

## Appendix 16: Confirmation Email for Final DNP Project Presentation

At the same time students apply for graduation, they will submit their information to schedule the Final DNP Project Presentation. The student will receive a Confirmation Email indicating the date, time, location, requirements for poster dimensions, requirements for slide presentations, etc. for the Final DNP Project Presentation.

**This is an EXAMPLE.** Students should **NOT** mimic these exact instructions as locations and requirements may evolve over time.

**RUTGERS**  
School of Nursing

**DNP Final Project Presentation Instructions**

**Before Presentation**

1. Selecting a date to present, first discuss possible dates with your DNP Chair. Once your DNP Chair gives which dates and times available, then ask DNP Team.
2. Send the following to Lynette Tompkins at [tompkily@sn.rutgers.edu](mailto:tompkily@sn.rutgers.edu)
  - Your full name and credentials
  - DNP project title
  - Name(s) of DNP Chair and DNP Team (including their credentials)
  - Contact information for DNP Chair and DNP Team (include email address)
  - Desired dates and times for your DNP Project presentation (provide more than one)
3. Bring the following documents with you to your DNP Project Presentation
  - **Project Title Signature Page** (this is the 2<sup>nd</sup> page of your final project bound copies, and requires original signatures of all the DNP Chair and DNP Team)
  - **DNP Project Final Evaluation (print copy for DNP Chair)**
4. Complete an Application for Graduation
5. Final Study Closure Report Form: If you have an open eIRB application and all of your data study is completed prior to presenting your DNP Project; you must closeout your final study and submit an approved closure report. The form can be obtained at <http://rbhs.rutgers.edu/hsweb/forms/cr.html>.
6. Graduate Certification Form: You must complete, sign and return this form certifying that you have followed the appropriate eIRB closure process and that you are aware that you will be notified by the IRB Office for additional and required information (certification form attached).

**After Presentation**

**Final requirements before receiving your diploma:**

1. DNP Project Proposal bound copies:
  - **DNP Project Cover page** is the 1<sup>st</sup> page to be attached to your bound copies.
  - **DNP Project Signature page** is the 2<sup>nd</sup> page to be attached to your bound copies.
  - Please printout 5 copies for distribution (to be used when submitting your approved and final DNP Project).

**University departments and offices place "holds" on diplomas, and transcripts** for students with outstanding financial obligations (of one dollar or greater) with the university.