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**BLESSING-RIEMAN**  
College of Nursing  
& Health Sciences

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| Owner:         | Jenna Crabtree: DEAN OF<br>ENROLLMENT MGMT/<br>BUSINESS MGR |
| Area:          | Research Committee  |
| References:    |   |

## Virginia Henderson Global Nursing eRepository Submission

### PURPOSE

Ensure ability of Blessing-Rieman College of Nursing and Health Sciences (the College) nursing faculty and select nursing students to disseminate scholarly works on the Virginia Henderson Global Nursing eRepository.

### POLICY FOR FACULTY

Research Committee will oversee and approve eligible submissions. Nursing faculty may submit pre-approved scholarly works that will undergo peer review by the Virginia Henderson Global Nursing eRepository.

Disclosure: Once the scholarly work has been submitted to the eRepository, the author(s) still retains the copyright.

### POLICY FOR STUDENTS

Nursing faculty will choose select student work that meets course criteria for 'excellence' according to course requirements. Disclosure: Once the scholarly work has been submitted to the eRepository, the author(s) still retains the copyright.

### PROCEDURE

Submissions will be considered by using eligible and ineligible criteria.

Scholarly Works Eligible Criteria:

- Article
- Best Practice Guidelines
- Book
- Book Chapter
- Classroom Project
- Definition Statement
- Dissertation
- DNP Capstone Project
- Educational Material, Patient
- Educational Material, Public Health
- In Lieu of Dissertation

- In lieu of Thesis
- Learning Object, Faculty Created
- Meeting Minutes
- Other Graduate Paper
- Other Undergraduate Paper
- Outcomes Report
- Periodical
- Position Statement
- Poster
- Practice Innovation
- Presentation
- Programs and Proceedings
- Quality Improvement
- Report
- Research Study
- Technical Report
- Thesis
- Tool, Instrument, Measurement
- White Paper
- Working Paper

Scholarly Works Ineligible Criteria:

- Any materials that violate the mission, vision, and policies of Sigma Theta Tau International.
- Business Archives
- Marketing and Promotional Materials
- Submissions for which the group or its individual members do not own copyright.
- Abstract-only entries and items that do not stand-alone but require multiples steps to obtain the actual document described in the record entry.
- Materials that will be/have been published in traditional journals or books. Exceptions to this rule:
  - When a book is no longer in print and copyright reverts to the author.
  - When the author has published traditionally but retained copyright to the material via contract. Contract must be emailed to the repository staff for their records.
  - When a manuscript has been rejected for editorial reasons (i.e., topic/journal discrepancy, formatting issue, space considerations, language/grammar issues) that may be easily remedied and submitted to the repository.

Faculty Participation Steps:

- Faculty author will decide what scholarly item to submit by using the eligible submissions as guidelines.
- Faculty author will contact a Research Committee member to obtain the Request for Submission to E-Repository Form.
- Faculty author will complete the Request for Submission to E-Repository Form.
- Faculty member will return the form and the body of work to a Research Committee member.
- The Research Committee will review the request and scholarly work for any conflicts of interest or personal health information (PHI) data.
  - If any conflicts of interest or any PHI data found, additional approvals may be needed form Risk Management and/or the Compliance departments.

- The Research Committee will approve or deny request for submission based upon eligibility and ineligibility criteria as noted above.
- If Research Committee denies the request, the author will have the opportunity to correct any issues or concerns and resubmit a request for submission form.
- If approved by Research Committee, the author may submit the scholarly work directly to the eRepository for peer review.
- The Virginia Henderson Repository staff will work with the faculty scholar regarding the submission process.

**Faculty Participation Steps for Student (undergraduate and graduate) Proxy Submissions:**

- Course faculty will choose select student projects (change projects, EBP PICO posters, capstones) that meet excellent grading criteria.
- Course faculty will notify students/student groups about opportunity to disseminate on the Virginia Henderson Global Nursing eRepository.
- If student/student group agrees to disseminate:
  - Course instructor will contact a Research Committee member to obtain the Request for Submission to E-Repository Form.
  - Course instructor will complete the Request for Submission to E-Repository Form.
  - Course instructor will return the form and the body of work to the Research Committee.
- The Research Committee will review the request and scholarly work for any conflicts of interest or personal health information (PHI) data.
  - If any conflicts of interest or any PHI data found, additional approvals may be needed from Risk Management and/or the Compliance departments.
  - The Research Committee will approve or deny request for submission based upon eligibility and ineligibility criteria as noted above.
  - If Research Committee denies the request, the course instructor/student group will have the opportunity to correct any issues or concerns and resubmit a request for submission form.
- After approval by the Research Committee, a Student Proxy form will be completed. The form is available at this link: <https://stti.wufoo.com/forms/the-henderson-global-nursing-erepository-proxy/>
- The Virginia Henderson Repository staff will work with course instructor/student group regarding the submission process.

## Attachments:

### Approval Signatures

| Approver   | Date    |
|--|---------|
| Reta Richmond: ADMINISTRATIVE ASSISTANT              | 06/2019 |
| Jenna Crabtree: DEAN OF ENROLLMENT MGMT/BUSINESS MGR | 06/2019 |