

School of Nursing
Office of Research Policy

Ongoing documentation of SON Faculty & Student Research Activities

Purpose: The Office of Nursing Research within the School of Nursing has the responsibility for documenting faculty and student research activities. The purpose of this documentation is to generate reports for the SON's Research Committee, Administrators and internal reporting within the Research Office. Documenting faculty and student research activities is necessary in measuring the unit's progress toward achieving strategic objectives.

Procedure: SON faculty are requested to inform the SON Research Office of the following research activities when they receive notification of acceptance. These research activities also include student-generated presentations and proposals in which the faculty is a co-author, sponsor or advisor.

- a. All new printed publications in which you are an author or co-author
- b. All new abstracts and letters of acceptance, which you will be presenting as a paper or poster, format as an author or coauthor.
- c. Any awards or other scholarly achievements you may have received.