Graduate Nursing Senate

The Graduate Nursing Senate (GNS) was formed to represent the interests of OHSU School of Nursing master's and doctoral students. The Graduate Nursing Senate aims to foster community across graduate level nursing programs, promote graduate level nursing education and provide a unified voice for graduate nursing student concerns and issues.

### SoN Statistical Consulting

Students have access to the SON Stat Core for limited statistical consulting to be arranged on a per-project basis.

### Doctoral Center

PhD students have access to the Doctoral Center located on the 5<sup>th</sup> floor of the School of Nursing building, SON 582. The room provides shared study space as well as access to computers. To obtain a key to the Doctoral Center, please see PhD program support staff.

Lockers are available for student use on the 1<sup>st</sup> and 3<sup>rd</sup> floor of the School of Nursing building. The lockers are available on a first come, first serve basis, and students provide their own locks.

Students should notify (by email) the PhD program support staff person that they are taking a locker.

## Residence Requirements

Nine credit hours per quarter are considered full-time study for PhD students. Five credit hours are considered part-time study. Full-time or part-time enrollment may affect financial aid. **Students are responsible for knowing the rules associated with their specific financial aid requirements.**

Students are strongly encouraged to attend the PhD program full-time. In the rare event that students need to attend part-time, they should consult with their PhD advisor/Dissertation Chair so they are aware of prerequisite requirements for courses and can estimate additional time that may be required to progress through the program.

## Curriculum Information

The PhD program is designed to prepare nurse scientists and academicians, with knowledge and skills essential for advancing science through research, teaching, and leadership in the profession.

Students may enter the PhD program either as a post-baccalaureate or a post-master's student. Post-baccalaureate students must be full time and attend courses in person. Post-master's students may attend part-time, but should be aware that this may greatly extend their time to graduation. Students are required to be continuously enrolled in the PhD program for at least one credit per quarter from matriculation until graduation unless on an approved Leave of Absence.

Course work is planned for 2-3 years of full-time study. To earn a PhD, students must complete a minimum of 91 credits (103 credits for BS-PhD students) and a Dissertation summarizing independent research.

There are three benchmarks in the PhD program that all students are required to pass:

- CRPB (end of 1<sup>st</sup> year)
- DPD
- DD

OHSU SON is on a quarter system. A full time program of study entails 9-11 credits per quarter and 27-33 credits in a 3- quarter academic year. Some courses are held during the summer quarter, and attendance at intensive sessions may be required for some courses.

Course work in year one covers philosophy of science and theory, research methods, applied health

statistics, proposal development and an introduction to programs of research in the areas of integrative bio behavioral research and health equity research. In the second year course work covers the areas of bio behavioral research and healthy equity research in more depth, exposing students to active programs of research within the school and across OHSU as they further develop their own research topic. Major threads integrated across courses include inter-professional team science, dissemination and translation of research, leadership and policy and the ethical conduct of research.

After completing core coursework and passing the *first year benchmark* students defend their Dissertation proposal. During the Dissertation phase of the program (usually Year 3 onwards) students must register for Dissertation seminar (NURS 607D) every quarter it is offered and for Dissertation credits (NURS 603) with the Dissertation Chair. A total of 27 Dissertation credits (minimum of 24 credits from 603 and up to three 607D credits) are required for graduation.

Electives are required to gain content expertise and may be taken at any time during the program.

The PhD program of study for BS to PhD and MS to PhD can be found at:

<https://www.ohsu.edu/xd/education/schools/school-of-nursing/programs/programs-of-study-page.cfm>

### **Research/Teaching Practicum**

A *research practicum* (NURS 601 required for all students and may be taken any time during coursework (2 credits minimum). The practicum is designed to support the student's research goals for the Dissertation and/or program of research. Practicum opportunities may be identified with the Dissertation Chair or with other faculty researchers.

Students are also required to complete a *teaching practicum* (NURS 609) for a minimum of 2 credits to gain skills and experience teaching. Practicum opportunities may be identified with the Dissertation Chair or with other faculty teaching.

## PhD Courses

<b><u>PhD Core Courses (47 credits) - courses are in numerical order</u></b>	<b>Credits</b>
NURS601 Research Practicum	2
NURS609 Practicum in Teaching	2
NURS613 Research Design & Methods	3
NURS614 Philosophical and Theoretical Foundations for Health Science Research	3
NURS618 Inquiry and Proposal Development I	2
NURS619 Inquiry and Proposal Development II	2
NURS620 Responsible Conduct of Research and Scholarship	2
NURS630 Advanced Measurement	3
NURS632 Mixed Methods Research	3
NURS633 Pro seminar	6
NURS641 Applied Health Statistics I: Descriptive, Associative and Comparative Statistics	4
NURS642 Applied Health Statistics II: Generalized Linear Modeling	3
NURS644 Qualitative Research I	3
NURS671 Introduction to Health Equity Research	3
NURS673 Introduction to Integrative Biobehavioral Research	3
NURS675 Policy and Leadership	3
<b><u>PhD Selectives (9-10 credits) - Students must choose one from each of the following groups:</u></b>	
NURS643 Applied Health Statistics III: Longitudinal Design and Analysis	3
<i>OR</i>	
NURS645 Qualitative Research II	4
NURS672A Applied Health Equity Research	3
<i>OR</i>	
NURS674A Applied Integrative Biobehavioral Research	3
NURS672B Applied Health Equity Research	3
<i>OR</i>	
NURS674B Applied Integrative Biobehavioral Research	3
<b><u>Dissertation Credits (27 credits)</u></b>	
NURS603 Dissertation work	24
NURS607D Dissertation seminar	3
<b><u>Electives for Post-Baccalaureate Students*</u></b>	<b>*20</b>
<b><u>Electives for Post-Master's Students</u></b>	<b>8</b>
<b><u>Total Credits Post-Master's PhD</u></b>	<b>91-92</b>
<b><u>Total Credits Post-Baccalaureate PhD</u></b>	<b>103-104</b>

## Time to Degree/Extension of Program

Matriculated students have a maximum of 7 years to complete the PhD program. This **Time to Degree Policy** does not distinguish between full-time and part-time student enrollment or between post-masters or post-baccalaureate students. Students who are beyond their 5th year in the PhD program are required to submit quarterly progression updates to the PhD Program Director. If degree requirements will not be completed by the end of the 7th year, a request for extension of program (1 year or less) must be submitted to the PhD Program Director before the end of the preceding year. All requests for extension are reviewed by the Program Director in consultation with PhD faculty.

Requests for extension should describe progress in meeting degree requirements and the reason for the need for an extension, as well as a detailed plan and timetable for completing degree requirements. The extension request should be co-signed by or accompanied by a supporting letter from the student's Dissertation Chair and a supporting letter from the PhD Program Director. Granted exceptions are forwarded to the Senior Associate Dean for Student Affairs and Diversity for final approval and letter to the student. Reasons for requested extensions are carefully considered; extensions are not automatically granted. Extensions of program will not usually be granted if the Dissertation proposal defense has not been completed by the end of the 5th year.

Assuming satisfactory progress, the normal approval period of program extension is 1 year. This may be shorter if progression problems require closer monitoring. Requests for additional extensions are contingent on continuous progress toward degree completion in line with the student's projected plan for completion.

## Continuous Enrollment

The PhD program requires continuous enrollment. Students are required to enroll for courses fall, winter, spring, and summer terms. After students have successfully completed their core PhD coursework, they must enroll for a minimum of 1 credit per term until completion of the program, including during the summer term. These credits are usually 607D (Dissertation seminar) and 603 (Dissertation credits), but can also include 605 (reading and conference independent study) or other elective courses. Enrollment allows the student access to OHSU resources and faculty. A Leave of Absence is required for any term during which a student is not enrolled. Students who fail to register for a term as expected, who are not on an approved LOA, will be administratively withdrawn from the program.

Per School of Nursing and OHSU guidelines, **international students must attend the PhD Program in-person**: <https://www.ohsu.edu/xd/education/schools/school-of-nursing/admissions/applying/international-applicants.cfm>

## Leave of Absences (LOA)

After the successful completion of one term, students may, under exceptional circumstances and with the approval of the PhD Program Director, interrupt their program of study for a Leave of Absence (LOA). When requesting a LOA, a student should submit a request to the PhD Advisor/Dissertation Chair and then to the PhD Program Director. The LOA form can be found at the OHSU Registrar website:

<https://www.ohsu.edu/xd/education/student-services/registrar/registrar-forms/index.cfm>

A LOA is normally granted for a period of 1 quarter to 1 year. Under no circumstances will a LOA be granted for longer than 1 year. If a student does not take a fully ear (four quarters) in a single LOA, the student may apply for another LOA for the remaining quarters at a later point in the program. Each student is limited to only one year of LOA while in the program. Any exceptions to this four quarter total limit must be presented to the School of Nursing Graduate Council for consideration and approval. Students taking a LOA do not need to re-apply to the School of Nursing. While on leave, a student is not considered enrolled and is not eligible for any campus privileges or services from the university, including consultation with faculty. In most cases, time limit to completion of degree is not changed by a LOA.

It is critical that students contact the PhD Program Director and Advisor/Chair during the term prior to their anticipated return to school to confirm their intention to return to active status. Students should discuss their program of study and review progression requirements with their advisor/Chair.

## Probation & Dismissal

### Probation

A student may be placed on academic probation according to the criteria listed in the table in this section. Probation status may delay student progression. When a student meets one or more criteria for probation, the PhD Program Director originates the probation letter that outlines the reasons for the probation status, how a student may get back into academic good standing and any time limits to stipulations indicated. The letter will be sent to the student through e-mail with return receipt and overnight traceable mail. Copies of the letter are included in the student file and provided to the Senior Associate Dean for Research, Senior Associate Dean for Student Affairs and Diversity and the OHSU Registrar.

It is the student's responsibility to contact the PhD Advisor/Chair to discuss ways to meet the stipulated conditions and successfully complete the program.

A student must remain continuously enrolled in the OHSU SON while on probation, though student progression through the program may be constrained in certain instances. Students who

successfully meet the criteria specified in a probation letter or complete the program without additional academic deficiencies may be returned to *Academic Good Standing*.

<https://o2.ohsu.edu/policies-and-compliance/ohsu-policy-manual/chapter-2-student-affairs/upload/Student-Suspension-Dismissal-and-Appeal-Procedure.pdf>

## Dismissal

If a student fails to meet the conditions of a probation letter or does not meet program standards, the student will be sent a letter by the PhD Program Director (through e-mail with return receipt and overnight traceable mail) informing the student that she/he is being recommended for dismissal (and the reasons for the recommendation) to the School of Nursing Student Progress Review Committee (SPRC). The letter will also inform the student of their right to attend the SPRC meeting. The student may continue to be enrolled in the program while awaiting the SPRC decision.

The PhD Program Director is responsible for originating the letter to the SPRC outlining the reasons the student is being recommended for dismissal. Following the SPRC hearing, the committee will submit in writing a recommendation to the Dean. Once a decision is reached, the Dean notifies the student in writing of the decision and of their right to appeal the decision to the Provost.

The decision of the Dean is the final action for the school. The student has the right to appeal the decision of the Dean to the Provost. Please see policy procedures above and OHSU policy 02-30-050 for additional information: <https://o2.ohsu.edu/policies-and-compliance/ohsu-policy-manual/chapter-2-student-affairs/ohsu-policy-02-30-050.cfm>

A student's advisor/Chair may request review by the PhD Faculty if the student is not making satisfactory progress on her/his benchmarks or Dissertation (e.g., failing to meet mutually agreed upon timelines for proposal defense, oral examination, or defense of Dissertation).



**Probation and Dismissal Criteria:**

Probation	Dismissal
<ul style="list-style-type: none"><li>• 3 unresolved incomplete grades across the program of study</li><li>• Lack of continuous enrollment for 1 academic quarter based on program of study without being on an LOA</li><li>• First-attempt failure to meet program benchmarks</li><li>• Fails to meet timeline standards for program benchmarks and time to degree</li><li>• One 2.0 (C)</li><li>• Failure to maintain a cumulative GPA 3.0 or above (a 2.5 (C+) in any one course does not meet the criteria for probation unless overall GPA falls below 3.0)</li><li>• Violation of policy, including Code of Conduct</li></ul>	<ul style="list-style-type: none"><li>• 4 unresolved incomplete grades across program of study</li><li>• Lack of continuous enrollment for 2 academic quarters without being on approved LOA</li><li>• Failure to meet conditions stipulated in probation letter</li><li>• Second attempt failure of program benchmarks</li><li>• A cumulative GPA below 3.0 that persists for 12 months</li><li>• More than one 2.0 (C) across the program</li><li>• One 0.0, NP or WNP. Please note: a grade of less than a C (2.0) is failing for graduate students.</li><li>• Violation of policy, including Code of Conduct.</li></ul>

**Student Grievance**

Please see the OHSU Student Grievance and Appeal policy 02-30-055 (<https://o2.ohsu.edu/policies-and-compliance/ohsu-policy-manual/chapter-2-student-affairs/ohsu-policy-02-30-055.cfm>). Students seeking additional assistance may contact the School of Nursing Office of Student Affairs & Diversity.

## Graduation and Application for Degree

PhD degree candidates file an application for degree in the term prior to expected graduation, in order to verify courses and validate eligibility for the PhD degree. The application for degree form can be found at the Registrar's website: <https://www.ohsu.edu/xd/education/student-services/registrar/registrar-forms/index.cfm>. The completed form should be returned to the Registrar's office. Responsibility for fulfilling graduation requirements rests with the student.

Additionally, the following deadlines and requirements apply:

- Students should also inform the PhD program associate of intent to graduate to ensure receipt of all relevant information regarding graduation and convocation
- Students should ensure that they have completed all other degree requirements (via DegreeWorks). In particular, be sure that you have the required qualifying credits/courses taken. If you have concerns, please contact the PhD program associate.
- Prior to the end of the term in which degree requirements are completed one copy of the Dissertation (final form, ready for submission to the library) must be submitted for signature to the Dissertation committee. The Certification/Dissertation Approval form will be signed by the Dissertation Chair at this time and submitted to the PhD Program support staff. In addition, a copy of the Dissertation abstract and title and names of the student, Dissertation Chair and Dissertation committee members should be provided for submission to the Dean.
- The student must defend the Dissertation and submit the final, approved version to the library before May 31<sup>st</sup> in order to walk in the June graduation ceremony unless a petition to walk at graduation, signed by the Dissertation Chair and PhD Program Director, certifies that the student will have completed all program work no later than the end of summer term. The petition must be turned in by April 15<sup>th</sup>.
- Students who do not submit the final, approved Dissertation to the library by the first day of summer term, must register for summer term for at least 1 credit.
- Finally, students are required to complete a PhD program exit interview survey.

## Student Expectations

The following expectations are designed to support the student's ability to progress through the program within 3-4 years; to build expertise in research dissemination, the conduct of research, teaching and service/leadership. The achievement of these skills and experiences, in combination with the PhD curriculum, will successfully position students to assume competitive postdoctoral or faculty roles and are the shared responsibility of the student, Dissertation Chair and PhD Program.

### ***PhD Program Expectations: Year 1***

- Meet with PhD Advisor regularly (approximately every 2 weeks)
- Identify Dissertation focus and research question(s)
- Submit annual review materials to PhD Program Director & PhD Program Faculty
- Finalize program of study and/or electives for Year 2
- Pass 1<sup>st</sup> year benchmark (CRPB)
- Formalize Chair of Dissertation Committee
- Attend OHSU ResearchWeek (Spring)
- Attend 1 regional and/or national conference related to research interests (e.g. WIN)
- Submit 1 abstract
- Submit application to support Dissertation (e.g. NRSA/F31)
- Be a *co-author* on one paper submitted for publication
- Submit annual review materials for review by PhD Director and Program Faculty

### ***PhD Program Expectations: Year 2***

- Meet with Dissertation Chair regularly (approximately every 2 weeks)
- Select Dissertation Committee members
- Submit annual review materials to PhD Program Director & PhD Program Faculty
- Have complete draft of Dissertation proposal by Year 3
- Complete at least 1 research practicum and/or teaching experience
- Attend OHSU Research Week
- Attend 1 regional/national conference related to research interests
- Submit 1 abstract
- Complete at least 1 shadow peer-review of a journal article with a faculty member
- Become member of a professional organization
- Take on a service/leadership role at the School, University or professional organization
- Submit/revise NRSA application or other relevant application to support Dissertation
- Submit at least 1 paper for publication as 1<sup>st</sup> author

### ***PhD Program Expectations\*: Year 3***

- Meet with Dissertation Chair regularly (e.g. every 2 weeks, but at least once/month)
- Successfully defend Dissertation proposal by winter term
- Submit annual review materials to PhD Program Director & PhD Program Faculty
- Identify gaps in CV and discuss plan to address them with Chair
- Discuss potential postdoctoral opportunities with Chair
- Complete at least 1 teaching/research practicum (if not already done)
- Attend OHSU Research Week and/or WIN
- Attend 1 national conference related to research interests
- Present research at WIN and/or national meeting
- Continue to have service/leadership role at the School, University or professional organization
- Submit/revise NRSA application or other relevant application to support Dissertation
- Submit at least 1 paper for publication as 1<sup>st</sup> author

### ***PhD Program Expectations\*: Year 4***

- Meet with Dissertation Chair regularly (e.g. every 2 weeks, but at least once/month)
- Submit annual review materials to PhD Program Director & PhD Program Faculty
- Successfully defend Dissertation
- Apply for postdoctoral or faculty positions
- Present at 1 national conference related to research interests
- Continue to have service/leadership role at the School, University or professional organization
- Submit at least 1 paper for publication

\*PhD students are also expected to attend the SON research series (*Research Matters*) and attend PhD students' proposal and Dissertation defenses.

## Dissertation Committee

The student's Dissertation Committee oversees the completion of the last two benchmarks: the Dissertation proposal defense and the Dissertation defense. The student and Dissertation Chair must be physically present on the Portland campus for each of these benchmarks. Dissertation committee members may attend these benchmarks via distance with prior approval of the Chair. The committee is composed of the Dissertation Chair and at least two additional committee members. The Dissertation Committee's membership should reflect a balance of research experience, content expertise, and methodological expertise. Although the exact composition of the committee may vary depending on the student's topic and the availability of faculty, the following criteria must be met:

### Criteria for serving as a PhD Dissertation Chair include the following

- an earned research doctorate
- member of the OHSU School of Nursing faculty;
- previous membership on at least one Dissertation committee for at least 2 years;
- experience in PhD teaching and/or mentoring;
- primary investigator or co-investigator on at least one externally funded research project (NIH or foundation);
- demonstrated scholarship through data-based publications;
- expertise and/or current research related to the student's Dissertation and research;
- commitment to working with the student throughout the student's program of study and mentoring her/him in multiple dimensions of her/his future role; and
- Not currently in receipt of a postdoctoral position or equivalent research training grant.

### Criteria for serving as a PhD Dissertation Member include the following

- an earned doctorate; and
- content, methodological, or practice expertise related to the content of the Dissertation topic.

Dissertation Committee members are selected by the student in collaboration with the Dissertation Chair at the end of the first year of the program. Two members of the Committee, including the Dissertation Chair, must be faculty from the OHSU School of Nursing. At least one member of the Dissertation Committee must be a doctorally-prepared nurse from the OHSU School of Nursing.

Although, external Dissertation members (i.e., faculty from outside of OHSU) are permitted and often bring valuable expertise, we encourage the student and Dissertation Chair to weigh the benefits and potential limitations of including more than one such external member to join the committee. Students and their Dissertation Chairs should clearly communicate expectations regarding membership on the committee when making the invitation.

**Appointing a Dissertation Chair:** The Dissertation Chair will work closely with the student until the completion of the Dissertation. The Dissertation Chair and Committee Member Agreement Form (see URL: <https://www.ohsu.edu/xd/education/schools/school-of-nursing/students/student-forms.cfm> ) must be signed by the faculty member who has agreed to serve as the Dissertation Chair. The student is responsible for obtaining this form from the SON website, obtaining the Dissertation Chair's signature, and then returning the form to the PhD program staff, who will notify the Program Director and file the form in the student's file. This form should be completed no later than the start of the second year of the program.

**Adding or changing Dissertation committee members:** The same Agreement form is resubmitted with the Dissertation Chair's signature if committee members are identified or changed at a later date.

**Changing a Dissertation Chair:** If a student desires a change in Dissertation Chair, the student must discuss this with his/her current Chair. Once a new Chair has been identified, the student must submit a PhD Change of Dissertation Chair form (see URL: <https://www.ohsu.edu/xd/education/schools/school-of-nursing/students/student-forms.cfm> ). If a faculty member who is a Dissertation Chair leaves the School of Nursing, a PhD Change of Dissertation Chair form must be completed, and the PhD Program Director must approve the change. The departing Chair may remain on the Dissertation committee.

All PhD students who expect to propose and conduct Dissertation research must complete the Responsible Conduct of Research Education online training module. Please submit a copy of your RCR training certificate for your student file to verify completion of the module. Please go to the OHSU Research Development Website for more information about this training requirement.

## PhD Benchmarks

All matriculated students in the Doctor of Philosophy (PhD) program are required to pass various benchmarks. Documentation and procedures related to these benchmarks are established, maintained and distributed by the PhD Faculty and the PhD Program Director. Failure to successfully meet these benchmarks puts a student on probation and may lead to dismissal from the Program.

Students should ensure they have the most current version of the benchmark guidelines for the year in which they complete the benchmark. Guidelines for benchmarks are current when this document is revised each summer, but benchmarks may undergo revision.

### Benchmarks Overseen by PhD Faculty

- First Year Benchmark: Competitive Research Proposal Benchmark (CRPB)
- Annual PhD Evaluation of Academic Progress: All Students/Each Year

### Benchmarks Overseen by Dissertation Committee

- Dissertation Proposal Defense
- Public Defense of the Dissertation

## First Year Benchmark: Competitive Research Proposal Benchmark (CRPB)

The purpose of the Competitive Research Proposal Benchmark (CRPB) is for the PhD student to demonstrate understanding and knowledge of a substantive area of nursing science by developing a research plan. Ability to write a proposal for funding is a core competency for independent researchers. The CRPB is designed to be a learning experience and an opportunity to receive feedback from a review committee, similar to the experience of submitting a research funding proposal as an independent researcher. Students are required to submit their CRPB the summer following the completion of the first year courses. The CRPB proposal benchmark is due July 15<sup>th</sup> (or the following Monday if the 15<sup>th</sup> falls on a weekend).

The CRPB is similar to the format of NIH proposals and other proposals for research funding. It will consist of a Specific Aims page (limited to 1 page) and Research Strategy (limited to 6 pages) described below. Therefore, the entire CRPB should be no longer than seven pages in length (excluding references). Proposals should use a minimum of Arial 11 point font and 0.5 inch margins, and be single spaced. If a CRPB exceeds the page limit or does not adhere to format requirements, it will not be reviewed.

The CRPB requirement is waived for students who receive funding or a score on an F31 application submitted during their time in the SON PhD program. Students requesting a waiver should submit a summary statement or notice of award (NOA) to the Program Director no later than May 31<sup>st</sup>.

Specific Aims: The student should concisely describe the Specific Aims, the broad, long-term objectives, and the goal of the proposed research (one page).

Research Strategy: The Research Strategy section should address 1) the **Significance** of the proposed study, including the background leading to the proposed research and significance of the research; and 2) the **Approach** (design and methods) for achieving the Specific aims, including the rationale and the expected/alternative outcomes of the proposed study. Relevant preliminary data that supports the proposed research or other experiences that support the student's competence and/or feasibility to conduct the study may be included. The Research Strategy section, including tables, graphs, figures, diagrams, and charts, is limited to 6 pages (excluding references).

#### Consultation while preparing the CRPB

Students are encouraged to recognize the size, scope and seriousness of the CRPB and the opportunity it presents for synthesizing all that has been learned in the first year of PhD courses. Students are strongly encouraged to work with their Dissertation Chairs in preparing their CRPBs. Students may consult with other faculty members as needed. There is no restriction on seeking help from faculty and other persons who are willing to consult. Peer consultation is allowed. The process is similar to asking for help from others when preparing a research proposal as an independent researcher, however, the CRPB must reflect the student's work.

#### Evaluation

A key criterion for evaluation of the CRPB is the requirement for congruence of aims, background review, and approach throughout the CRPB. For example, the variables from the aims should be discussed in the background section, and assessed in the methods. The design, methods, and analysis should be congruent with the Aims and should be supported by the background section.

Evaluation criteria for Specific Aims include the need for succinct but good rationale, clarity, and completeness. Evaluation criteria for the background section include critical synthesis of the literature; inclusion of relevant nursing and other literature; integration of theory and/or philosophy of science; relevance to topic; and logical coherence. Evaluation criteria for the Approach include knowledge of a relevant method, accuracy in description of approach, and scope appropriate for Dissertation. The proposal should represent a potential original contribution to the discipline. The writing should be organized, succinct, and clear, adhere to formatting guidelines, and be stylistically sound.

The CRPB Benchmark subcommittee, formed by the PhD Program Director from members of the PhD faculty, oversees the review process and grading of each CRPB. The CRPB committee will review using a process similar to that of review panels for assessing funding proposals. Each proposal will be reviewed by at least two reviewers (advisors/Dissertation Chairs may not review their own students' proposal) using the criteria outlined below. Both reviewers will prepare written feedback for the student. Each proposal will be presented by reviewers to the full CRPB Benchmark subcommittee for discussion. The subcommittee will reach a decision to pass or fail the CRPB. If necessary, additional faculty readers with particular content expertise not represented on the subcommittee may be invited to participate in either the initial review and/or discussion. The entire committee will discuss each CRPB and additional comments will be incorporated into the written feedback sent to the student.



Students who PASS the CRPB will receive a letter of congratulations by confidential e-mail (cc'd to the student's advisor/ Chair) with an attachment providing detailed written feedback by July 31<sup>st</sup>.

Students who FAIL the CRPB will receive a letter regarding the outcome by confidential e-mail (cc'd to the student's advisor/Dissertation Chair) with an attachment providing detailed written feedback about the reason(s) they failed by July 31<sup>st</sup>.

The PhD Program Director will be copied on the e-mail. E-mails containing all student results will be sent out on the same day. Students do not meet with the subcommittee and subcommittee members do not answer additional questions about the CRPB. Students are expected to consult with their Chairs to interpret the written feedback if necessary.

### Revising the CRPB

Students who fail the CRPB are permitted to revise and resubmit their CRPB within 12 months. The student and her/his Dissertation Chair are required to develop a remediation plan to revise the CRPB with timeline. This remediation plan must be submitted to the CRPB Sub-Committee, within two weeks of receiving results, for approval.

If the student and Dissertation Chair determine that the CRPB revisions are not extensive (e.g., require additional coursework), students may choose to revise and resubmit the CRPB no later than September 15<sup>th</sup>. Revised CRPBs will be graded using the same criteria and results will be disseminated to the student and her/his Dissertation Chair within one week. Students who pass the CRPB on the second round are permitted to register for 2<sup>nd</sup> year courses. Students who fail the CRPB on their second attempt will be dismissed from the program.

In certain circumstances, the student and Dissertation Chair may determine that the failed CRPB (submitted in July) requires major revisions that cannot be addressed prior to the September 15<sup>th</sup> deadline (e.g., the student would benefit from taking a writing course or a reading and conference or retaking a first-year core course). In such a circumstance, the student may revise and resubmit the CRPB within 12 months of original submission on any of the following dates: November 15<sup>th</sup>, March 15<sup>th</sup>, or July 15<sup>th</sup>. Students need to notify the CRPB Sub-Committee of the intended date for resubmission as part of the submitted remediation plan. Revised CRPBs will be graded using the same criteria and results will be disseminated to the student and her/his Dissertation Chair within one week. Students who pass the CRPB on the second round are permitted to register for 2<sup>nd</sup> year courses the following Fall quarter. Students who fail the CRPB on their second attempt or do not submit a revised CRPB by July 15<sup>th</sup> of the following year from original submission will be dismissed from the program.

**Students should be aware that if they fail the CRPB on the first attempt they are placed on probation until they successfully pass the CRPB on the second attempt or are dismissed from the program (e.g., they fail the second attempt or do not submit a revised CRPB within 12 months). Students are not permitted to register for 2<sup>nd</sup> year core courses during the probation period while they work on their revised CRPB (students may register for electives and pro-seminars). Thus, the decision to delay resubmission should be made in consultation with the Dissertation Chair and with an understanding that student progression through the core courses (and therefore the program) will be impacted.**

## Annual Evaluation of Academic Progress for All Students

The purpose of the Annual Evaluation of Academic Progress is to provide feedback to PhD students on their progression through the PhD program, including strengths, limitations, and deficiencies that may warrant remediation. In addition, students are encouraged to consult with faculty mentors throughout their doctoral experience to ensure timely and successful completion of the program.

**All students:** At the beginning of spring term each academic year, students will receive an e-mail (cc'd to advisors/Dissertation Chairs) notifying them of the documents that need to be submitted for the Annual Evaluation (e.g., updated CV with yellow highlights, summary of accomplishments, benchmarks passed, progress towards Dissertation, and evaluation from Advisor/Chair). Materials should be submitted no later than May 15<sup>th</sup> to the PhD Program Associate (advisors and Dissertation Chairs must approve student materials prior to their submission).

**1<sup>st</sup> and 2<sup>nd</sup> year students.** The Evaluation of Academic Progress takes place in June for students who are in the first two years of PhD coursework (part-time and full-time students). An Academic Evaluation Workgroup will be formed by the PhD Program Director from members of the PhD faculty. This Workgroup will review all materials and meet to vote and make recommendations regarding each student's progress. Faculty who have taught or mentored students may share any relevant information that might inform the evaluation of the student's progress with the Workgroup prior to their meeting. The PhD faculty, including all faculty members who teach and advise/Chair PhD students will meet in June to hear the recommendations of the Workgroup and a summary of each student's strengths and weaknesses. All students will receive letters from the Academic Evaluation Workgroup summarizing their strengths and weaknesses (if any are identified). Students are expected to schedule a meeting with their advisor/Dissertation Chair to discuss the feedback and form a plan to address any recommendations, if needed.

**3<sup>rd</sup> and 4<sup>th</sup> year students.** Students who have completed the first two years of required coursework also submit the materials outlined above. Students will receive letters and should also meet with their Dissertation Chair to evaluate progress and set goals for the next year.

**At the end of student's 5<sup>th</sup> year and beyond.** Students beyond the 5<sup>th</sup> year of enrollment in the PhD Program are required to submit quarterly progress reports to the PhD Program Director, along with a letter from their Dissertation Chair describing the student's progress. In addition, they will submit materials outlined above each May and will receive a letter regarding their progress. Students should meet regularly with their Dissertation Chair to evaluate progress and set goals

## Types of Dissertations

There are two types of PhD Dissertation possible at the OHSU School of Nursing - 1) Manuscript Option Dissertation and 2) traditional Dissertation.

The manuscript Option Dissertation advances the student's publication record to strongly position the student for post-doctoral fellowships and faculty positions. The manuscript option Dissertation includes at least three manuscripts (at least one of which is data-based) anchored by introductory and conclusion chapters.

A traditional Dissertation also has introductory and conclusion chapters, but in lieu of manuscripts includes three chapters covering review of the literature, methods and results.

Students, in consultation with their Dissertation Chairs, should make the decision regarding what type of Dissertation to complete as early as possible as the requirement for one manuscript to be published (or accepted for publication) prior to final Dissertation defense may delay the student's time to degree completion.

### ***Several factors should be considered in the decision-making process:***

- Some Dissertation Chairs require students to complete a manuscript option— students should have a conversation with their Chairs around Dissertation expectations as early possible.
- Some international students are required by their sponsoring government to complete a traditional Dissertation— it is the student's responsibility to know the requirements of the sponsoring agency and to communicate that to the Chair early in the program.
- The manuscript option should not be viewed as an easier option; it is simply a different way of completing the competencies of the program and making an important contribution to the advancement of science in a way that maximizes timely publication of that research. Both types of Dissertations are required to meet the standard of publishable and impactful research with comparable scope.
- Given the publication requirement of the manuscript option, it is strongly advised that students who choose this option submit their first manuscript for publication no later than the second year of their program of study. Students should also only consider this option when their Chair has a strong record of publication.
- Dissertation Chairs may consider additional factors in their decision to advise the student to choose one option over another.

## Dissertation Proposal Defense

The decision regarding which type of Dissertation to pursue should be made as early as possible in the program and requires approval by the Dissertation Chair. The decision must be made prior to the proposal defense. In the rare case that a student successfully defends a Dissertation proposal for one type of Dissertation (e.g., manuscript option) and then decides to change to the other type of Dissertation (e.g., traditional Dissertation), a new proposal must be written and formally defended. Similarly, if the Dissertation research study changes substantially, a new proposal defense must be conducted. However, if minor adjustments are made, but the study remains the same, approval for the minor changes by all committee members is sufficient.

The proposal defense and final Dissertation defense procedures are similar for both types of Dissertation, but the content and lay-out of the proposal and Dissertation differs by type. The manuscript option is described below with a separate section following that describes the proposal and full Dissertation for the traditional Dissertation option.

### Manuscript Option Dissertation

A minimum of three 1<sup>st</sup>-authored manuscripts, at least one of which must be data-based, is required, and all manuscripts must represent work completed during the student's PhD study at OHSU. Prior to the Dissertation defense, at least one manuscript must be accepted for publication or published in a high-quality professional journal that uses peer review and publishes original research. The Dissertation must be first-authored by the student and represent research primarily conducted by the student.

The following documents are required for the proposal defense of the manuscript option.

#### **Introduction (Chapter 1)**

Chapter 1 of a manuscript option Dissertation is a little longer than a traditional Dissertation Chapter 1 (approximately 15-20 pages) and includes the significance of the research proposed, a brief review of the literature, the overall purpose of the body of work to be represented by the proposed set of manuscripts, the aims associated with each individual manuscript, overarching theoretical framework or conceptual basis for the entire body of proposed research, and the implications of the research for nursing science.

In particular, careful attention should be given to the overall goal and purpose of the manuscript option and how the set of manuscripts work together to achieve this purpose, separate from how each manuscript addresses a specific aim of the Dissertation. This is often the most challenging part of Chapter 1 to write, but is a necessary expectation of the manuscript option and the successful defense of a particular set of manuscripts. A table that outlines each chapter and associated aims can be very helpful to include. Students should also bear in mind that the chronological order in which manuscripts are written may not always be the most meaningful order to present them in the Dissertation.

## **Manuscript Chapters (at least three)**

Each proposed manuscript chapter (and any manuscript that has already been published or accepted) should be included in the Dissertation proposal defense document. No more than two manuscripts to be submitted for the Dissertation may be published or accepted for publication prior to the proposal defense. (Students are not limited in the number of other manuscripts they publish as 1<sup>st</sup> or co-author during their program).

Manuscripts that are already published (or accepted for publication) should be included in their entirety using the required formatting guidelines (e.g., APA style) for Dissertations (see section below). The manuscript should include an introductory page with title of the manuscript, authorship, name of journal, brief description of the journal and the journal's impact factor.

Manuscripts that are being proposed should also include an introductory page with proposed title of the manuscript, proposed authorship, name of proposed target journal (including brief description of the journal audience, purpose and impact factor), and expected stage of submission at the time the Dissertation will be defended (e.g., submitted, in review, published). The manuscript, itself, should contain an appropriate (*for the target journal*) introduction, literature review (including theoretical/conceptual framework and purpose/aims), proposed method section (including description of relevant human subjects protections) and analytic plan.

The introductory page for all manuscript chapters should also include the following statement "This manuscript represents a significant contribution to the Dissertation work."

Examples of data-based papers include, but are not limited to: Results paper, Psychometric testing of a measurement instrument, Literature review or meta-analysis that includes analysis (not just description) of a body of literature.

Examples of other appropriate papers include, but are not limited to: Systematic review of literature, Concept analysis, Methods paper, Theory application.

## **Procedures for Dissertation Proposal Defense (all Dissertations)**

The proposal defense is scheduled no sooner than completion of second year coursework.

### ***Pre-Proposal Defense Meeting of Chair, Student, and Dissertation Committee (optional)***

Purpose: The pre-proposal defense review is an opportunity for the committee to meet and identify problems that may indicate that the proposal is not ready for defense. This meeting is OPTIONAL and at the discretion of the Dissertation Chair.

The student should circulate a complete final draft of the Dissertation proposal to committee members at least two weeks prior to the pre-proposal defense committee meeting. The Chair and committee members review the draft Dissertation proposal, provide feedback, and determine whether the proposal is ready for defense.

Drafts that are acceptable as is or that require only minor revisions are ready for defense. If there

are serious concerns about the proposal, the proposal defense should be postponed until the student has an opportunity to address the concerns and revise the proposal.

At the end of the pre-proposal meeting, the Chair should review in detail required changes in the proposal draft prior to the defense and the proposed date and time that are acceptable to all members.

### ***The Proposal Defense***

In preparation for the proposal defense, the student should work with the PhD program associate, as early as possible (no less than two weeks prior), to schedule a room for the proposal defense and any needed audiovisual or distance- friendly equipment and to develop a publicity flier for the proposal defense.

At least one week before the proposal defense, the student must provide the updated proposal draft to the committee for review (students should communicate ahead of time with members regarding the time needed for members to adequately review the document). ***Students are strongly encouraged to practice their presentation in front of their peers and Chair to ensure that the salient content is presented within the allotted time limits.***

At least two hours should be scheduled. If a committee member is unavailable, the meeting must be rescheduled. Anyone may attend the public part of the defense.

The Chair should:

- Meet the student in the room in which the proposal defense is being held 30 minutes prior to the defense to assure the room is set up appropriately and audiovisual equipment is working properly.
- Invite the observers and guests into the room and convene the proposal defense.
- Introduce the student and committee (briefly) and welcome the observers (less than 5 minutes)
- Review the process with the entire group:
  - The presentation should be no more than 20-25 minutes in length.
  - Floor opened for questions from the public first for no more than 10 minutes.
  - Observers will be excused from the room and committee members will question the student about the Dissertation proposal (for no more than 1 hour).
- Supervise the presentation:
  - The presentation should be no longer than 20-25 minutes so that there is enough time for observers' questions. The Chair is expected to give a five- minute warning to the student when time is running out.
  - Invite questions from the observers. When there are no more questions or after 10 minutes (whichever comes first) the Chair asks the observers to leave the room to allow the committee time to question the student.

### ***Grading the Proposal Defense***

When committee members have completed asking their questions, the Chair excuses the student from the room. The committee members discuss the evaluation of the Dissertation proposal, and its defense. If there is no consensus among the committee members as to whether the student has passed or failed the proposal defense, a vote will be taken and the majority carries the decision. In the event of a tie vote, the student will be asked to retake the defense at another time.

Once the outcome has been determined, the Chair invites the student into the room, and shares the results of the exam.

The student may pass the proposal defense in one of two ways:

- The student's performance is deemed acceptable, and the student passes the proposal defense with no recommendations from the Dissertation committee.
- OR**
- The student's performance leads to the committee requiring revisions in the document prior to its acceptance as sufficient for the proposal defense. It is the responsibility of the Chair to be very clear about the required changes, summarize them verbally to the student and later provide them in writing to student and committee members. If changes in the methods and/or procedures are required, the Chair must review the protocol prior to its submission to IRB.

The student may fail the proposal defense and have one opportunity to repeat the defense:

- A fail with the opportunity for remediation and repeat of the proposal defense is indicated by evidence of fair performance in most abilities and minimal or unacceptable performance in others. In this case specific verbal and written feedback about performance deficiencies and how to address each one is provided by the committee Chair to the student. The student will have one additional opportunity to retake the proposal defense after completing the remediation work.

A revised final copy of the proposal should be submitted to PhD program support staff along with the Proposal Approval form signed by all committee members (see URL: <https://www.ohsu.edu/xd/education/schools/school-of-nursing/students/student-forms.cfm>) . This form is used to document approval by the Dissertation committee that a student may proceed with the research proposed for the Dissertation.

After successful defense of the Dissertation proposal, close contact with the Dissertation Chair is required throughout the institutional research approval process, the data collection process, and the preparation of the written Dissertation.

## PhD Candidacy

Following successful completion of all coursework and the Dissertation proposal defense, the student is admitted to doctoral candidacy if the:

- student's transcript is in order (i.e., all required course work completed and no "I" grades),
- Dissertation committee approves, with signatures, that the Dissertation proposal has been successfully defended, and the
- student is in good academic standing.

Note: Use of PhDc, PhDC, or PhD (C) or similar lettering after a student's name is not consistent with OHSU policy of avoiding any PhD designation until after the Board of Trustees has formally awarded the degree. It is permissible to identify oneself by the words "PhD candidate."

## Institutional Review Board Approval (all Dissertations)

Following the proposal defense, but prior to data collection, research involving human subjects (or data derived from human subjects) must be submitted to the OHSU Institutional Review Board (IRB) for approval. Information about the IRB approval process, the forms, and documents, which must be completed and submitted to the IRB, are available from the OHSU IRB website at:

<https://www.ohsu.edu/xd/about/services/integrity/policies/all-irb-documents.cfm>. OHSU uses an electronic form of review called eIRB, and more information can be found online at: <https://www.ohsu.edu/xd/research/about/integrity/irb/index.cfm>.

The student should work closely with the Dissertation Chair in writing human subjects informed consent forms and preparing the IRB materials. The Dissertation Chair is the Principal Investigator of the student's study for IRB purposes and ultimately submits the IRB protocol prepared by the student.

IRB review may be a lengthy process, especially during times of peak submissions. Students should plan submissions accordingly and contact the IRB staff at (503)494-7887 for assistance with any of the details of preparation for submission or estimated time for review of protocol.

Other approvals may be needed prior to commencing research. The Knight Cancer Institute must approve IRB submissions related to cancer and the Institutional Animal Care & Use Committee must approve research involving animals. Other organizations, such as hospitals, may require approval by their own IRBs. Students and Dissertation Chairs must ensure that all necessary approvals are obtained as early in the process as possible so student research is not delayed.

### **Exceptional Circumstance: Submitting IRB protocol for review prior to proposal defense**

A student may submit proposed Dissertation research for IRB review prior to the proposal defense **only** if the Dissertation Chair has been working closely with the student, has actively engaged Dissertation committee members and, therefore, knows that the proposal is likely to be accepted with minor changes at the proposal defense. The Chair must carefully examine the student's application to the IRB before submission. Such exceptional circumstances may involve F31 (or equivalent) funding for the student's Dissertation research during the first two years of the program.

## Conduct of the Dissertation Research Study (all Dissertations)

After the research protocol has been reviewed and approved by the IRB, the student may proceed with the Dissertation research. The student, with the approval of the Dissertation Chair, should develop a plan and timeline for data collection and analysis and for writing the remaining Dissertation chapters. If unanticipated events require a significant change in the study methods of the original proposal, the student must secure the written approval of all committee members.



Member may request that the committee be reconvened. The Dissertation Chair is responsible for resolving any conflicting points of view among committee members regarding the Dissertation and to regularly communicate with the committee members regarding the student's progress. Changes in methods must be approved by the OHSU IRB.

The student should work closely with the Dissertation Chair throughout the process. The student is encouraged to meet with the full committee after initial analysis is completed to review findings and determine if additional analysis should be conducted. The student should work closely with Dissertation Chair to interpret findings and write the full Dissertation, and consult with committee members as needed. The Dissertation Chair will counsel the student on when to submit drafts of Dissertation manuscripts (or chapters) to committee members for comment. When the Dissertation Chair decides the student is ready to defend the full Dissertation, copies of the Dissertation in its entirety should be submitted to the committee members at least three weeks prior to the Dissertation defense or sooner, in order to allow sufficient time to incorporate their suggestions and comments.

Writing the Dissertation requires a significant amount of time. Regularly scheduled meetings between the Dissertation Chair and student will facilitate progress in a timely manner.

## **Public Defense of the Dissertation (all Dissertations)**

The Dissertation defense is scheduled for no sooner than four months after the proposal defense.

The Dissertation defense is a public forum open to faculty, students and anyone interested in attending. The Dissertation defense provides the committee and the audience with an opportunity to question the student on the research, how it was conducted, the conclusions that were drawn, and other topics. The student is responsible for working with PhD program support staff to reserve a room and publicize the Dissertation defense well in advance.

### ***Pre-Dissertation Defense Meeting of the Student, Chair, and Committee (Optional)***

Purpose: Although we strongly encourage students to work closely with their Dissertation committee throughout the process, a Dissertation Chair has the option to schedule a pre-Dissertation defense meeting (review of the last draft of the Dissertation) so that the committee may determine if there are problems that indicate that the Dissertation is not ready for defense.

The Chair and committee members review the Dissertation draft, provide feedback, and determine whether the Dissertation is ready for defense. Drafts that are acceptable as is or that require only minor revisions are ready for defense. If there are serious concerns about the Dissertation, the defense should be postponed until the student has an opportunity to address the concerns. Concerns at this point should focus on the analysis, results, and discussion since concerns about the literature review and methods should have been previously addressed at the proposal defense and these sections approved.

At the end of the pre-Dissertation defense meeting, the Chair should be very clear about the required changes, summarize them in writing and verbally to the student, and arrange a process for reviewing the final document prior to its defense.

### ***Final Pre-Defense Meeting of Chair and Student***

During this meeting the Chair will review the revised Dissertation to determine whether needed changes are incorporated into the Dissertation draft. The Chair will then inform the student of the exam process:

- The meeting will be no longer than two hours in duration.
- The student's presentation should be 25-30 minutes in length. The Chair should encourage the student to practice the presentation to ensure it will not go over the specified duration.
- Responses to questions from committee members or the public should be succinct—he/she should not spend longer than 10 minutes in responding to a question. The Chair will monitor the time and provide a cue when an answer to a question is too long.

### ***Dissertation Defense***

***Students are strongly encouraged to practice their presentation in front of their peers and Chair to ensure that the salient content is presented within the allotted time limits.***

Thirty minutes prior to the defense, the Chair will meet the student in the room in which the defense is being held to assure that the room is set up appropriately and the audiovisual equipment is working properly.

Fifteen minutes before the defense begins, the Chair will excuse everyone except the committee members from the room. If any committee member is not present in person or by audio/video connection, the Dissertation defense must be rescheduled. The Chair will review the defense procedures with the committee and discuss committee preferences for the defense process (e.g., the order of questions among members).

The Chair will then:

- Invite the student and audience into the room.
- Welcome the observers and guests.
- Introduce members of the Dissertation committee.
- Review the defense process with the entire group:
  - 20-30 minute presentation.
  - Committee members will question and examine the student.
  - Floor opened for questions and comments from others.

- Introduce the student and his/her work:
  - Year of entry to program.
  - Any special accomplishments in the doctoral program (scholarships, publications, etc.)
  - Ask student to begin the presentation.

After the presentation by the student, the Chair will invite the committee members to ask questions in pre-arranged order. It is the Chair's responsibility to ask the committee member to restate or rephrase the question if it is not clear. The Chair should monitor and respectfully intervene if a committee member shares a lot of his/her own thinking (e.g., lecturing, initiating a discussion with another committee member instead of the student).

When committee members have finished asking their questions, the Chair invites questions and comments from the observers. When there are no more questions or 30 minutes prior to the scheduled ending time for the exam, whichever comes first, the Chair asks the students, observers, and guests to leave the room to allow the committee time to deliberate.

### ***Grading the Dissertation Defense***

The committee members discuss their evaluation of the Dissertation and the defense. It is hoped that students will not have been allowed to proceed to the Dissertation defense if there were significant problems with the Dissertation. However, it is common for committee members to require revisions in the final document prior to acceptance. It is the responsibility of the Chair to be very clear about the required changes, summarize them in writing and verbally to the student, and arrange a process for reviewing the final document prior to its acceptance as complete. When the committee has finished discussing the defense and written Dissertation, the Chair invites the student back into the room and shares the results of the committee's discussion. The Chair may subsequently invite the observers back into the room.

Following the Dissertation defense, the student is responsible for incorporating the recommended changes in the final draft of the Dissertation. The committee will sign the Examination Certification/Dissertation Approval form (see URL: <https://www.ohsu.edu/xd/education/schools/school-of-nursing/students/student-forms.cfm> ) when the final revised Dissertation has been accepted. In cases where only minor editorial changes are necessary, committee members may sign the form indicating approval by the committee at the time of the defense, delegating responsibility to the Chair for the final review and acceptance.

The Chair will hold the Examination Certification/Dissertation Approval form until all corrections are made and the final copy, ready for submission to the library, is presented by the student for final signature. The final copy of the Dissertation is then sent to the PhD Program Support Staff, along with the Examination Certification/Dissertation Approval form to indicate that the student has met PhD degree requirements. The student should also provide the abstract and title of the Dissertation to the program associate (including the name of the student, Dissertation Chair and committee members) for review by the Dean.

## Format of the Manuscript Option Dissertation

A minimum of three 1<sup>st</sup>-authored manuscripts, at least one of which must be data-based, is required, and all manuscripts must represent work completed during the student's PhD study at OHSU. Prior to the Dissertation defense, at least one manuscript must be accepted for publication or published in a high-quality professional journal that uses peer review and publishes original research. The Dissertation must be first-authored by the student and represent research primarily conducted by the student.

### **CHAPTER 1 (Introduction)**

Chapter 1 of a manuscript option Dissertation is a little longer than a traditional Dissertation Chapter 1 (approximately 15-20 pages) and includes the significance of the research proposed, a brief review of the literature, the overall purpose of the body of work to be represented by the proposed set of manuscripts, the aims associated with each individual manuscript, overarching theoretical framework or conceptual basis for the entire body of proposed research, and the implications of the research for nursing science. A table that outlines the title of each chapter and associated aims should be included.

### **CHAPTERS 2, 3, 4 (at a minimum) or one chapter for each manuscript**

Each manuscript chapter (and its preceding pages) should stand alone as a significant contribution that is comparable in scope to a chapter in a traditional Dissertation.

Each manuscript chapter must have an introductory page that includes the paper title, authorship, funding acknowledgements, journal name, impact factor, and full citation (including doi and PMID if applicable) if the manuscript has been published. If the manuscript has not been published, please include name of target journal (and impact factor) and status of the manuscript (e.g., in review, in revision, to be submitted). For manuscripts that will be submitted after the Dissertation defense, please include an expected date for submission. Following the introductory page is a copy of the complete manuscript that is published, accepted, in review, or ready to submit.

### **FINAL CHAPTER (two sections)**

Discussion: This section presents interpretations of the results of the Dissertation study as a whole and should include a discussion of the theoretical and practical implications of the findings across all manuscripts included in the Dissertation. In addition to the methodological, theoretical, and clinical importance of the research work, the relationship between the student's findings and previous research, and prior literature, should be discussed.

Summary and implications: In this section, students should succinctly integrate the set of manuscripts, and summarize the relationships among the problem(s) addressed by the study, the review of the literature, the methods, the findings, and the salient themes presented in the discussion section. In particular, students should refer back to the overall goal and purpose of the work represented by the set of manuscripts that was put forth in chapter 1. This section should conclude with implications of the research for nursing and other disciplines, strengths and weaknesses of the research, and suggestions for future research. This important section should be concise and complete because it may be the only section read by colleagues not on the Dissertation committee (friends, and family).

This final chapter is often the most time-consuming and challenging to write (regardless of the type of Dissertation). Students are encouraged to plan enough time to reflect on the findings of the individual aims and manuscripts and also the overall story and impact they have as a set.

#### REFERENCES

References to the literature should be confined to sources actually cited in the prior chapters (all references in the manuscripts do not need to be listed). The purpose of listing references is to make it possible for readers, especially committee members, to locate references, so accuracy is mandatory.

#### APPENDICES

The appendices should include a copy of the consent form for human research, pertinent communications, copies of the interview guides used for data collection, secondary tables, protocols, etc. If it seems desirable to present tabulated raw data or detailed descriptions or techniques or methodology, this material should be included as an appendix.

## Format of the Traditional Dissertation

### Traditional Dissertation Proposal Defense

The full proposal for a traditional Dissertation proposal defense includes three chapters: Introduction (Chapter 1), Review of Literature and Theoretical Framework (Chapter 2), and Research Design and Methods (Chapter 3). These chapters include the purpose and aims of the study, a comprehensive review of related research and the conceptual basis for the study, specific hypothesis to be tested (if appropriate), description and proposed research design and methods (including sample, setting, instruments or methods, and data collection procedures), data analysis plans, and human subjects protection. The procedures for the proposal defense are the same for both types of Dissertations, but the requirements for the proposal itself are different.

### Traditional Dissertation Defense

The Dissertation should be an integrated, scholarly report. Essential components of the traditional Dissertation are described here, but the organization and text will vary depending on the particular research question, methods selected, and committee preference. The Dissertation Chair will guide the student on issues of developing the appropriate format for the Dissertation.

#### CHAPTER1

##### Introduction

The introduction should contain a clear and precise statement of the purpose and aims of the study. Documentation of the research problem and need for the study based on the literature and the significance of the problem to nursing should be included in this section.

## CHAPTER2

### Review of the Literature

This section should begin with an introduction that outlines the scope of literature to be reviewed. A comprehensive review and critical analysis of the pertinent literature should include recent as well as classic works. The primary research relevant to the study should be critiqued. The review of literature should build a logical framework for the research, justify the study by conceptualizing gaps in the literature and demonstrate how the study will contribute to knowledge development. The review of literature should also ground the study in the relevant theoretical and research literature and embed the research question in larger theoretical/research traditions. A summary of the review should complete this section.

### Conceptual/Theoretical Framework (Quantitative Traditional Dissertation)

This portion of the Dissertation provides the conceptual link between the problem, the literature, and the methods of the study. A conceptual frame work may be an elaborate statement of the relationships among several concepts and/or theories, or a more simple statement of the relationships among the known or theoretical facts and concepts surrounding the problem area. When appropriate, a drawing of the model may be presented. This section ends with the statement of the assumptions of the study, the hypotheses that were tested or research questions that were addressed, and perhaps the operational definitions of the variables or terms used in the study.

### Conceptual/Theoretical Framework (Qualitative Traditional Dissertation)

Because qualitative research is theory-generating research, a priori concepts and theories are not the focus, and presenting a conceptual or theoretical frame work is typically not appropriate. However, the nature of the research question and its associated methodology may be based on a theoretical perspective, tradition, or philosophy and it is often useful to describe that theory (e.g., symbolic interactionism) or philosophy (e.g., Heideggerian phenomenology) as it relates to the proposed research question. The underlying theory/philosophy of the study can be presented in this section or in Chapter 3, wherever it is deemed appropriate by the Dissertation committee. This section ends with the statement of the assumptions of the study, the research questions to be addressed, and any descriptions or terms to be used in the study.

## CHAPTER3

### Research Design and Methods

This section is a comprehensive description of the research design and methods used in the study. The rationale for the study design, choice of setting, selection of participants, data collection methods, and all procedures used in the study should be included. For Quantitative studies, the validity, reliability, and scoring methods for all instruments should be described. The measures of the variables, threats to internal and external validity, and the efforts made to control for error and bias should be included. For Qualitative studies, procedures for ensuring methodological rigor should be described. Provision for the protection of human subjects should also be described.

## CHAPTER4

### Results (Quantitative Traditional Dissertation)

A straightforward description of the data with respect to the hypothesized relationships, or research questions, is presented in this section. All data analysis procedures, the type of statistics used, and the rationale for the choice of analysis should be described. Tables, charts, and graphs should be used to present results, in addition to text. No interpretation of the data is provided in this section. Precision of language is important.

### Results (Qualitative Traditional Dissertation)

A straightforward description of the data with respect to the research questions is presented in this section. All data analysis procedures, the type of coding procedures used, and the rationale for the choice of analysis should be described. Tables, charts, and graphs should be used to organize the material. Limited interpretation of the data is done in this section if a separate chapter for discussion is included.

## CHAPTER5

### Discussion

This section presents interpretations of the results and discusses the theoretical and practical implications of the findings. The methodological, theoretical, and clinical importance of the findings are discussed, and the relationship between the student's findings and previous research (or relevant literature described in Chapter 2) is discussed. For quantitative studies, the statistical and clinical significance of the findings are discussed.

### Summary and Implications

This section integrates the entire Dissertation. The relationship between the problem addressed by the study, review of the literature, conceptual frame work model, methods, findings, and discussion are summarized. The implications of the research for nursing and other disciplines, limitations of the study, and suggestions for future research conclude this section. This section should be a complete succinct summary that could stand alone as a description of what was done, what was found, and why it is important.

## REFERENCES

References to the literature should be confined to sources actually cited in the report. Accuracy in citations is important. The purpose of listing the references is to make possible their use by the reader; this cannot be accomplished if the reference data are incorrect or incomplete. The working list of References should be checked against the original publications. Special attention should be given to spelling of proper names, spelling of words in foreign languages, including accents or other special marks, journal names, years, volume numbers, and pages. The student should follow the format prescribed in the APA Publication Manual, and DOI numbers should be included in each reference, when available.

## APPENDICES

The appendices should include a copy of the consent form for human research, pertinent communications, copies of the interview guides used for data collection, secondary tables, protocols, etc. If it seems desirable to present tabulated raw data or detailed descriptions or techniques or methodology, this material should be included as an appendix.

## Copyright and Permission to Reprint

When previously published copyrighted materials are presented in a Dissertation, the student must obtain a signed waiver from the copyright owner (usually the publisher or journal) and include it as an appendix in the final Dissertation. Generally, journals that own the copyright of the manuscript usually grant permission for the manuscript to be reprinted as part of the final, submitted Dissertation. Some publishers do not allow the inclusion of previously published manuscripts to be incorporated into the Dissertation, but do allow pre-proof galley to be included; some journals impose time restraints (e.g., when the Dissertation can be available on ProQuest). Students must contact the publisher/journal about the intent to include the paper in a Dissertation prior to submitting the final version to the library to ensure there is no violation of the copyright agreement with the journal.

OHSU library guidelines related to Dissertations, including copyright, can be found at:

<https://www.ohsu.edu/xd/education/library/services/theses-dissertations/your-thesis-and-copyright.cfm>

Students should be aware that “permission to reprint” previously published work is separate from the decision to copyright the Dissertation. Manuscript Dissertations are much more challenging to copyright and students should consult their Dissertation Chairs regarding the advantages and disadvantages of copyrighting a manuscript option Dissertation.

## Electronic Publication of Dissertation (all Dissertations)

The library has options related to embargoing open access publications, and students should consider those options as related to future publications from the Dissertation. The Library requires OHSU students to submit an electronic copy of their doctoral Dissertation, which will be accessible in the Student Scholar Archive. Students should submit their electronic copy in PDF format.

The document is published as "open access" and is made available for worldwide access immediately. This is the recommended option, particularly for manuscript option Dissertations where chapters may already be published.

The document may be published on "delayed" or "secured" release. The maximum period for this delay is three years. At the end of this time, the Dissertation will be released for worldwide access. Students should consult with their Dissertation Chair regarding the decision to delay/embargo the Dissertation.

To submit your doctoral Dissertation, please contact Kyle Banerjee at [banerjek@ohsu.edu](mailto:banerjek@ohsu.edu) or 503-494-0883. The OHSU Library no longer accepts print copies. Students should submit one electronic copy to the PhD support staff.



## Format Requirements for the Final Dissertation (all Dissertations)

### General considerations

The final copy is expected to be grammatically correct and free of typographical errors. All text is to be double-spaced and in letter quality print with dark black characters that are consistently clear and dense. Type size should be 12 points or larger. The use of footnotes is discouraged but, if deemed necessary, they should be single-spaced with a double space between each footnote. Current version of the Publication Manual of the American Psychological Association (APA) should be used to format the Dissertation.

### Margins

All margins should be 1 inch. Page numbers must be in the upper right-hand corner of the page.

### Tables and Figures

Tables and figures may be single- or double-spaced, but must conform to the margin requirements. They are numbered consecutively and inserted at the closest point following the first citation in the text, or following the main text and references. Tabular materials may be reduced judiciously, in order to display materials on one page. The format for tables and figures must follow the editorial style recommended by the APA Manual.

### Order of Pages in the Dissertation

The following sequence must be used in all Dissertations:

1. Title Page (see back of this manual for example).
2. Acknowledgement of financial support, such as government traineeship or a foundation scholarship.
3. Acknowledgments: This is an optional page that the student may wish to insert to acknowledge the help and encouragement of specific individuals.
4. Abstract: a statement of the purpose and aims of the study, a brief description of the research, and a summary of the results.
5. Table of Contents: The subject matter is subdivided in this table in a logical sequence. The heading of the Table of Contents should be typed in capital letters not less than two inches from the top of the page.
6. List of Tables.
7. List of Figures.
8. The body of the Dissertation with larger divisions and more important minor divisions indicated by suitable consistent headings.
9. References.
10. Tables and Figures, if not in main text
11. Appendices.

### Page Numbering

Each page of the manuscript, including all blank pages should be assigned a page number. The following plan of page numbering is generally accepted:

For pages before the body of the Dissertation, use small Roman numerals (i, ii, iii, iv, etc.). The numbering begins with ii; the title page counts as "i", but the number does not appear.

For the remainder of the Dissertation, including the text, illustrations, appendices and references, use Arabic numerals (1, 2, 3, 4, etc.). Each page must be numbered in the upper right corner within the one-inch margin. Avoid the use of suffixes, such as 10a, 10b. The numbering begins with one and runs consecutively to the end of the Dissertation.

## **Research and Teaching Assistantships**

Each year the SON offers several graduate research and teaching assistantships

### **Graduate Research Assistant (GRA)**

GRA positions provide students part-time employment by the School in a mentored research experience during PhD education. The goals of the position are to provide supervised service to the School's research mission while also developing the research skills of the student.

GRA positions are open to full-time PhD students for the purpose of supporting research faculty who have active studies and enhancing students' research skills. Preference is given to students without other work obligations. Students apply in a competitive process for open positions by submitting a letter of interest and a current CV, followed by an interview with the Sr. Associate Dean for Research and the P h D Program Director.

If offered a position, the student must obtain a brief memo of agreement from the student's advisor or Dissertation Chair (depending on stage in program). This assures that the advisor/Chair is informed and in agreement with the plan.

Although the student's academic program should be his or her primary focus, serving as a GRA carries expectations for fulfilling the work contract and for role development for the student. Faculty for whom GRAs provide service agree to mentor the GRA relative to the work activities.

GRA positions paid by the School are .25 FTE (10 hours a week). Positions are a maximum of 1-year (12 months) in length. To apply, students are asked to make at least a 6-month (2 academic quarters) commitment; this enhances the likelihood that both the student and faculty will find the GRA role worthwhile. Students are evaluated on performance and can be asked to step down for unsatisfactory performance.

**Note:** Students receiving financial aid must report their employment in these positions to the Financial Aid Office as it may affect their financial aid package.

## Graduate Teaching Assistant (GTA)

The goals of this position are to provide part-time employment in a mentored academic teaching experience during doctoral education. Full- or part-time PhD and DNP students, both those who were faculty before becoming students and those who want to teach while they are doctoral students are eligible.

GTA experience is recommended for any student who anticipates a future academic faculty role and who has not taught previously. Preference is given to full time students without other work obligations. Students apply in a competitive process for open positions by submitting a letter of interest and a current CV, followed by an interview with the faculty of record.

Written approval is needed from the student's advisor or Chair (depending on stage in program) and the relevant doctoral program director.

Although the student's program of study should be his or her primary focus, serving as a GTA carries expectations for fulfilling the contract and role development for the student. At the beginning of employment, the student and faculty mentor should develop written objectives and expected outcomes and agree on plans for student supervision.

## Pre-Doctoral Funding Opportunities

### Pre-Doctoral Fellowship: National Research Service Award)

All students who anticipate full-time study and are US citizens are encouraged to apply for an Individual Pre-doctoral National Research Service Award (NRSA, F-31) through the National Institutes of Health. Guidelines are always subject to change, so the following information should be verified by reviewing the current F-31 guidelines on the NINR website.

**F31** (including Diversity) due dates are April 8<sup>th</sup>, August 8<sup>th</sup> and December 8<sup>th</sup>. [Current

PA-16-309]

[http://grants.nih.gov/grants/guide/parent\\_announcements.htm](http://grants.nih.gov/grants/guide/parent_announcements.htm)

**SF424 Instruction Guides:** <https://grants.nih.gov/grants/how-to-apply-application-guide.html>

The F-31 is a training grant that requires an identified PhD-prepared mentor (and often co-mentor) for the student. Applications are highly competitive and time-consuming to write. They also require a commitment from both the student and the proposed mentor (usually the Dissertation Chair). Thus, a joint decision (by student and Chair) to apply for the F-31 is needed. Students should plan well ahead of time to manage the writing task and to meet deadlines for submission.

Inform Jennifer Dunfield, [dunfield@ohsu.edu](mailto:dunfield@ohsu.edu) in the Office of Research Development & Support (ORDS) of your intent to apply for funding at least three (3) months before the deadline to allow advance scheduling of an orientation session and full use of ORDS resources. Lack of adherence to the timelines may result in postponement of submission of the application to the next submission date.

#### Timeline and Procedures to Follow in Completing NRSA Pre-Doctoral Fellowship Application

The following guidelines should be used when the NRSA pre-doctoral application has been completed and is ready to be submitted for approval and subsequent submission in order to meet the required deadline. The approval/sign-off process may take 2 to 3 weeks.

- Download & review application instructions, program announcement & eligibility requirements.
- Meet with Dissertation Chair – Chair must approve the decision to submit an NRSA.
- Submit NIH eRA Commons access request online: <https://o2.ohsu.edu/proposal-and-award-management/develop-submit-proposal/getting-started/requesting-system-access.cfm>
- Send Email to SON Research Services [snords@ohsu.edu](mailto:snords@ohsu.edu) and copy your mentor/Chair.
- Meeting with ORDS contact – complete ePPQ : <https://www.ohsu.edu/xd/research/administration/rda-forms.cfm> draft budget, share project information and set deadlines
- Start drafting Research and Training Plan Sections; ORDS will start the proposal, institutional forms and budget.
- Request information from Sponsor(s): Biosketch, Sponsor/Co-sponsor Information; request reference letters (NIH form & upload instructions).
- Identify Facilities & Resources boilerplates; write list of Equipment (available for use on project); create your Biosketch (use applicant Biosketch form).
- Continue writing Research and Training Plan Sections.
- Consult with Statistician and Collaborators, if needed.
- IRB Compliance Meeting with Senior Assoc. Dean for Research, if needed.
- Faculty Review of Research and Training Plan Sections.
- Revise Research and Training Plan Sections.
- Finalize Research and Training Plan Sections.
- Finalize budget with ORDS contact; write the Project Summary/Abstract & Project Narrative; prepare the Human Subjects Sections & DSMP, if applicable; write the Doctoral/Rsch Experience section, Resource Sharing Plan & other required sections (e.g., Appendix).
- Prepare and sign Cover Letter, give to ORDS contact; send first drafts of all grant docs to ORDS.
- **10-Day Deadline:** OPAM must receive InfoEd Application, final Budget & draft grant documents for first review. ORDS will route proposal in InfoEd to both you and the

Senior Associate Dean for Research for approval. Revise grant documents, per feedback from OPAM and ORDS. Final review of grant with Sponsor/Chair.

- All final documents must be to ORDS for upload to InfoEd at least 3 business days prior to due date. ORDS will 'build' the final proposal in InfoEd (PDF file) and email it to you for careful final review and approval. **Important:** you must approve final proposal in InfoEd for NIH submission.
- **3-Day Deadline:** OPAM must receive the FINAL grant proposal in InfoEd, approved by you for submission to NIH.

#### Conditions of NRSA Pre-doctoral Fellowship

Students receiving an Individual NRSA Fellowship should be familiar with the conditions of the award as described in [https://grants.nih.gov/grants/guide/pa-files/PA-18-881.html#\\_Section\\_IV\\_Application](https://grants.nih.gov/grants/guide/pa-files/PA-18-881.html#_Section_IV_Application)

Students should check the latest NIH guideline at the time of application. Recipients are expected to pursue their program of study full-time (40 hours per week) for the calendar year. The National Institute of Nursing Research (NINR) places a 10-hour per week limit (.25 FTE) on employment.

#### Termination of Fellowship

NRSA funding terminates on the date of the final defense of doctoral Dissertation unless otherwise stated by the NIH Program Administrator. Notify the ORDS Grants Administrator with the date of the doctoral Dissertation defense, and he/she will initiate paperwork for termination as indicated by the NIH Program Administrator. Stipends are paid only until the termination date.

#### Conflict of Interest

Students who are engaged in research at OHSU need to complete the Conflict of Interest in Research (CoIR) form, which is managed electronically online. The link to the form and other information regarding the OHSU Conflict of Interest in Research policy can be found at: <http://www.ohsu.edu/xd/research/about/integrity/coi/>.

Students also need to complete the Responsible Conduct in Research training, managed electronically through "Compass." This training is in addition to students having their research projects approved by the IRB.

## Other External Funding

The PhD program, in collaboration with ORDS, strongly supports and facilitates student applications for external/internal funding for PhD study and research. Students also may wish to seek the assistance of ORDS in locating funding. Previous funding sources for students have included: Nurse Educational Funds; Sigma Theta Tau International (and local chapters); nursing specialty organizations such as the Oncology Nursing Society, AACN; non-profit organizations such as the American Cancer Society, March of Dimes and University Club. Additional external funding options include Nurse Faculty loans. Students interested in these funding options should talk to their advisors/Chairs for further information. Students should be aware that any funding application will need to go through ORDS and OPAM, and therefore, students must contact ORDS as soon as they intend to submit an application so they can advise the student of the appropriate forms and documents needed and can ensure they have included the student's application in their workload. OPAM requires 10 business days prior to the deadline in order to do their review and seek relevant approvals, including the Senior Associate Dean for Research. The budget must be final before the application can be submitted to OPAM and a close-to-finished version of the research strategy or narrative must be included. Thus, last-minute applications are not possible. Additionally, a student should work closely with their Dissertation Chair to prepare the application and ensure that the Chair has adequate time to review and provide feedback to the student.

The Senior Associate Dean for Research should be notified when any student plans an application for funding. In addition, students should notify the ORDS administrator of intent to apply for external funding as early as possible in order to find out what support is available for putting together the application and to facilitate sign-off procedures required by the university prior to submission.

The Graduate Partnership Program (GPP) from NINR is a further external funding source for which OHSU PhD students are eligible after they have completed PhD coursework. The goal of the program is to encourage and support the training of nursing doctoral students who are motivated to undertake careers in basic or clinical research. NINR GPP fellows focus their Dissertation research primarily in areas of pathophysiological mechanisms related to symptoms and symptom management, health promotion, disease prevention, tissue injury, and genetics. Scholars chosen to participate in this program complete their course work at their respective universities, go to NIH to do research/Dissertation work, and, ultimately, receive a PhD degree from OHSU. Students receive a stipend from NINR. To learn more about NINR's Intramural Research Program on the GPP program and application materials visit the website at:

<https://www.ninr.nih.gov/training/trainingopportunitiesintramural/graduate-partnerships-program>

## Internal Funding

Internal sources of funding include the Dean's Dissertation Award (\$2,500 to support the conduct of the Dissertation). There are three calls per academic year (November, February and June). Students must have successfully defended the Dissertation proposal, be in receipt of IRB approval, and in good academic standing.

## Postdoctoral Study

Postdoctoral research training is available at the School of Nursing. National and international postdoctoral fellows can be accommodated through a variety of funding mechanisms, including institutional and individual National Research Service Awards (NRSA) as well as self-funded postdoctoral programs. Research training opportunities are available in areas of faculty expertise. Individual postdoctoral funding by NINR F32 requires a competitive proposal. See: National Institute of Nursing Research at: <https://www.nichd.nih.gov/grants-contracts/training-careers/extramural/FAQ>. Although these fellowships are typically 2 years in duration, post-doctoral research training can range from 3 months to 3 years. Outcomes of training include further development of the fellow's program of research through the conduct of pilot projects, preparation of grant applications, publications, and presentations. Postdoctoral research programs are individually negotiated between fellows and one or more faculty sponsors. Applicants interested in obtaining postdoctoral research fellowships at OHSU School of Nursing should contact the faculty member whose area of interest best matches their own and negotiate a possible sponsor relationship.

## Authorship of Publications

Authorship of future publications from the Dissertation should be discussed with the Dissertation Chair early in the Dissertation proposal development process. It is expected that the student will discuss authorship with the committee and invite committee members to participate in authoring and/or acknowledge their role and expertise in publishable articles. Please refer to the OHSU Authorship policy (40-35-005 - Authorship Attribution): <https://o2.ohsu.edu/policies-and-compliance/ohsu-policy-manual/chapter-12-other-policies/ohsu-policy-12-70-005.cfm>

### ***Faculty-Student Jointly Authored Publications***

All individuals contributing substantively to a publication should be included as authors. For research publications, such contributions may include substantial input to the formulation of the problem, creation of the design or intervention protocol, organization and conduct of the analyses, interpretation of the results, or writing of a major portion of the manuscript. Students who participate in scholarly activities under the supervision of a faculty member should be listed as an author on papers for which they have made such a major contribution. In instances where a major portion of a manuscript submitted for publication is comprised of a student's Dissertation work, the student should be listed as first author. Accepting authorship for a publication entails accepting responsibility for the accuracy, originality, proper acknowledgement, and ethical implications of the content of the publication. Discrete contributions to the conduct of scholarly activities do not necessarily warrant authorship, but should be acknowledged in the text or a footnote. Such contributions may include: literature searches; routine data collection, coding or entry; recruiting participants; or running requested analyses.

### General

The purpose of this policy is to ensure proper assignment of credit and responsibility for published work and presentations. It applies to all types of scholarly writing including but not limited to

authorship of theoretical papers, review papers, case histories, book chapters and books. It also applies to presentations of research or other scholarly work. Authorship identifies those individuals who deserve primary credit and hold primary responsibility for a published or presented work. Because scholarly activity as evidenced by publication or presentation of original work is a major area in which faculty are evaluated for appointment, promotion, tenure and research funding, the criteria used to determine authorship are of critical concern.

#### Assignment of Credit

All individuals contributing intellectually to a publication should be acknowledged. While technical contributions may not necessarily require acknowledgment, a substantial intellectual contribution must be recognized by inclusion of the individual's name as an author. In the case of publications or presentations describing original research findings, such substantial intellectual contributions include those persons who:

- Formulate the problem or hypothesis;
- Conceive of or design the experiment, proposed analysis, or interpretation of data;
- Organize and analyze data;
- Interpret the results; or
- Write a major portion of the paper or presentation, and/or review or revise it for intellectual content.

A substantial contribution to one or more of these activities is generally considered sufficient for authorship. An individual whose contribution consists solely of developing unique materials or techniques might also be listed as an author if those materials or techniques were developed specifically for the project and represent a major contribution to the overall project. If the manuscript is based upon a funded project (a federal or regional peer reviewed grant), the principal investigator will have the responsibility of assigning the order of authorship. In situations where several individuals make major contributions to a publication or presentation, the individual who made the principal contribution is the senior author and should be listed either as the last author or the first. Instances in which authorship order does not reflect relative contributions (e.g., alphabetical listing of author names) should be explained in a footnote.

Minor contributions may or may not warrant authorship. When the decision is that they do not warrant authorship, they should be gratefully acknowledged. Although a minor contribution might be considered sufficient for authorship, authorship might be justified if the completion of several minor tasks by an individual constituted a major contribution to the overall project.

In order to avoid potential conflicts regarding authorship, members of the research group should discuss authorship and authorship order before beginning any specific research project. Primary responsibility for initiating such discussions rests with the individual who will, guided by the principles elucidated above, make the principal contribution to the published or presented work.

#### Acceptance of Responsibility

By accepting credit for a publication or presentation, authors also accept responsibility for the



content of the work. All authors must share responsibility for ensuring:

- The accuracy of the content of the publication or presentation;
- That proper acknowledgment is given (via specific citations) for published or unpublished materials that directly influenced the writing or research;
- That no component of the publication or presentation has been plagiarized;
- That all institutional and other requirements were met for protecting human or animal subjects used in completing the work; and
- That possible conflicts of interest (e.g., industry relationships) are acknowledged in the text or in a footnote.

The senior author has primary responsibility for addressing these issues.

#### Student Authorship

Students who participate in scholarly activity under the supervision of a faculty member should be listed as an author if they make a substantial contribution to the published or presented work as defined by the criteria outlined above. In instances where a major portion of the publication comprises of a student's dissertation work, the student should be listed as first author.

#### Assigning Authorship Credit and Responsibility

In assigning authorship credit and responsibility, the following points must be considered. The senior author bears primary responsibility for addressing each of these items.

- Consent must be received from all individuals named as authors;
- The senior author is generally responsible for determining order of authorship and must ensure that major and minor contributions are appropriately acknowledged;
- All those listed as authors must examine the content of the manuscript and give their approval before it is submitted for publication or presentation. In addition, all authors must be notified about editorial decisions and, if revisions are required, must give their approval before the revised manuscript is submitted for publication. A copy of the manuscript and all editorial correspondence must be given to all authors;
- All authors must be notified about editorial decisions and, if revisions are required, must give their approval before the revised manuscript or presentation is submitted; and
- A copy of the manuscript or presentation and relevant editorial correspondence must be given to all authors.

When authorship concerns arise, authors are strongly encouraged to seek the advice of colleagues who have not participated in the scholarly activity being reported in the manuscript. Generally, this would involve the Program Director, institute director, research dean, or an individual in a similar leadership position.

#### Relationship to Other OHSU Policies

Alleged violations of the Authorship Attribution Policy that appear to represent scientific misconduct (i.e., fabrication, falsification, plagiarism) shall be referred to the Scientific Integrity Committee. All other alleged violations (e.g., failure to assign proper authorship credit) shall be referred to Provost.

### Investigation and Resolution of Disputes

When disagreements arise regarding proper assignment of authorship credit, the Provost will designate an appropriate person to review the matter. When the publication or presentation relates to research, the Provost will coordinate selection of the reviewer with the Vice President for Research. This reviewer will collect information from the parties in dispute, seek internal consultation from other experts as needed, and make a recommendation to the Provost (or Provost and Vice President for Research) for OHSU's decision regarding the matter. Internal experts from whom consultation may be sought will have expertise in the area of the scientific work and will have a demonstrated record of senior authorship him/herself. The review process will proceed in a timely manner so as not to unnecessarily delay publication or presentation of the work

- The Provost (or Provost and Vice President for Research) will accept, reverse, or remand for further deliberations the recommendation of the reviewer.
- The Provost shall advise the parties in dispute of OHSU's determination in the matter.
- The senior author of the publication or presentation will make the final decision as to authorship. If the senior author disagrees with OHSU's determination, the journal or presentation venue must be advised of OHSU's determination.

## IRB Protocol Post-Graduation

Given that Dissertation Chairs serve as PI of the OHSU IRB protocol for the PhD student's dissertation research, here are several things to consider regarding the ethical oversight of any data gathered by the student under such a protocol:

- Dissertation Chairs serve as PI of the OHSU IRB protocol and bear responsibility during the dissertation phase (until the student graduates) but should guide and mentor students to lead their own study and take responsibility for following their approved protocol and managing their own dissertation data.
- If a student uses a Chair's data the Chair/PI of the data will follow the protocol regarding protection of identifiable data and storage of data.
- If analyses continue after the student completes their dissertation and graduates, a CRQ may be necessary to keep the protocol open **if the student remains at OHSU**.
- **If the student leaves OHSU**, they should seek IRB approval at their new institution but should only take de-identified data with them. **PHI and identifiable data should not leave OHSU with the student unless OHSU IRB approval/permission is granted.** In most cases the student will destroy the PHI per their IRB approved protocol so Dissertation Chairs are strongly encouraged to have a conversation with the student about the approved protocol prior to a student graduating and leaving OHSU.
- We do not store the data of graduated students who are no longer at OHSU as it is the student's data and their responsibility. The Chair does not have ownership over the data **unless it was part of the Chair's study.** In that case the student does not have ownership of the data and should not take any data with them upon graduation.
- If students or Chairs have any questions or concerns, they should contact OHSU IRB for guidance.



# PhD Dissertation Chair & Committee Members Agreement

## FORMS

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

I have consented to serve as Dissertation Chair for the student named above:

Name: \_\_\_\_\_

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

### Criteria for Dissertation Chair

The criteria for serving as a Dissertation Chair include the following:

- a. an earned research doctorate;
- b. member of the OHSU School of Nursing faculty;
- c. previous membership on at least one dissertation committee for at least 2 years;
- d. experienced in PhD teaching and/or mentoring;
- e. primary investigator or co-investigator on at least one externally funded research project within past three years;
- f. at least one research application for external (NIH or foundation) or internal (i.e. OHSU, SON) funding submitted as primary investigator in past 12 months unless faculty member has >.30FTE as PI;
- g. demonstrated scholarship through data-based publications, including at least one 1<sup>st</sup>-authored data-based publication in past 12 months;
- h. expertise and/or current research related to the student's dissertation and research;
- i. commitment to working with the student throughout student's program of study and mentoring her/him in multiple dimensions of his/her future roles; and

Dissertation Committee Members:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Criteria for PhD Dissertation Committee Member

Members of the Dissertation Committee must have an earned doctorate and are selected because of content, methodological, or practice expertise related to the content of the dissertation topic. Dissertation Committee members are selected by the student in collaboration with the Dissertation Chair.

*Program staff will obtain this signature*

Approved: Director, Doctor of Philosophy program

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



School of  
NURSING

### PhD Change of Dissertation Chair

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

Proposed Dissertation Chair Name: \_\_\_\_\_

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

Criteria for PhD Dissertation  
Chair

The criteria for serving as a Dissertation Chair include the following:

- a. an earned research doctorate;
- b. member of the OHSU School of Nursing faculty;
- c. previous membership on at least one dissertation committee for at least 2 years;
- d. experienced in PhD teaching and/or mentoring;
- e. primary investigator or co-investigator on at least one externally funded research project within past three years;
- f. at least one research application for external (NIH or foundation) or internal (i.e. OHSU, SON) funding submitted as primary investigator in past 12 months unless faculty member has >.30FTE as PI;
- g. demonstrated scholarship through data-based publications, including at least one 1<sup>st</sup>-authored data-based publication in past 12 months;
- h. expertise and/or current research related to the student's dissertation and research;

*Submit completed form to PhD Program office for approval*

*Program staff will obtain this signature*

Approved: Director, Doctor of Philosophy program

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



School of  
**NURSING**

## PhD Dissertation Proposal Approval

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

Type of Study:

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| <input type="radio"/> Qualitative   | <input type="radio"/> Traditional |
| <input type="radio"/> Quantitative  | <input type="radio"/> Manuscript  |
| <input type="radio"/> Mixed Methods |                                   |

Title of  
Dissertation:

Approved by:

Dissertation Chair: \_\_\_\_\_ Signature: \_\_\_\_\_

Committee Member: \_\_\_\_\_ Signature: \_\_\_\_\_

Committee Member: \_\_\_\_\_ Signature: \_\_\_\_\_

Committee Member: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Submit completed form to PhD Program office after proposal defense.



School of NURSING

PhD Dissertation Examination Approval

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

Degree: Doctor of Philosophy

Select Type:

Traditional Manuscript

Title of Study:

[Empty box for Title of Study]

This is to certify that the student has been examined by the undersigned over the material contained in the Dissertation which has been submitted in partial fulfillment of the requirements of the degree indicated above.

Dissertation Chair: \_\_\_\_\_ Signature: \_\_\_\_\_

Committee Member: \_\_\_\_\_ Signature: \_\_\_\_\_

Committee Member: \_\_\_\_\_ Signature: \_\_\_\_\_

Committee Member: \_\_\_\_\_ Signature: \_\_\_\_\_

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

The final copy of this study has been approved and is ready for binding.

Dissertation Chair: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Submit completed form to PhD Program office when final copies are submitted for the Dean's signature.

## Title Page Example

{TITLE}

By

{Name of  
Student}

A  
Dissertation

Presented  
to Oregon  
Health &  
Science  
University  
School of  
Nursing in  
partial  
fulfillment  
of the  
requirement  
for the  
degree of  
Doctor of  
Philosophy

{DATE}  
{*use date dissertation  
completed, not  
graduation date*}