

## **Doctor of Nursing Practice (DNP) Capstone Project** *Guide for Creating a Statement of Mutual Agreement*

The purpose of the “Statement of Mutual Agreement” is to describe the shared view between the agency and the student concerning the student’s capstone project. The contents of this statement will vary greatly from one student due to the diverse nature of both projects and agencies. This guide provides an overview of factors that should be considered in creating the statement as well as the format for the statement.

First, begin the Statement of Mutual Agreement with your name, the agency site contact you will be working with, the project title and a brief description of the project and resulting products.

Second, outline the content of the Statement of Mutual Agreement. Discuss with the committee chairperson and the agency, discuss and consider each of the following information to determine what is essential to include.

1. On-site activities.
  - a) Meetings attended as well as role and level of participation.
  - b) Access to agency records
  - c) Non-disclosure expectations
  
2. Products from capstone project with potential to market (Intellectual property rights).

If products will be produced as part of the student’s collaboration with the agency, the DNP student should contact Betsy Mau prior to making any agreements. The ownership or intellectual property rights need to be determined in advance of commencing the project.
  
3. Understanding regarding written and oral communication concerning the DNP capstone project including final report, abstract, and publication or oral presentation of any aspect of the project.
  - a) Reference to agency. How should the agency be referred to within the student’s work?

For example, by name or solely by general type of agency within a region?

    1. In the student’s final report?
    2. In the abstract?
    3. In professional presentations?
    4. In professional publications?
  
  - b) Any restrictions in the discussion of project details?
  
  - c) Agency approval needed prior to communicating project findings in presentations or publications.

Finally, after considering the above, write the Statement of Mutual Agreement and include following signatures student, the agency, the supervisory committee chairperson’s signature designates awareness of the agreement. Assure that the agreement is dated and turn in a copy to Academic Services for your student file.