

The Heart of Nursing Science

**RESEARCH &
IMPLEMENTATION
INTEREST GROUP
(RIIG) HANDBOOK**



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Section 1:

MNRS History & RIIG Summary

MNRS History

In 1975, a handful of nurses gathered to work on a research project, and as the nurses collaborated, they discussed the benefits of having an organization explicitly dedicated to nursing research. With careful attention and much hard work, these seeds grew into the Midwest Nursing Research Society. Now, more than 40 years later, MNRS is 1,400 members strong.

The Midwest Nursing Research Society (MNRS) originally began to provide a place for nurses to collaborate, and collaborate they did! MNRS is a society where scientists, innovators, and drivers of clinical practice across the career trajectory come together to share ideas and grow our field through innovative research. The Research & Implementation Interest Groups (RIIGs) were launched to formalize this collaboration and are the backbone of MNRS member activity.

We host a state-of-the-art conference each year that draws over 1,000 attendees from all over the United States. But we're much more than the annual conference alone! MNRS provides a vast array of networking and learning opportunities daily to help our members advance their careers in nursing science. We've been making an impact for over 40 years, and we're still going strong. We're going places, and if you still need to join us on this journey, we invite you to come along!

RIIG Purpose and Membership

The purpose of the Research & Implementation Interest Groups (RIIGs) is to provide a structure to develop a community of people who share interests in nursing science. These

Membership in RIIGs is open to all MNRS members. Each MNRS member receives one complimentary RIIG with membership and has the opportunity to join up to two additional RIIGs for \$10.00 each per year. Members can select a RIIG membership upon joining MNRS or contact the Executive Office at info@mnrs.org at any time for changes and updates.

RIIG Chair Responsibilities

Each RIIG selects a Chair-Elect or Co-Chair-Elect annually to serve 3 years of tiered leadership for each RIIG. This 3-year service provides a transfer of historical knowledge and facilitates the mentorship of new leaders. The elected individual(s) serves one year as Chair-Elect, one year as Chair, and a third year as Past Chair. A summary of responsibilities is listed here, with additional details and related forms found in Sections 2-7 and the Appendix.

1. The RIIG Chair facilitates communication with RIIG members through Groupsite. The RIIG Chair is the liaison between the RIIG and MNRS Executive Office. All official communication should come from the Chair.
2. The RIIG Chair coordinates efforts to highlight RIIG research or members and distributes these on Groupsite only.

3. The RIIG Chair facilitates solicitation and coordination of papers/authors for presentation at a guaranteed RIIG symposium or may submit for a competitive RIIG symposium at the Annual Research Conference. Guaranteed or competitive are based on the RIIG symposia schedule (see page 6).
4. The RIIG Chair facilitates soliciting and reviewing applications for RIIG Awards. The MNRS Executive Office will work closely with you to update the criteria and rubric to match others for less room for error.
5. RIIG Chair and Chairs-Elect are expected to attend the RIIG Chair Meeting that is held virtually before each MNRS Annual Research Conference.
6. The MNRS Executive Office will provide a networking opportunity at each Annual Research Conference for RIIGs to gather and promote the RIIG.
7. The RIIG Chair is responsible for planning and conducting the Annual RIIG Meeting and communicating information about the RIIG meeting to MNRS Executive Office. At the meeting, the RIIG Chair seeks input from RIIG members about the goals of the RIIG for the next three (3) years, elects new leadership, and celebrates RIIG Award recipients by asking them to present their science.
8. Within two (2) weeks of the Annual RIIG Meeting, the RIIG Chair is responsible for submitting the RIIG Report to MNRS Executive Office. (see Appendix).

Number of RIIGs

There will be at most 20 RIIGs at any time per MNRS Policy and Procedures. The current RIIG listing can be found on the MNRS RIIG web page <https://mnrs.org/members-center/research-implementation-interest-groups/>

Existing RIIGs Evaluation

To keep our RIIGs relevant and reflecting the state of nursing science, the Engagement Committee will review the RIIG Annual Meeting Reports submitted over the previous three (3) years and make recommendations to the MNRS Board of Directors for RIIG continuation. The Committee will carefully consider whether it may be appropriate to recommend dissolution or merging in certain circumstances, particularly for existing RIIGs:

1. With a total membership of less than 30 in two (2) or more of the three (3) assessed years
2. That fails to submit a RIIG Annual Meeting Report in two (2) or more of the three (3) assessed years
3. With RIIG Annual Meeting attendance of less than 10 in two (2) or more of the three (3) assessed years
4. That fail to conduct a symposium (guaranteed or competitive), offer an award, or highlight RIIG research or members in two (2) or more of the three (3) assessed years

Section 2:

RIIG Communication

Communicating with your RIIG is essential. It helps engage members and promote the mission of your RIIG. **It is recommended that RIIG Chairs schedule meetings with RIIG members at least quarterly throughout the year.** And often communicate during a month on Groupsite. There are several ways to communicate with your RIIG. The communication methods below can be used to send announcements, engage members, inform them about grants, RIIG activities, and awards, collaborate around research, highlight members' research, and solicit any RIIG-related items.

Groupsite

Each RIIG has its own Groupsite page. From the Groupsite page, all RIIG members can:

- email other RIIG members or the whole RIIG
- view Current RIIG Members
- check the calendar for important RIIG dates
- share files and documents
- host RIIG specific conference calls or webinars
- access MNRS guides, criteria, & information
- participate in the RIIG-specific Discussion Boards

Discussion Boards are conversational threads that all RIIG members can respond to and share information without emails going back and forth. RIIG Chairs and RIIG members can ask questions or post a reply. Please note that this discussion board is public and visible to all MNRS and RIIG members. The Groupsite User Guide provides valuable tips for communications.

Social Media

RIIGs are encouraged to share information via social media. RIIG Chairs are encouraged to create RIIG-specific handles and post often on Facebook, Twitter, or LinkedIn. Once you create your RIIG social media account, please let the MNRS Executive Office know and tag MNRS in all posts.

Web Pages

Each RIIG has a designated space on the RIIG page of the MNRS website. MNRS Executive Office has mirrored all RIIG pages to be the same moving forward. A reminder that you will post on Groupsite often that includes, but is not limited to, RIIG Snapshots, Meet the Member, and Research Briefs.

RIIG Newsletters

RIIG Chairs are encouraged to communicate RIIG news, information, updates, and accomplishments in a RIIG newsletter. This will be shared on Groupsite by the RIIG Chair. This newsletter should be drafted by the RIIG Chair or delegated to another RIIG member, including pertinent and updated information.

Section 3:

Presentation Opportunities

1) Guaranteed Research Symposia

Up to seven (7) 90-minute conference sessions are reserved for RIIG symposia each year. RIIGs are rotated on a 3-year basis. A RIIG with a guaranteed session may also develop jointly sponsored symposia through collaboration with an additional RIIG.

2024	2025	2026
<ul style="list-style-type: none"> • Health Promoting Behaviors Across the Lifespan • Palliative & End-of-Life Care • Perinatal, Sexual, & Reproductive Health • Physiology, Behavior, Genomics, & Society • Population Health • Research thru Academic-Clinical Partnerships 	<ul style="list-style-type: none"> • Adolescent Health • Health of Diverse Populations • Health Systems, Policy, & Informatics • Implementation & Translational Science • Pediatric • Qualitative Methods 	<ul style="list-style-type: none"> • Acute & Critical Care Across the Lifespan • Family Health • Gerontological Nursing Science • Nursing Education • Self-Care • Symptom Science

Guaranteed Research Symposia are designed for the critical and in-depth examination of a phenomenon or a focused area of nursing research and the compilation of those findings into a venue for generating new knowledge for nursing. The RIIG can choose the format of the symposium, including 3-5 presentations from selected elicited abstracts, an invited panel, or a combination of the two. Research symposia should highlight research specific to the focus of the RIIG. A symposium may also be co-sponsored by two or more RIIGs.

Each year, the procedures, deadlines, and pertinent templates for coordinating and submitting symposia will be provided to RIIG chairs by the MNRS Executive Office. The basic procedures are described below.

Procedures

1. The upcoming year's RIIG timeline for Symposia and Awards will be shared at the RIIG Chair meeting at the Annual Research Conference.
2. Chairs are asked to finalize their intent to submit Guaranteed Symposia, including format, title, theme, and call for abstracts, to the MNRS Executive Office per the RIIG timeline.
3. RIIG Chairs should recruit an ad hoc Symposium Committee to assist in developing the symposium, reviewing elicited abstracts, and identifying invited panel members.
4. If the RIIG will elicit abstracts for the guaranteed symposia:
 - a. On the specified date of release, the sponsoring RIIG Chair will send a "Call for Abstracts" through their RIIG communication channels with all pertinent

information included (i.e., symposium title, subject/focus, request for related abstracts, email address for submission [generally the RIIG Chair email address], submission deadline, and acceptance/denial notification information). Chairs should request one copy of the abstract with authors' names and contact information and one copy of the abstract blinded. These calls should also be sent to MNRS Executive Office via email to allow sharing through appropriate channels.

- b. The RIIG Chair coordinates the symposium abstract selection process based on a blind, peer-review process. The RIIG Chair will forward all submissions to the members of the Symposium Committee, who must be doctorally prepared in nursing or a related field and have expertise in the area(s) of the abstracts' research. The RIIG Chair collects selection information based on the RIIG's review criteria and process.
5. If the RIIG Symposium will include an Invited Panel:
 - a. The RIIG Chair and Symposium Committee will coordinate the invitation and confirmation of interest and availability of invited panel members appropriate to the symposium's theme.
6. The RIIG Chair organizes the selected abstracts/invited presenters into a symposium and submits this symposium to MNRS by the specified due date, using the submission link provided by the MNRS Executive Office. Please be sure to submit with enough time to get information and financial disclosures from all participants.
7. MNRS will notify RIIG chairs of their symposia status. RIIG chairs should notify all authors of their acceptance or denial as symposium authors as soon as possible so that authors may submit abstracts for the General Competitive Abstract Call if needed.
8. Each RIIG Chair is responsible for planning and executing their respective symposium session, including coordinating presenters and moderators.

2) Competitive Research Symposia

In addition to Guaranteed Symposia, all members have the option to submit a Competitive Research Symposium to be sponsored by a specific RIIG or jointly sponsored by more than one RIIG. A limited number of 90-minute conference sessions are reserved for this purpose, and the Program Planning Committee will review all submissions.

Competitive Research Symposia are designed for the critical and in-depth examination of a phenomenon or a focused area of nursing research and the compilation of those findings into a venue for the generation of new knowledge for nursing. The RIIG can choose the format of the symposium, including 3-5 presentations from selected elicited abstracts, an invited panel, or a combination of the two. Research symposia should highlight research specific to the focus of the RIIG.

Each year, the procedures, deadlines, and pertinent templates for coordinating and submitting symposia will be provided to RIIG chairs by the MNRS Executive Office. The basic procedures are described below.

Procedures

The procedures for developing and submitting a Competitive Symposium are nearly identical to those for submitting a Guaranteed Symposium (see above), with the following exceptions:

- Pertinent deadlines may vary slightly, so please be mindful of each year's timeline.
- The Program Planning Committee will review competitive Symposia submissions. Based on the limited meeting space for sessions at the conference, the Program Planning Committee determines the final selection of Competitive Symposia. MNRS will notify RIIG chairs of their symposia status. RIIG chairs should notify all authors of their acceptance or denial as symposium authors as soon as possible so that authors may submit abstracts for the General Competitive Abstract Call if needed.

3) Pre-Conference Workshop (Under Evaluation and Revision by the PPC)

MNRS RIIGs have the opportunity to plan and submit a proposal for a pre-conference workshop in conjunction with the annual research conference. Workshops can be full-days (7 hours) or half-days (3.5 hours), depending on the workshop, content, curriculum, and number of presenters. All pre-conference workshops must be submitted to the Program Planning Committee the summer before the conference. Pre-Conference Workshop applications will be reviewed, and the RIIG chair will be notified regarding acceptance in the Fall. All RIIG Chairs applying for pre-conference workshops must follow deadlines, application requirements, and budget guidelines per the MNRS Program Planning Committee policy and procedures.

4) MNRS Webinar Series

MNRS RIIGs have the opportunity to plan and present a webinar throughout the year. The Engagement Committee vets Webinars after completing the online request form. Webinars are open to all MNRS members and non-members and will be recorded and saved in the MNRS Webinar library. Topics may be general nursing science related or specific to the RIIG area of interest. Webinars are generally 1-hour presentations or panels with time for Q&A. The MNRS Executive Office will assist with scheduling, creating marketing flyers, and establishing a registration link.

Section 4:

RIIG Awards

RIIGs can offer one or more awards each year. RIIG Chairs are responsible for coordinating the call for and review of applications. The MNRS Executive Office will provide the timeline, formats, templates, and procedures for RIIG Awards, including pertinent dates.

Procedures (Are being revised for an online system for submitting calls and standardizing criteria and format. Executive Office to organize a task force composed of the RIIG Workgroup and RIIG Chairs who volunteered)

1. The upcoming RIIG timeline for Symposia and Awards will be shared at the RIIG Chair meeting at the Annual Research Conference.
2. Chairs are asked to finalize their intent to submit RIIG Awards, including calls for submission, criteria, and the RIIG Awards Review Committee members.
3. The RIIG Awards Review Committee assists in developing the calls and reviewing applications in the system. RIIG Awards Committee members must be doctorally prepared in nursing or a related field.
4. The RIIG Chair will submit a “Call for Applications” with all pertinent information (i.e., award purpose, criteria, eligibility requirements, submission requirements, submission link, submission deadline, and acceptance/denial notification information). MNRS Executive Office will update everything needed on our end for marketing purposes.
5. The MNRS Executive Office will provide reminders to RIIG Chairs and regular updates on the number of submissions.
6. The RIIG Chair will submit the award winners to the MNRS Executive Office according to the designated method and deadline.
7. The RIIG Chair is responsible for notifying all RIIG award applicants of their status (accept and decline) after selecting each year’s official recipient(s).
8. All RIIG awards are non-monetary. The MNRS Executive Office coordinates the purchasing and printing of all RIIG awards. All RIIG Award winners receive a framed certificate at the Annual Research Conference.
9. RIIG Award winners are asked to present during their end-of-year RIIG meeting. They will also be announced at the MNRS Award Ceremony at the Annual Conference and requested to be in person to accept their certificate.

Section 5:

Annual RIIG Chair Meeting

An annual RIIG Chair meeting will take place in person at the Annual Research Conference. RIIG Chairs and Chairs-Elect should attend. The purpose of this meeting is to provide RIIG Chairs and Chairs-Elect with any updated information regarding the conduct of RIIG business and provide a significant opportunity to orient Chairs-Elect to their new role. Communication strategies are also reviewed. The MNRS Executive Office will schedule and organize the meeting and send the Chairs an invite to attend.

The RIIG chairs will report updates from the RIIG Chair orientation meeting to RIIG members during their respective RIIG meetings or via Groupsite communications.

Section 6:

RIIG Annual Meeting

Annual Meetings of the RIIGs can occur before or at the Annual Conference. The RIIG Chair is responsible for planning and conducting the Annual RIIG Meeting. Chairs will work with the Executive Office to schedule the meeting and provide communications.

Procedures

1. RIIG Annual Meetings provide an essential opportunity to review RIIG activities and progress over the prior year and plan for activities in the coming year and years. RIIG Chairs are encouraged to prepare an agenda for their meeting. Helpful agenda items include but are not limited to:
 - a. Date and Time of Meeting
 - b. Introductions
 - c. Preparing for the Taking of Minutes
 - d. Review and Approval of the Prior Year's Minutes
 - e. Review of and thank you to current RIIG Leadership, Election of Chair-Elect, Identification of RIIG Grants Committee Representative
 - f. Summary of Prior Year:
 - o RIIG Research/Member Highlights
 - o Guaranteed and Competitive Symposium Activities
 - o Highlight Conference Activities Specific to your Area of Interest
 - o Issue RIIG Awards
 - o Additional RIIG Activities
 - g. Future Plans:
 - o Review RIIG Purpose for any needed edits
 - o Plan for RIIG Symposia for the upcoming year (Title and Theme)
 - o Plan for RIIG Awards for the upcoming year
 - o Identify Additional Goals and Objectives for the upcoming year
 - o Review broadly goals and objectives for the next three years
2. Please note that the suggested agenda items above will help chairs collect the information needed to complete the RIIG Annual Meeting Report due to the MNRS Executive Office using an online form within two weeks of the Annual Meeting.

Section 7: RIIG Support

Engagement Committee

The Engagement Committee and the Engagement Committee RIIG Work Group are responsible for facilitating all RIIG activities and should offer RIIG Chairs guidance and support throughout the year. The Engagement Committee RIIG Work Group Chair is the primary point of contact for any RIIG Chair questions or concerns. Contact information for the current Chair will be provided at the RIIG Chair meeting at the Annual Research Conference meeting.

MNRS Executive Office

MNRS Executive Office supports RIIG activities and communication. Please get in touch with the Executive Office with all RIIG requests and questions.

MNRS Executive Office:

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Appendix

a. **RIIG Chair Resources Page** – you will find the following:

- Handbook
- Groupsite user guide
- Award & Symposia Timeline
- Webinar Form
- Guaranteed Symposia Schedule

b. **RIIG Symposia Call Examples:**

- <http://pmg.joynadmin.org/documents/1042/643efff0a4c2dc64cf78c942.pdf>
- <http://pmg.joynadmin.org/documents/1042/643effdfce69405fdd0eb9c3.pdf>

c. **RIIG Award Examples:**

- Samples will be provided upon revisions made and approved by the RIIG Work Group and RIIG Award Task Force

d. **RIIG Annual Meeting Report Form**

- New link will be provided closer to due date/conference