

**Statement of Mutual Agreement**  
**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 to the next 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. This needs to be signed by all parties before you can begin your capstone project.

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

Second, outline the content of the SMA. With the committee chairperson and the agency contact, discuss and consider each of the following areas in order to determine the elements of the agreement 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?
- b) For example, by name or solely by general type of agency within a region?
  - 1. In the student’s final report?
  - 2. In the executive summary or abstract?
  - 3. In professional presentations?
  - 4. In professional publications?
- c) Any restrictions in the discussion of project details?

**4. Agency approval needed prior to communicating project findings in presentations or publications.**

**5. Placing an e-copy of the final report in the UW School of Nursing online library of DNP Final Reports.**

The DNP Capstone Project Final Report Library is a search able online collection of DNP Capstone Project Final Reports accessible to anyone with a UW NetID. Key purposes of this library are to share knowledge and to provide examples of final reports. Students may place final reports in this online library only with the agency’s agreement. Within the SMA, please include a statement or a place for the agency to indicate whether the final report may be placed in the DNP Capstone Project Final Report Library (Yes, No, or decision deferred pending review of final report).

Finally, after considering the above, write the SMA and include signature lines for yourself as the student and the agency representative with signature authority, showing the position this person holds. The signatures of the student and agency representative with signature authority indicate agreement to the contents of the document. Also include signature lines for the agency project mentor (if different from the individual with signature authority) and the supervisory committee chairperson. The project mentor’s and chairperson’s signatures designate awareness of the agreement. Ensure that the agreement is dated. After all signatures have been obtained, submit a copy to Academic Services for your student file.