

# NPInfluence Project Checklist



NPInfluence is an online panel of thousands of practicing nurse practitioners (NPs) in primary, acute and specialty care settings. NPs have unique experiences and perspectives that need to be distinguished and shared across the health care industry. NPInfluence is more than just a survey panel; it is an online platform for NPs to share their clinical expertise and elevate their voices. If you are interested in surveying a convenience sample of NPs, please follow the checklist below to connect with the American Association of Nurse Practitioners® (AANP).

## PRE-CONFERENCE CALL

Have the following developed before consulting with an AANP researcher.

- If you are a researcher interested in surveying the panelists, please make sure you have completed the NPInfluence application form in full prior to continuing with the checklist.
- Defined statement of work.
- Survey instrument.
- Desired timeline.
- If you have the above documents outlined, please send them to [research@aanp.org](mailto:research@aanp.org). Copy your original point of contact on this email, and state your interest in setting up a meeting with AANP staff. Please propose three potential meeting dates and include your desired time frame.

## SCHEDULED POTENTIAL CLIENT CONFERENCE CALL

During this meeting, AANP staff will address your project proposal, survey instrument and target population. We will also discuss the feasibility of reaching the desired number of respondents, your timeline, the description of program deliverables, expectations from both parties and cost.

- All key individuals working on project are present.
- Ask any questions you might have about how this program works.

**Next Steps:** If both parties feel NPInfluence is a good fit for the proposed study, an AANP staffer will send you a cost estimate of the survey project.

## FOLLOWING YOUR CONFERENCE CALL

- If you have any outstanding logistical questions for AANP, please reach out to your project contact.
- If any **documents have been revised**, such as the statement of work or survey instrument, ensure that your project contact has received the update version(s).
- Review the **project estimate** and **decide whether you would like to move forward**. Please note, there is always the potential to revise the estimate, should you choose a different number of respondents.
- If you **have accepted** the project estimate, review the Professional Services Agreement (PSA) that AANP sends you and return it to your project contact with any comments.
- Sign the finalized PSA and return it to your project contact.