School of
NURSING

School of Nursing

PhD Program

Guidelines

2020-2021

(For students who matriculated in 2019 and forward)

Welcome!

You are now part of our team of PhD students and faculty moving the current state of nursing science forward! 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.

The OHSU School of Nursing has been offering innovative mentored doctoral education since 1985. The PhD program prepares scientists who will develop new knowledge through research and assume positions of leadership within and across academic, research, 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. Core coursework is planned for the first 2 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 1-3 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 (SLO's)

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

1. Master in-depth knowledge in a substantive area.
2. Appreciate the history and philosophy of science.
3. Critique & integrate different science perspectives in the conduct of research to generate new ideas.
4. Design and conduct original research.
5. Participate in inter-professional research.
6. Utilize professional and research ethics and judgement in the conduct of research.
7. Assume leadership in the conduct of culturally competent scholarship to improve policy and practice.
8. Communicate scholarship to multiple audiences including through peer reviewed publications and presentations.
9. Appreciate the components of scholarship: research, teaching, and service to the profession.
10. Understand the evolving roles and responsibilities of a nurse scholar.
11. Lead in advancing the profession.
12. 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 term. 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/advisor 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 either "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 Associate 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/transportation-and-parking

Social Media Guidelines

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

Computer Resources and Guidelines

The OHSU School of Nursing technology guidelines are found in the OHSU SON Catalog and Student Handbook.

OHSU & School of Nursing Resources

Graduate Student Organizations

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.

The **All-Hill Student Council** is made of up of elected student representatives from the OSU-OHSU College of Pharmacy, Schools of Dentistry, Medicine, Nursing, and OHSU-PSU Public Health as well as Graduate Studies. They meet to discuss new business within the schools and across the university, consider funding requests, plan and share events and receive departmental updates pertaining to all students at OHSU.

Graduate Researchers United

PhD students who receive stipends are eligible to become dues paying members of Graduate Researchers United (GRU). OHSU recognizes the GRU as the exclusive representative of the bargaining unit certified by the Employment Relations Board in Case RC-012-18. OHSU and the GRU recognize that PhD students, also referred to as Graduate Researchers (GRs) in their employment context, are primarily students and that their employment status is contingent upon and arises out of their standing as a student in an OHSU PhD program and the awarding of a stipend by OHSU. For more information about the GRU membership eligibility and the most recent collective bargaining agreement, visit: https://o2.ohsu.edu/human-resources/employee-and-labor-relations/unions/gru.cfm.

SoN Statistical Consulting

Students have access to the SON Stat Core for statistical consulting to be arranged on a per-project basis. Consulting is available by contacting Nate Dieckmann (dieckman@ohsu.edu).

Doctoral Lounge

PhD students have access to the Doctoral Lounge currently located on the 5th floor of the School of Nursing (SN 582). The room is always open and provides shared study space as well as access to computers. To obtain a key to a secure cubby (small locker) in the doctoral lounge, please see PhD Program Associate. Large lockers are available for student use on the 1st and 3rd floor of the School of Nursing building. The lockers are available on a first come, first serve basis, and students provide their own locks.

Curriculum

Program of Study

The PhD program of study (POS) 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

Full/Part-time Study

Students are **strongly encouraged to attend the PhD program full-time.** Core coursework is planned for the first 2 years of full-time study. 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. Dissertation time varies, meaning total time to completion can be as early as 3 years but, at times, may take longer.

To earn a PhD, students must complete a minimum of 91 credits (103 credits for BS-PhD students) and a Dissertation summarizing independent research. Students may enter the PhD program either as a post-baccalaureate or a post-master's student.

Students are **required to be continuously enrolled** in the PhD program for at least one credit per term from matriculation until graduation unless on an approved Leave of Absence.

Nine (9) credit hours per term are considered full-time study for PhD students. Fewer than five (5) credit hours are considered part-time study. Full-time or part-time enrollment may affect financial aid, and for students receiving stipends their GRU eligibility. **Students are responsible for knowing the rules associated with their specific financial aid and GRU requirements**.

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

- First Year Benchmark: Literature Review (LR)
- Dissertation Proposal Defense (DPD)
- Dissertation Defense (DD)

Coursework 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.

After passing the *First Year Benchmark* and completing core coursework, 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 term it is offered and for Dissertation credits (NURS 603) with the Dissertation Chair. A minimum of 27 Dissertation credits are required (24 credits of 603 and 3 credits of 607D). After completing 2 years of coursework, NURS 607D (Dissertation Seminar, taken for 1 credit/term for a total of 3 credits minimum) is

required every term until dissertation defense is completed.

Electives are required to gain content expertise and may be taken at any time during the program. Post-Bacc (PB) students are required to complete a minimum of 20 elective credits; Post-Master's (PM) students are required to take a minimum of 8 elective credits.

Research/Teaching Practicum

Research Practicum (NURS 601) is 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.

Teaching Practicum (NURS 609) is required for all students and may be taken any time during coursework (2 credits minimum). The practicum is designed for the student to gain skills and experience teaching. All students are required to complete *Quality Matters* online modules (1-4) before completing the practicum. Practicum opportunities may be identified with the Dissertation Chair/Advisor or with other faculty who are teaching.

PhD Courses

Core Courses (47 credits)	**Credits**
NURS 601 Research Practicum	2
NURS 609 Practicum in Teaching	2
NURS 613 Research Design & Methods	3
NURS 614 Philosophical and Theoretical Foundations for Health Science Research	3
NURS 618 Inquiry and Proposal Development I	2
NURS 619 Inquiry and Proposal Development II	2
NURS 620 Responsible Conduct of Research and Scholarship	2
NURS 630 Advanced Measurement	3
NURS 632 Mixed Methods Research	3
NURS 633 Pro seminar	6
NURS 641 Applied Health Statistics I: Descriptive, Associative and Comparative Statistics + LAB	4
NURS 642 Applied Health Statistics II: Generalized Linear Modeling	3
NURS 644 Qualitative Research I	3
NURS 671 Introduction to Health Equity Research	3
NURS 673 Introduction to Integrative Bio-behavioral Research	3
NURS 675 Policy and Leadership	3

Selectives (9-10 credits)

Students must choose ONE from EACH of the following groups:

Group 1: NURS643 Applied Health Statistics III: Longitudinal Design and Analysis	3
OR	
NURS 645 Qualitative Research II + LAB	4
Group 2: NURS 672A Applied Health Equity Research	3
OR	
NURS 674A Applied Integrative Bio-behavioral Research	3
Group 3: NURS 672B Applied Health Equity Research	3
OR	
NURS 674B Applied Integrative Bio-behavioral Research	3

Dissertation Credits (27 credits)

NURS 603 Dissertation work	24
NURS 607D Dissertation Seminar	3

Electives (Post-Baccalaureate)*	**20**
Electives (Post-Master's)*	**8**
Total Credits (Post-Baccalaureate)	**103 (minimum)**
Total Credits (Post-Master's)	**91 (minimum)**

**The majority of electives should be taken at the 600 level. For more information, see OHSU policy.*

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 progression updates to the PhD Program Director each term. 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.** Enrollment allows the student access to OHSU resources and faculty.

A **Leave of Absence** (LOA) 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. Complete guidelines are found in the SON Student Catalog and Handbook. The LOA form can be found at the OHSU Registrar website: https://www.ohsu.edu/xd/education/student-services/registrar/registrar-forms/index.cfm

PhD students who are members of the GRU should also refer to Article 12 of the Collective Bargaining Agreement for more information LOAs, holidays, and time off.

Probation, Suspension & Dismissal

Student Probation, Suspension and Dismissal guidelines are found in the SON Student Catalog and Handbook.

PhD Students/GR's seeking more information about employment related discipline and discharge should refer to Article 18 of the collective bargaining agreement.

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.

PhD Students/GR's seeking more information about employment related grievances should refer to Article 20 of the collective bargaining agreement.

Graduation and Application for Degree

Responsibility for fulfilling graduation requirements rests with the student. 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.

Important deadlines and requirements:

- Students should inform their Dissertation Chair, Program Director, and PhD Program Associate of intent to graduate to ensure receipt of all relevant information regarding graduation and convocation.
- Students should monitor/ensure that they have completed all other degree requirements (DegreeWorks is accessible through the SIS). In particular, be sure that you have the required qualifying credits/courses taken. If you have questions/concerns, contact the PhD Program Associate.
- Students must defend their dissertation and submit the final, approved version to the library before May 31st in order to walk in the June graduation ceremony, unless a petition to walk at graduation is submitted. The petition must be submitted by April 15th.
- 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.
- Students are invited 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.

Year 1

- Meet with PhD Advisor regularly (every 2 weeks)
- Identify dissertation focus and research question(s)
- Submit Annual Review materials to PhD Program Associate
- Finalize program of study and/or electives for Year 2
- Pass First Year benchmark (LR)
- Formalize Chair of Dissertation Committee
- Attend peer PhD students' dissertation proposal/dissertation defenses
- Attend SON research related offerings
- Attend OHSU Research Week (Spring)
- Attend 1 regional/national conference related to research interests (e.g. WIN)
- Submit 1 abstract for poster or podium presentation
- Develop plan for submitting application to support Dissertation with Advisor/Chair (e.g. NRSA/F31)

Year 2

- Meet with Dissertation Chair regularly (every 2 weeks)
- Select Dissertation Committee members
- Submit Annual Review materials to PhD Program Associate
- Attend peer PhD students' dissertation proposal/dissertation defenses
- Attend SON research related offerings
- Have working draft of Dissertation proposal by Year 3
- Complete at least 1 research practicum and/or teaching practicum
- Attend OHSU Research Week (Spring)
- Attend 1 regional/national conference related to research interests (e.g. WIN)
- Submit 1 abstract for poster or podium presentation
- 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

Year 3 and beyond

- Meet with Dissertation Chair regularly (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, employment, and career opportunities with Chair

- Complete at least 1 teaching/research practicum (if not already done)
- Attend peer PhD students' dissertation proposal/dissertation defenses
- Attend SON research related offerings
- 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 1st author
- Complete at least 1 shadow peer-review of a journal article with a faculty member
- Successfully defend Dissertation

THE DISSERTATION

All PhD students must complete the Responsible Conduct of Research Education online training module prior to their Dissertation Proposal Defense/submission of IRB proposal.

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:

- Earned research doctorate
- Member of the OHSU School of Nursing faculty
- Previous membership on at least one dissertation committee
- Experience in PhD teaching and/or mentoring;
- PI or co-I on at least one externally funded research project (NIH or foundation) in the last 5 years
- Demonstrated scholarship through data-based publications
- Expertise and/or current research related to the student's dissertation and research
- Commitment to working with the students throughout their POS and mentoring them in multiple dimensions of their future role
- Not currently in a postdoctoral position or equivalent research training grant

Criteria for serving as a PhD Dissertation Committee Member include the following:

- Earned doctorate (exceptions can be made for unique expertise)

- Content, methodological, or practice expertise

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 (defined as current faculty or Emeriti faculty). At least one member of the Dissertation Committee must be a doctorally-prepared nurse from the OHSU School of Nursing.

Although, external Dissertation Committee 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 Agreement Form must be signed by the faculty member who has agreed to serve as the Dissertation Chair. The student is responsible for obtaining this form, getting the Dissertation Chair's signature, and then returning the form to the PhD Program Associate, 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.

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. 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.

Appointing Dissertation Committee Members: As Dissertation Committee Members are identified or changed, the student is responsible for maintain a record using the Dissertation Committee Members Agreement Form. After the form is initially submitted, the student must work with the PhD Program Associate to retrieve it to obtain initials from the Chair and Program Director if any edits are made.

Types of Dissertations

There are two types of PhD Dissertations possible at the OHSU School of Nursing - 1) Manuscript Option and 2) Traditional Option. The *Manuscript Option* advances the student's publication record to strongly position the student for post-doctoral fellowships and faculty positions. This option requires at least three manuscripts (one of which is data-based, one of which is published) anchored by introductory and conclusion chapters. The *Traditional Option* also has introductory and conclusion chapters, but in lieu of manuscripts includes three chapters: review of the literature, methods, and results.

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

- The decision regarding which type to complete should be made as early as

possible. 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 up to one additional year.

- 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 the *Traditional Option* — 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.

Format Requirements (general)

General considerations

The final copy is expected to be grammatically correct and free of typographical errors. All text is to be double-spaced. Type size should be 12 points. 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) is recommended 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 (exceptions can be made for manuscript option).

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

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.

Format of the Manuscript Option

A minimum of three manuscripts, at least one of which must be data-based, is required. The data-based (results) manuscript, along with one other manuscript, must be 1st authored. 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 (in APA format) should be confined to sources actually cited. The purpose of listing references is to make it possible for readers, especially committee members, to locate references, so accuracy is mandatory.

Format of the Traditional Option

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.

CHAPTER 1 (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.

CHAPTER 2 (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
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.

Qualitative
This portion of the Dissertation provides the conceptual link between the problem, the literature, and the methods of the study and identifies gaps in knowledge. Assumptions underlying the study and definition(s) of phenomena and/or concepts may be placed at the beginning of the chapter or integrated throughout. Depending on the qualitative approach selected, use of an a priori theoretical framework to guide development of the literature review may or may not be appropriate depending on the qualitative design selected. 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 philosophical worldview may be addressed in chapter two briefly, but is often elaborated on in chapter 3 where it is closely tied to the actual approach. The actual placement of this information will be guided by the Dissertation committee. This section ends with a justification for the study.

CHAPTER 3 (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 and analysis 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, all data analysis procedures, the type of coding procedures used and

procedures for ensuring methodological rigor should be described. For Quantitative studies, all data analysis procedures, the type of statistics used, and the rationale for the choice of analysis should be described. Provision for the protection of human subjects should also be described.

CHAPTER 4 (Results)

Quantitative

A straightforward description of the data with respect to the hypothesized relationships, or research questions, is presented in this section. 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.

Qualitative

A straightforward description of the data with respect to the research questions is presented in this section. Tables, charts, graphs, or diagrams may be used to organize/represent the material depending on the approach selected. Interpretation of the data is often integral to the results section, but ultimately this will depend on the approach used.

CHAPTER 5 (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, philosophy/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. 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.

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: Literature Review (LR)
- 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: Literature Review (LR)

A review may be a self-contained unit—and complete product that contributes to the field—or a preface to and rationale for engaging in primary research, or both. A literature review is a required part of grant, a research proposal, and often a chapter in a thesis or dissertation. In nursing science, our research questions and approach should be informed by an in-depth review and understanding of the literature. This first-year benchmark of the PhD program is a literature review that can stand alone – it is a complete product in itself.

Students are required to submit their literature review benchmark after the completion of all first-year coursework. Since students have been prepared to construct a literature review during the first-year coursework and related experiences, they are expected to work independently on the literature review without help from their advisor. Students are encouraged to seek and give peer review to improve the quality of their work. Peer review should only be sought from other OHSU SON PhD students. To ensure consistency across students and cohorts, students may not have their literature review reviewed in pre-dissertation seminar.

Generally, the purpose of a literature review (or literature synthesis) is to critically analyze a segment of a published body of knowledge using summary, classification and comparison of prior research studies, prior literature reviews, theoretical articles, and to identify gaps. The classification (e.g., descriptive, control group, mixed methods) and comparison between and across studies are very important because they form the synthesis (i.e., the overall picture) of the body of literature that will support your own research.

Guidelines Components of Review

Abstract (1 page or less)

Provide an abstract that briefly summarizes the literature review. The components of the abstract should

include a background statement, the objective or research question guiding the literature review, the methods used, and conclusions.

Introduction (1-2 pages)

State the research question that the literature review will address. Define the topic, issue, or area of concern, scope of the review (e.g., why certain articles were or were not included) and significance of the topic. Place the review in the historical context and the broader field. Students are encouraged to review the document "Choosing a Topic for your Literature Review" prior to selecting their topic. This document will be distributed by your faculty in your PhD courses.

Methods (1-2 pages)

Describe the methods including databases searched, search strategies (e.g. search terms used), inclusion and exclusion criteria and justification for that criteria, and documentation of decisions about inclusion as needed

Body of the review (10-20 pages)

Synthesize the key findings/results; clearly distinguish between what has been done in the field and what needs to be done (i.e. the main gap); articulate important concepts; evaluate the rigor of each study (strengths, limitations/weakness) and appropriateness of methods to support claims/conclusions made; identify agreements/disagreements among studies; interpret results and draw conclusions based on your analysis of studies with appropriate level of detail to support your conclusions. The review must have a clear logical flow that leads to a conclusion, and that matches the evidence presented in the body of the review.

Conclusion (1-2 pages)

Summarize major contributions of significant studies to the body of knowledge under review, maintaining the focus established in the introduction. Evaluate the current state of the science for the body of knowledge reviewed, pointing out major methodological flaws or gaps in research, inconsistencies in theory and findings, and areas or issue pertinent to future study.

Format

The review should be submitted as a Microsoft Word document in APA format (7th edition). The document should be at a font size of 12 points, and double-spaced with standard margins (1" at top, bottom, left and right margins). The page limits do not include references.

<u>Evaluation</u>

General evaluation criteria are provided in the attached rubric.

Using these criteria, readers will determine if the student demonstrates competency. The Benchmark subgroup will oversee and assess the literature review. Each paper will be reviewed by two faculty members (advisors and dissertation Chairs may not review their own student's proposal). Each review will then be presented by reviewers to the full Literature Review Benchmark subgroup and discussed in a group format. The subgroup will reach a consensus decision on whether the student has demonstrated competency. As necessary, faculty other than the subgroup who have specific content expertise for the review (that is not adequately represented by the subgroup) may be invited to participate in either the initial review and/or discussion of the review; however, invited reviewers will not contribute to the final

decision.

Literature Review Benchmarks will be due by July 15 and evaluated and decisions disseminated no later than August 7 following the submission. Results and feedback will be released to students and advisors simultaneously via a confidential e-mail addressed to the individual student and their advisor. Students may submit deadline extension requests in wiritng via email to the PhD Program Director and Chair of the Literature Benchmark Review Committee for consideration. Please note that students who are granted extensions for the July 15 submission date may not be granted extensions for the revision submission due date (September 15).

Written feedback to students will include both positive attributes of their work, as well as clear identification of areas for improvement. Students who demonstrated competency will receive a letter of congratulations with an attachment providing detailed written feedback. Students who do not fully demonstrate competency will receive a letter regarding the outcome with an attachment providing detailed written feedback about the reason(s) for the determination.

Students who did not demonstrate competency will be permitted to revise and re-submit their review by September 15 in the same calendar year as they submitted their original literature review benchmark. Students should meet with their advisor to interpret feedback prior to independently revising their benchmark. During this time students are free to enroll in courses, but will be considered “on probation” for the term. Probation status will be removed once the student successfully demonstrates competency in this benchmark. Probation status will not affect Dean’s Alumni Scholarship or stipend funds. Resubmitted reviews will be evaluated using the same criteria as the original literature review benchmark. Students whose second attempt does not meet the core standards of competency will be dismissed from the program.

Literature Review Scoring Rubric				
Category	**Criterion**	**1**	**2**	**3**
1. Abstract	Summarized the components of the literature review, including: Background, Guiding Research Question, Methods and Conclusion	Did not provide or provided an incomplete abstract omitting one or more of the sections.	Partially described each component of the literature review	Thoroughly summarized each component of the literature review
2. Introduction: Significance[1]	Described the practical significance of the research problem/topic	Practical significance of research problem/topic not discussed	Practical significance described	Thoroughly described, made a compelling case for practical significance
	Described the scholarly significance of the problem	Scholarly significance of research not discussed	Scholarly significance discussed	Thoroughly described, made a compelling case for scholarly significance of review
3. Methods: Coverage	Justified criteria for inclusion and exclusion from review	Did not discuss the criteria for inclusion or exclusion	Described the literature included and excluded	Described and justified inclusion and exclusion criteria
4. Body of Review: Synthesis	Distinguished between what has been done in the field and what needs to be done	Did not distinguish what has and has not been done before	Discussed what has and has not been done	Thoroughly and critically examined[2] the state of the field
	Placed the topic or problem in the broader scholarly literature	Topic not placed in broader scholarly literature	Some discussion of broader scholarly literature	Topic clearly situated in broader scholarly literature
	Placed the research in the historical context of the field	History of topic not discussed	Some mention of history of topic	Critically examined history of topic
	Acquired and enhanced the subject vocabulary	Key vocabulary not discussed	Key vocabulary defined	Discussed and resolved ambiguities in definitions
	Articulated important variables and phenomena relevant to the topic	Key variables and phenomena not discussed	Reviewed relationships among key variables and phenomena	Noted ambiguities in literature and proposed new relationships
	Synthesized and gained a new perspective on the literature	Accepted literature at face value; reviewed each study individually	Some critique of literature	Offered new perspective on synthesis across the body of literature reviewed
5. Body of Review: Methodology	Identified the main methodologies and research techniques that have been used in the field, and their advantages and disadvantages	Research methods not discussed	Some discussion of research methods used to produce claims	Critiqued research methods
	Related ideas and theories in the field to research methodologies.	Research methods not discussed	Some discussion of appropriateness of research methods to warrant claims	Critiqued appropriateness of research methods to warrant claims
6. Conclusion	Summarized major contributions of the body of literature, maintaining focus from introduction	Summary of major contributions not discussed	Some summarization of contributions of some studies, partially maintained focus from introduction	Summarized major contributions of all significant studies with strong ties to focus from introduction
	Evaluated the current state of the science, major methodological flaws or gaps in research, inconsistencies in theory and findings, and areas pertinent to future study.	Current state of the science not discussed; no flaws or gaps identified; no inconsistencies in theory or findings; no areas of future study presented	Partially evaluated the current state of the science; and/or partially addressed inconsistencies in theory or findings; and/or partially presented areas of future study.	Critical evaluation of the current state of the science; major methodological flaws/gaps in research, inconsistencies in theory and findings, and pertinent areas of future study explicitly identified and discussed.
7. Writing quality & mechanics	Written with a coherent, clear structure that supported the review	Poorly conceptualized, haphazard	Some coherent structure	Well-developed structure, coherent

[1] Significance = Importance of topic (focus of review), why topic is important

[2] Critical analysis = Careful and thoughtful examination and evaluation. Close reading to gather meaning and evaluate merits.

Annual PhD Evaluation of Academic Progress

The purpose of the Annual PhD 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 15th to the PhD Program Associate (advisors and Dissertation Chairs must approve student materials prior to their submission).

1st and 2nd 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.

3rd through 5th 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 5th year and beyond. Students beyond the 5th 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

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 Option*), 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 procedures for the proposal defense are the same for both types of Dissertations, but the requirements for the proposal itself are different.

Manuscript Option

A minimum of three manuscripts, at least one of which must be data-based, is required. The data-based (results) manuscript, along with one other manuscript, must be 1st authored. All manuscripts must represent work completed during the student's PhD study at OHSU. NOTE: 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 following documents are required for the proposal defense:

Chapter 1 (Introduction)
Chapter 1 of a *Manuscript Option* is a little longer than the *Traditional Option* (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.

Careful attention should be given to how the set of manuscripts work together. This effort is often the most challenging part to write. 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.

Chapters 2-4 (Manuscripts)
Each proposed manuscript chapter (and any manuscript that has already been published or accepted) should be included in the Dissertation proposal defense document. The introductory page for all manuscript chapters should also include the following statement "This manuscript represents a significant contribution to the Dissertation work."

No more than two manuscripts to be submitted for the Dissertation may be published or accepted for publication prior to the proposal defense. NOTE: students are not limited in

the number of other manuscripts they publish as 1st 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 data-based (results) manuscript must report on findings from the student's own work.

Traditional Option

The full proposal for a *Traditional Option* proposal defense includes chapters 1-3: 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.

Procedures for Dissertation Proposal Defense

NOTE: the proposal defense is scheduled no sooner than completion of second year coursework.

Pre-Proposal Defense Meeting of Student, Chair, and Dissertation Committee

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.

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, ready to submit, 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.

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 develop a publicity flier and schedule a room for the defense and any needed audiovisual or distance-friendly equipment.

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.

Evaluation

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 this one opportunity to revise proposal documents and retake after completing the remediation work.

The **Proposal Approval Form** must be signed by all committee members and submitted to the PhD Program Associate. This form is used to document that a student may proceed with the research proposed for the Dissertation.

PhD Candidacy

Following successful completion of all 1st and 2nd year 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),
- 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

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

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

The Dissertation defense is scheduled for no sooner than two (2) 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 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.
- Students' presentations should be 25-30 minutes in length. 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.
- Students' responses to questions from committee members or the public should

be succinct — students should not spend longer than 10 minutes 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

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 committee members shares a lot of their 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.

Evaluation

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 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 Associate, 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).

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 galleys 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

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 submit this form to ethesis@ohsu.edu

More information on PhD Dissertations can be found here: https://www.ohsu.edu/library/theses-dissertations-capstones-portfolios

Research and Teaching Assistantships

Each year the SON offers several graduate research and teaching assistantships. The availability and number of these positions are based on the availability of funds.

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 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 PhD Program Director. Students may be awarded stipends consistent with the requirements of the School of Nursing Stipend Policy (GRU Contract, School of Nursing Section 8.2.2).

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 their 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. At the beginning of employment, the student and faculty mentor should

develop written objectives and expected outcomes and agree on plans for student supervision.

In accordance with the OHSU-GRU bargaining agreement, GRAs engaged in research training are expected to devote full-time effort to their research training (Article 10). GRAs are employed on a part-time basis such that their employment is regularly less than and averages less than 20 hours per week. Appointments are made for a maximum of 1-year (12 months) in length and could be renewed based on the availability of funds and performance. 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 (paid hourly) in a mentored academic teaching experience during doctoral education. Full or part-time PhD 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 Instructions:
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 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 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/PAR-18-881.html#_Section_IV._Application

Students should check the latest NIH guideline sat 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 s 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. 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-12-70-010.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. 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.

<u>Acceptance of Responsibility</u>

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, 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. Dissertation Chair may encourage student to become the PI on the project after graduation (student is responsible for submitting appropriate documentation to the IRB).
- 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.

School of NURSING

OHSU

PhD Dissertation Chair Agreement Form

Student Name: _____

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

Name: _____

Signature:_____Date:_____

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

- Earned research doctorate
- Member of the OHSU School of Nursing faculty
- Previous membership on at least one dissertation committee
- Experience in PhD teaching and/or mentoring;
- PI or co-I on at least one externally funded research project (NIH or foundation) in the last 5 years
- Demonstrated scholarship through data-based publications
- Expertise and/or current research related to the student's dissertation and research
- Commitment to working with the students throughout their POS and mentoring them in multiple dimensions of their future role
- Not currently in a postdoctoral position or equivalent research training grant

Approved: Director, Doctor of Philosophy Program

Signature:_____Date:_____

Student is responsible for submitting this form to the PhD Program Associate

School of NURSING
OHSU

PhD Committee Members Agreement Form

Student Name: _____Date:_____

Criteria for serving as a PhD Dissertation Committee Member include the following:

- Earned doctorate (exceptions can be made for unique expertise)
- Content, methodological, or practice expertise

Dissertation Committee Members:

_____ Chair initial: ☐ Program Director initial: ☐

_____ Chair initial: ☐ Program Director initial: ☐

_____ Chair initial: ☐ Program Director initial: ☐

_____ Chair initial: ☐ Program Director initial: ☐

Student is responsible for submitting this form to the PhD Program Associate

School of NURSING

OHSU

PhD Change of Dissertation Chair Form

Student Name: _____

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

Name: _____

Signature:_____Date:_____

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

- Earned research doctorate
- Member of the OHSU School of Nursing faculty
- Previous membership on at least one dissertation committee
- Experience in PhD teaching and/or mentoring;
- PI or co-I on at least one externally funded research project (NIH or foundation) in the last 5 years
- Demonstrated scholarship through data-based publications
- Expertise and/or current research related to the student's dissertation and research
- Commitment to working with the students throughout their POS and mentoring them in multiple dimensions of their future role
- Not currently in a postdoctoral position or equivalent research training grant

Approved: Director, Doctor of Philosophy Program

Signature:_____Date:_____

Student is responsible for submitting this form to the PhD Program Associate

School of NURSING

OHSU

PhD Dissertation Proposal Approval

Student Name: _____ Date: _____

Type of Study:

- o Qualitative
- o Quantitative
- o Mixed Methods

- o Traditional
- o Manuscript

Title of Dissertation Study:

Approved by:

Dissertation Chair: _____ Signature: _____

Committee Member: _____ Signature: _____

Committee Member: _____ Signature: _____

Committee Member: _____ Signature: _____

Student is responsible for submitting this form to the PhD Program Associate

School of NURSING

OHSU

PhD Dissertation Examination Approval

Student Name: _____ Date: _____

Type of Study:

- o Qualitative
- o Quantitative
- o Mixed Methods

- o Traditional
- o Manuscript

Title of Dissertation Study:

Approved by:

Dissertation Chair: _____ Signature: _____

Committee Member: _____ Signature: _____

Committee Member: _____ Signature: _____

Committee Member: _____ Signature: _____

The final copy of this study has been approved and is ready for binding: Date: _____

Dissertation Chair: _____ Signature: _____

Student is responsible for submitting this form to the PhD Program Associate

Title Page Example

{TITLE}

By

{Name of Student}

A DISSERTATION

Presented to the Oregon Heath & 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}*