

# Nursing Research Council (NRC)

## Submission Guidelines

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### **Purpose**

The Nursing Research Council (NRC) reviews all project/study submissions to ensure alignment with organizational goals, mission, and strategic priorities. The NRC meets every other month.

### **Required Documentation**

- Letter of support from department/area leadership
- Faculty approval (if part of academic requirement)
- Final versions of all documents (surveys, permissions, spreadsheets, consents, waivers, etc.)

### **Proposal Requirements**

- Clearly identify whether the project is research or evidence-based/quality improvement
- Ensure all documents are complete and finalized prior to submission

### **Submission Process**

- Submit via NRC form: <https://form.jotform.com/240234350158044>
- Email Tracie.Major@fmolhs.org to confirm submission

### **Review Process**

- Attend NRC meeting to present a brief overview
- If approved, proposal advances to Chief Nursing Officer
- Formal NRC approval letter will be issued

### **Post-Approval (Research Only)**

- Submit proposal to Christine.LeBoeuf@fmolhs.org
- Include CV, resume, and licensure verification

- Obtain IRB approval
- Send IRB determination letter to both:
  - [Tracie.Major@fmolhs.org](mailto:Tracie.Major@fmolhs.org)
  - [Christine.LeBoeuf@fmolhs.org](mailto:Christine.LeBoeuf@fmolhs.org)