Program Guidelines

The American Association of Nurse Practitioners® (AANP) offers researchers an opportunity to collect data at AANP's national conference through the Data Collection at National Conference Program. Interested researchers must submit their applications by **April 1** for consideration. Each year, a limited number of spots are made available to researchers interested in sampling conference attendees. **Applicants are accepted on a rolling basis so once the number of spots have been filled**, **AANP will not accept additional applicants.** The number of accepted applications varies each year. Upon approval, researchers are granted a table at AANP's national conference for recruiting nurse practitioners (NPs) into their study. AANP **does not** provide email addresses or disseminate electronic invitations to online surveys on researchers' behalf as part of this program.

Application Requirements

In all cases, approval is dependent on the successful submission and review of a proposal (item 1 below) and supporting documents (items 2-7 below). All studies must receive IRB approval or an exemption prior to qualifying for final approval. Applicants must include:

1. **Proposal.**
   a. The proposal should be fewer than 10 pages without citations and contain the following:
      i. Purpose statement: State the goal and rationale for the proposed study.
      ii. Statement of significance and implications to NP and AANP: Detail the importance of how the study would impact the NP profession and AANP.
      iii. Brief description of methodology: Explain the study design and how the study will be conducted.
      iv. Recruitment goal: Describe the feasibility of the study's recruitment goal.
      v. Data analysis plan: Define the method of analysis including the software platform that would be used.

2. **Sources of Support.**
   a. If a study has one or more sources of support, submit a maximum of one page with:
      i. Source name.
      ii. Source type (e.g., grant, award).
      iii. Reference number, if applicable.
   b. If a study has no sources of support, please submit a statement acknowledging that there are no sources of support for the study.

3. **Instrument/Questionnaire.**
   a. A copy of the entire instrument or questionnaire must be submitted or the application will be considered incomplete.

4. **Cover Letter and Consent Form.**
   a. The cover letter and consent form can be one document but must include the following:
      i. Company or university affiliation.
      ii. Purpose, eligibility criteria, methodology, duration and risks/benefits of the study.
      iii. Statement of voluntary consent.
      iv. Statement of confidentiality.
      v. Statement of IRB approval.
      vi. Contact information.

5. **IRB Approval.**
   a. If the study has already received IRB approval or an exemption, submit a copy of the letter with the application. If the study is pending IRB approval or exemption, submit a statement acknowledging this and agree to submit a copy of the approval or exemption by **June 1**.
6. **Principal Investigator's (PI) Biosketch.**
   a. Applicants who are not the PI do not have to submit an additional biosketch. The PI's biosketch should not exceed five pages and must include the following:
      i. Name.
      ii. Position title.
      iii. Education.
      iv. Employment.
      v. Completed research publications.
7. **STUDENTS ONLY: Faculty Adviser Approval.**
   a. All students must fill out and have their adviser sign the **Faculty Adviser Form**. Applications submitted by students without an adviser form will not be accepted.

Application Submission

All applications are reviewed by members of AANP's Research Committee. Incomplete applications will not be reviewed. Please complete the following steps to successfully submit your application:

1. Compile all of the application components described in the previous page.
2. Submit all components of the application through **SurveyMonkey**.
3. Pay the **nonrefundable application review fee** by check or by credit card.

Fees*

The only fee associated with this program is a nonrefundable review fee:

- AANP Members: $125
- Nonmembers: $200

*Travel fees and conference registration are not paid by AANP.

Acceptance and Rejection Letters

Once the application is submitted and the review fee is paid by **April 1**, AANP will initiate the application review process. Applicants will be notified of final decisions by **May 1** of each year.

Accepted Applicants

Applicants who are selected for this program are required to submit a signed letter of agreement by **June 1**. They also have the option of developing and printing a poster to display at conference. AANP will provide accepted applicants with a poster template. Draft posters are due electronically to AANP by **June 1**.

Rejected Applicants

Applicants who are rejected have two weeks from the date of their rejection letter to resubmit their application. They will not be required to submit another application fee, and their updated application components can be sent directly to research@aanp.org.

National Conference Preparation

When booking transportation to the conference, please know that data collectors are required to attend a mandatory meeting at the conference center, which occurs the Tuesday during the week of the national conference. Detailed information on the time, date and location of this meeting will be emailed. Data collectors who are unable to attend this meeting must inform AANP as soon as possible. Data collectors are not required to stay until the last day of the national conference, which is always a Sunday.

National Conference Data Collection

AANP will make every attempt to ensure traffic around the data collection area, but it does not guarantee a specific response rate for researchers collecting data at an AANP conference. Small giveaways, such as candy and stickers, can be used as incentives. However, raffles and monetary giveaways are not permitted. AANP will provide each data collector with a table, chairs and a poster easel. AANP does not guarantee free access to electrical outlets or Wi-Fi.

After the data collection meeting, data collectors will be assigned to their tables and can start recruiting national conference attendees. Data collectors are responsible for bringing their own supplies, such as tablets, printed out paper-based surveys and pens. Coffee, snacks and meals are available for purchase inside and near the conference center.

Final Product Submission

All data collectors are required to submit their final research projects within a year to AANP. Final research projects will not be shared with the public without the consent of the data collectors. If a final research project was a peer-reviewed journal article, AANP should receive a copy of that article.