

NACNS Guideline for Approval and Promotion of outside Research and Evidence Based Proposals

Purpose: Utilizing a national organization as a recruitment site for nursing research and evidence-based projects can be an effective method of data collection. NACNS is an excellent point of access to the CNS workforce. However, NACNS wants to ensure that membership is not overburdened and that the proposal addresses aims and/or objectives that are pertinent to the CNS role. The purpose of this policy is to provide criteria and approval process for NACNS members and outside entities to present research or evidence-based project proposals for dissemination to the NACNS membership and social media platforms. Before beginning your application, review the important information below:

Policy location: The NACNS Policy on Approval and Promotion of Outside Research and Evidence Based Proposals is located on the website and can be found at <https://nacns.org/nacns-approved-studies/>

Submission: Submit research requests using the forms found at <https://nacns.org/nacns-approved-studies/>

Cost: Research study recruitment is free for NACNS members and non-profit organizations. However, non-members and members associated with a for-profit entity are subjected to paying a fee of \$150 to NACNS for this service to cover administrative costs.

Approval Process: All requests are approved by the NACNS Research, EBP and Scholarship Committee. The committee meets the 4th Tuesday of each month and will review proposals at the next available meeting date after materials are submitted. The Chair/Co-Chair may request a special review of projects between meetings at her discretion. The committee will determine the timing of the study promotion based upon other requests and projects.

- Upon review, the principal investigator(s) will receive a written letter outlining approval or rationale for rejection from the committee Chair/Co-Chair. The letter will outline the next steps in the process for the investigators to proceed.

Study Result Dissemination: For all Research studies/evidence-based practice projects that are approved by the Research, EBP and Scholarship Committee, a final report of the research findings must be sent to the Chair/Co-Chair of the committee upon conclusion of the project.

For requests to advertise on our social media platforms, upon approval, the PI should make the post on the NACNS listserv personally. This post has to be started with “***This message was approved for posting by the NACNS Research, EBP and Scholarship Committee. NACNS staff will post the information on the appropriate NACNS website under news, the Communique newsletter and share on social media upon request.

Proposal Submission Requirements

A. Research or Evidence Based Proposals asking for direct membership recruitment using the membership roster. Materials described below should be sent to NACNS using the email: info@nacns.org.

- Cover letter with a description of the study/project purpose and direct relevance to the role and scope of practice of the CNS and NACNS. Also include company/university affiliation, purpose, inclusion criteria, methods, duration of the study and risks/benefits, confidentiality statement, contact information.
- Full proposal with aims/objectives, study purpose
- Description of the methodology (include the design and how the study will be conducted)
- Recruitment goal (describe the feasibility of the study recruitment goal)
- data analysis plan (define the method of analysis including the software platform that would be used)
- Sources of support
- consent forms
- PI/Co-PI biosketches
- If the applicant is a student, include faculty advisor information
- Full IRB approval or exempt status letter from IRB
- Measurement instruments
- Recruitment language that will be disseminated to members

B. Research Study/Evidence Based Practice Proposal Recruitment via NACNS Social Media Platforms (Webpage, Facebook, Twitter, NACNS listserv). Materials described below should be sent to NACNS using the email: info@nacns.org.

- Cover letter with a description of the study/project purpose and direct relevance to the role and scope of practice of the CNS and NACNS.
- Full proposal with aims/objectives
- Full IRB approval or exempt status letter from IRB
- Measurement instruments
- Proposed text of the recruitment posting
- Upon approval of the Research, EBP and Scholarship Committee, the investigators, if members, can post the research study/evidence-based project on the NACNS listserv. This post must be started with “***This message was approved for posting by the NACNS Research, EBP and Scholarship Committee.
- NACNS staff will post the information on the appropriate NACNS website under news, the Communique newsletter and share on social media upon request.
- Postings will be placed on the website for a maximum of 6 months.

All approved studies/projects will be listed on the NACNS Research, EBP, Scholarship webpage.