Graduate Student Access, Collection, and/or Use of Existing Data at OSUWMC\(^1\)

**Introduction**

Academic policies and procedures for OSU College of Nursing graduate student scholarly academic projects are included in the graduate student handbooks for each program in the College of Nursing student handbook website at [http://studentweb.con.ohio-state.edu/sa/Student%20Handbooks/Forms/AllItems.aspx](http://studentweb.con.ohio-state.edu/sa/Student%20Handbooks/Forms/AllItems.aspx). Graduate students are responsible for being aware of and following the applicable policies and procedures for their program of enrollment.

Academic project proposal development should begin sufficiently early enough to facilitate timely completion of the project. For example, for a student enrolled part-time in the 3-year DNP program, the process of approval for data access and any other required approvals usually should start by about a year in advance of when the project is projected to be carried out. This requires that the working draft of the student’s academic project proposal is: (a) sufficiently-enough developed to support feasibility discussions of data access and other required approvals (see process steps below); and, (b) has received feasibility approval from the student’s OSU academic committee.

Capstone academic projects proposal plans (e.g., DNP Final Project, PhD dissertation) are carried out once the student has passed the appropriate OSU candidacy examination (e.g., DNP Professional examination, PhD Candidacy examination). The final draft of the academic project proposal must receive review and approval from the student’s OSU academic committee prior to the student implementing the proposed project.

**Process Steps**

The following steps guide OSU College of Nursing (CON) graduate student requests for access, collection, and/or use of existing data at OSUWMC to be used in capstone academic projects. CON students must follow the process steps as outlined below for academic projects that are conducted in a CON student role. The student’s CON academic advisor is the primary contact for communication with OSUWMC for the outlined process steps. Students may not directly contact the OSUWMC for access, collection or use of data, regardless of employment or other affiliations with the OSUWMC.

**Step 1 – Feasibility review**

The student’s academic advisor notifies Dr. Esther Chipps by email from the advisor’s OSU email account to [Esther.Chipps@osumc.edu](mailto:Esther.Chipps@osumc.edu) of a request to the Feasibility Review Committee (FRC)\(^2\) to schedule a feasibility review of a graduate student scholarly project proposal. The student’s advisor attaches the following documents for review to the email sent to Dr. Chipps (chairperson) at [Esther.Chipps@osumc.edu](mailto:Esther.Chipps@osumc.edu):

- College of Nursing proposal approval form that has been signed by the student’s advisor and academic project committee members for the working draft of the academic proposal
- Approved working draft of the academic proposal, including all appendices, instruments
- 2-page executive summary of the proposed project
- A complete working draft of the IRB application (including appendices)

Dr. Chipps will confirm receipt of the submitted materials and confirm a FRC meeting date/time with the advisor and student. The student, advisor and the FRC meet on the scheduled date/time to discuss the submitted materials in relation to feasibility considerations. The FRC will provide written feedback to the student and academic advisor by email following the meeting (see attached OSUWMC Organizational Review of Feasibility form). Some key feasibility considerations for which feedback will be provided include, but are not limited, to: (a) available resources; (b) appropriateness of the project timeline; (c) extent of congruence with current institutional initiatives and priorities; and, (d) potential conflicts of interest.

---

1 As of November 2013
2 Feasibility Review Committee (FRC) members: (a) Dr. Esther Chipps (chairperson), (b) Dr. Jacalyn Buck (c) Dr. Brenda Vermillion, (d) Dr. Carolyn Schubert, College of Nursing faculty representative; (e) ad hoc members – unit manager, clinical nursing expert from area where project is proposed to be implemented
• The advisor and student may request additional informal consultation from Dr. Chipps to further refine the project plans.
• If significant changes are made to the proposed project purpose or methods, the revised proposal must be reapproved by the student’s academic committee prior to resubmitting the proposal to the FRC (Step 2).
• The FRC review feedback will indicate if additional reviews will be needed; e.g., Health Information Systems Access Review for IHIS access for protected health information, Quality Committee review, etc. Relevant policy documents guide standard operating procedures for these additional reviews.

Step 2 – If revisions are needed

For proposed projects for which revisions are required at Step 1 (Feasibility Review), the student’s academic advisor submits the following completed documents for FRC review by email to Dr. Esther Chipps (chairperson) at Esther.Chipps@osumc.edu:
  • Updated proposal approval form signed by the student’s OSU academic committee
  • Approved revised academic proposal, including all appendices, instruments
  • 2-page executive summary of the proposed project
  • A complete working draft of the IRB application (including appendices)

The FRC provides written feedback and a decision on the feasibility of the proposed project (‘feasible’ or ‘not feasible’) to the student’s academic advisor by email via the completed OSUWMC Organizational Review of Feasibility form. The FRC decision is final and may not be appealed for the reviewed proposal.

Step 3 – IRB review

• The student is responsible for preparing the IRB proposal in collaboration with the student’s academic advisor, who submits the IRB application to the relevant IRB for the relevant level of review.
• If IRB proposal revisions result in significant changes to the proposed project methods, the proposal materials must be re-reviewed by the FRC (see Step 2).
• Documentation of IRB approval (including documentation of IRB approval for Exempt from IRB Review status as applicable), and the proposal approval form for the final version of the OSU academic proposal must be submitted by the student’s academic advisor to the FRC, together with documentation of approval for any other required reviews (see Step 1).

Step 4 – If additional reviews are needed

• Refer to specific guidelines for other required reviews
Graduate Student Feasibility Review Schedule

Time: 8:00 – 9:00 a.m.

Location: 600 Ackerman Rd, 2nd Floor, Room E2016

Contact Information:
Dr. Esther Chipps: Phone: 614-293-7407; 614-581-2526
Esther.chipps@ousmc.edu

Committee Members: Esther Chipps, Jacalyn Buck, Brenda-Vermillion-Hixon, Susan Bejciy -Spring and Carolyn Schubert

Scheduled Dates:

2014
March 25
April 22
May 27
June 24
July 22
August 26
September 23
October 28
November 25
December 23

2015
January 27
February 24
March 24