



## **NPAM Research and Data Collection Policy**

The Nurse Practitioner Association of Maryland (NPAM) supports APRN research and quality improvement initiatives to advance the health of our nation. An important part of professional practice is supporting and engaging in research and quality improvement projects that promote the advancement of clinical practice for APRN's and improve the health and quality of life of our patients. Opportunities to conduct such above activities are available electronically, via mail, and at the NPAM Annual Conference and Membership Meeting. APRN's may apply to have project information distributed to NPAM members for the purpose of collecting data relevant to his or her research or quality improvement project. Approval is dependent on the successful review of the proposal and supporting documents as outlined below, submitted electronically, via [NPAM@npedu.com](mailto:NPAM@npedu.com) at least six (6) weeks prior to the researcher's desired project start date. The proposal will then be reviewed by NPAM executive staff and/or designated Board members. The research or quality improvement proposal application must include the following:

1. Purpose statement
2. Statement of significance and implication to nurse practitioners and NPAM
3. Brief description of methodology
4. Data analysis plan
5. Identification of sources of support for study, if applicable
6. Copy of cover letter to participants, if data collection is requested to occur during NPAM Annual Conference or Membership Meeting (does not apply if data collection is to occur electronically)
7. Copies of any instruments/questionnaires
8. Copy of participant consent form, if applicable
9. Copy of IRB approval, if applicable
10. Copy of researcher's bio-sketch (1-2 pages only)
11. Agreement to electronically submit a summary of the completed research or quality improvement project to NPAM for final review by committee

The researcher must electronically submit copies of their research or quality improvement proposal, data collection tool, informed consent letter and previously approved Institutional Review Board (IRB) letter

at least 30 days before the start of their proposed project. Validation of the proposal, IRB letter and other materials will be made by NPAM executive staff and/or Board members. In addition, the researcher must disclose how the project findings are to be utilized and how data will be protected. After review of the material a decision will be made as to the acceptance or denial of the proposal. The following will determine whether the proposal will be accepted:

- The project must be designed to treat all individuals fairly and the procedure must be based on fair procedures that will not overburden the NPAM participants.
- The researcher must ensure that all participants clearly understand the commitments in the agreement to participate in the study.
- The project proposal has appropriate tools for the setting and protects human subjects.
- The project is found to reflect quality that is consistent with NPAM standards.

Administrative fees (due before distribution or conference) will be \$100 for current NPAM members and \$250 for non-members each time the researcher's communication is electronically distributed to the NPAM membership. NPAM is unable to provide the researcher with email addresses. If the research or quality improvement project is to be conducted at the NPAM Annual Conference or Membership Meeting, and a table is required, the cost of the table will be \$100 for NPAM members and \$250 for non-members. The investigator will be required to pay conference registration fees and any travel/lodging costs. NPAM has a limited number of spaces for participants at the annual meeting each year, and if selected, you will be granted a table for purposes of recruiting NPs in attendance. Current NPAM members will be given priority during the selection process. Any additional costs associated with conducting the project, including NPAM administrative time and postage, will be the responsibility of the investigator. Such costs will be revealed at the time of acceptance of a project. NPAM will provide an approval letter to conduct the study for the investigator and invoicing as appropriate. Coordination and scheduling for research or quality improvement project requests and sending out the on-line link to survey participants is at the discretion of the NPAM executive staff and/or Board members so there is no interruption in NPAM business activities. The NPAM executive staff and/or administrative manager will notify you of the date your research is distributed.