



## PCNP Research and Data Collection Policy

Pennsylvania Coalition of Nurse Practitioners (PCNP) supports APRN research and quality improvement initiatives to advance the health of our nation. An important part of professional practice is supporting and engaging in research and quality improvement projects that promote the advancement of clinical practice for APRN's and improve the health and quality of life of our patients. Opportunities to conduct such above activities are available electronically, via mail, and at the PCNP Annual Conference.

APRN's may apply to have project information distributed to PCNP members for the purpose of collecting data relevant to his or her research or quality improvement project. Approval is dependent on the successful review of the proposal and supporting documents as outlined below, submitted electronically, via [www.pacnp.org/researchproposal](http://www.pacnp.org/researchproposal), at least one month prior to the researcher's desired project start date. The proposal will then be reviewed by PCNP executive staff and/or designated Board members (i.e. Research Committee). The application proposal must include the following:

1. Purpose Statement
2. Statement of significance and implication to nurse practitioners and PCNP
3. Brief description of methodology
4. Data analysis plan
5. Identification of sources of support for study, if applicable
6. Copy of cover letter to participants, if data collection is requested to occur during PCNP Conference or through one-time rentals of a mailed research cohort (does not apply if data collection is to occur electronically)
7. Copies of any instruments/questionnaires
8. Copy of consent form, if applicable
9. Copy of IRB approval, if applicable
10. Copy of researcher's biosketch (1-2 pages only)
11. Agreement to electronically submit a summary of the completed research or quality improvement project to PCNP for final review by committee

The researcher must electronically submit copies of their research or quality improvement proposal, data collection tool, informed consent letter and previously approved Institutional Review Board (IRB) letter at least

30 days before the start of their proposed project. Validation of the proposal, IRB letter and other materials will be made by the PCNP Research Committee. In addition, the researcher must disclose how the project findings are to be utilized and how data will be protected. After review of the material the PCNP Research Committee will decide if the proposal is accepted. The following will determine whether the proposal will be accepted:

- The project must be designed to treat all individuals fairly and the procedure must be based on fair procedures that will not overburden the PCNP participants.
- The researcher must insure that all participants clearly understand the commitments in the agreement to participate in the study.
- The researcher receives a letter from PCNP to collect the data.
- The project proposal has appropriate tools for the setting and protects human subjects.
- The project is found to reflect quality that is consistent with PCNP standards.

Administrative fees will be \$100 for current PCNP members and \$250 for nonmembers each time the researcher's communication is electronically distributed to the PCNP membership. PCNP is unable to provide email addresses or disseminate electronic invitations. If the research or quality improvement project is to be conducted at the PCNP Annual Conference and a table is required the cost of the table will be \$100 for PCNP members and \$250 for nonmembers, and conference registration and travel/lodging are not covered by PCNP. PCNP has a limited number of spaces for participants at the annual meeting each year, and if selected, you will be granted a table for purposes of recruiting NPs in attendance. Current PCNP members will be given priority during the selection process. Any additional costs associated with conducting the project including PCNP administrative time and postage will be the responsibility of the investigator. Such costs will be revealed at the time of acceptance of a project. PCNP will provide an approval letter to conduct the study for the investigator and invoicing as appropriate.

Permissions to access the list are at the discretion of the PCNP Research Committee. Coordination and scheduling for research or quality improvement project requests and sending out the on-line link to survey participants is at the discretion of the PCNP Research Committee so there is no interruption in PCNP business activities. The PCNP Office will notify you of the date your research is distributed.

Effective 3/26/2015