

Student Guidelines for Management of DNP Project Submissions

1. All documents should be uploaded to the OneDrive folder shared by your faculty.
2. All files should be named as follows: Assignment_Revision Date_Status
 - Use these assignment names
 - Literature Review
 - Conceptual Framework
 - Project Methods
 - Evaluation Process & Instruments
 - Executive Summary
 - Reference List
 - Abstract & Keywords
 - Use this format for revision date
 - 8.19.19
 - Use this nomenclature for status
 - Ready for Review
 - Work in Progress
 - Once an assignment has been submitted you will work from the same file through the duration of your project. You should rename your documents to reflect the revision date and status. Do not create multiple versions of the same document!
3. All work should be uploaded to Grammarly Pro prior to submitting to your faculty for review.
 - Go to <https://app.grammarly.com/> and sign on to your Grammarly account (premium version).
 - Select *Upload* to upload your file. You will need to turn off *Track Changes*.
 - Select your *Goals* to the following:
 - Audience – *Expert*
 - Formality – *Formal*
 - Domain – *Academic*
 - Intent – *Inform*
 - Select each of the following, addressing the recommendations made by Grammarly along the way
 - *Correctness*
 - *Clarity*
 - *Engagement*
 - *Delivery*
 - Select *Plagiarism* and address any problems identified by Grammarly
 - Select *Overall Score* and then *Download PDF Report*
4. Upload the PDF from Grammarly to your shared folder and name the report using the same methodology as your assignment.
5. When your documents are ready for review, email your faculty of record with a link to your work. You will need to grant your faculty member permission to edit your document by following these steps:
 - Hover your mouse over the dots next to the file name and select *Manage Access*
 - Select the + under *Direct Access* and grant your faculty member access to *Edit* the file
6. Your faculty member will activate the *Track Changes* function when reviewing your paper. They will also utilize the *Comments* function.

- When reviewing faculty revisions through the *Track Changes* function you may accept changes only. Any changes you do not agree with must be addressed by adding a *New Comment* to your faculty member.
 - When reviewing faculty comments, you may *Resolve* a comment but you may not delete the comment. If you do not agree with the comment you must *Reply* to the comment.
7. As you receive feedback and sections are approved, please keep one large DNP project paper.
 - Although you will upload sections separately to Spark, your faculty of record will need all sections together as you work through the sections so they can check flow of the project.
 8. If your faculty of record has not responded to your email within 1 week or provided feedback on your submission within 2 weeks, please send a follow-up email.