Nursing Research and MSN/DNP Project Review Standard Operating Procedure (SOP)

Purpose

To outline the standard steps and responsibilities for designated reviewers managing nursing research and MSN/DNP project application review and approval processes.

Step 1: Obtain Access to Nursing Research Email Inbox

Email: Nursing_Research@GMH.EDU
Action: Request access to the shared inbox to review submissions, communicate with applicants, and manage project approvals.
Contact: Darren Gray – **DGRAY2@GMH.EDU**

Step 2: Obtain Access to Nursing Research SharePoint Folder

SharePoint Link: Research

Action: Ensure access to the Nursing Research SharePoint folder and associated files.

This folder contains:

- Nursing Research Tracker / Approval Log
- Reviewer documents
- Research and MSN/DNP applications
- SOPs and approval process documents

Purpose: This serves as the primary repository for project tracking, application materials, and reviewer resources.

Step 3: Join Monthly Grady Research Oversight Committee (ROC) Meeting

Meeting Schedule: Second Tuesday of each month
Action: Request recurring calendar invite to attend ROC meetings.
Contact: Shirley Marshall, Research Admin Specialist – **SMARSHALL@GMH.EDU** , Chadrick Anderson, Dir. Clinical Research Admin – canderson@gmh.edu

- Submissions from ROC are sent out for review on the 2nd Tuesday of the month and include a combination of new, modification and renewal files.

Step 4: Monitor Nursing Research Council (NRC) Review Timeline

NRC Schedule: Second Thursday of each month

Important: Applications submitted after the 1st of the month move to the next review cycle.

Step 5: Review Incoming Applications for Completeness

Ensure submissions include:

- Correct application type (Research vs MSN/DNP QI)
- Required signatures
- Unit approval
- Supporting documentation

Important: Incomplete applications should not move forward for review.

Step 6: Track and Communicate Application Status

Responsibilities:

- Log submissions in tracker
- Monitor deadlines
- Communicate with applicants regarding missing items, approval status, or next steps

Key Contacts

Quick Reference

SharePoint Folder: Research

ROC Meeting : 2nd Tuesday monthly
NRC Reviews: 2nd Thursday monthly

Note

The reviewer is responsible for maintaining inbox oversight, SharePoint resource access, tracker accuracy, meeting attendance, and timely coordination of application reviews to support continuity of the approval process.