



2024/2025 Annual Research Conference RIIG Symposia and Awards Timeline

Indianapolis, Indiana
 March 26-29, 2025

Category	Action Item	Dates
RIIG Groupsite	Update Groupsite with newsletter, events, and member spotlight	All Year/Monthly
RIIG Symposia	Executive Office to email RIIG Chairs requesting intent to submit Guaranteed or Competitive Symposia, format (selected abstracts, invited presenters, or both), title, theme, and call for abstracts	6/3/2024
RIIG Symposia	RIIG Chairs review RIIG Handbook "Guaranteed Research Symposia" and "Competitive Research Symposia" sections	6/3/2024
RIIG Symposia	RIIG Chair finalizes Symposium Committee.	6/14/2024
RIIG Symposia	RIIG Chair deadline to finalize intent to submit Guaranteed or Competitive Symposium.	6/23/2024
RIIG Symposia	Call for Symposia (Guaranteed and Competitive, Special Sessions, and Workshops) launched.	6/28/2024
RIIG Symposia	RIIG Chair emails Call for Abstracts to RIIG members using Groupsite (See RIIG Handbook "Communicating within your RIIG") and/or reaches out to invited panelists to assess interest/availability. MNRS will also disseminate the call for abstracts on your RIIG web page and through MNRS Matters. All Calls for Abstracts should also include Calls for Pre-Conference Workshops and Special Sessions. RIIG members are to submit abstracts to RIIG chairs via email for review.	6/28/2024
RIIG Symposia	Submission Site Opens for Pre-Conference Workshops and Special Sessions	7/7/2024
RIIG Symposia	Submission Site Opens for RIIG Chairs to submit final Guaranteed or Competitive Symposia. Only RIIG Chairs or designated RIIG representatives will have access to submit finalized symposia. (RIIGs with guaranteed symposia will receive a special link from the Executive Office to use for submission)	7/7/2024
RIIG Symposia	RIIG Chairs remind their members about calls for abstracts at this time.	7/8/2024
RIIG Symposia	Deadline for RIIG members to submit abstracts to RIIG chairs via email. We also suggest that RIIG Chairs/Symposium Committees finalize invited panelists and collect from them all information needed to compose the RIIG Symposium by this time.	7/22/2024
RIIG Symposia	Following review of solicited abstracts and compiling of invited panelist information by the RIIG Symposium Committee, deadline for RIIG Chair to create the symposium submission and add participants via the online abstract submission system.	7/29/2024
RIIG Symposia	Deadline for RIIG symposia participants to submit their abstracts & financial disclosures	8/7/2024
RIIG Symposia	Deadline for RIIG chair to finalize and submit via online portal.	8/9/2024
RIIG Symposia	RIIG Chair to notify individual authors of abstracts as to whether they were selected for inclusion in the submitted symposia	8/9/2024
RIIG Symposia	General Call for Competitive Abstracts	8/11/2024

RIIG Awards	Executive Office sends the RIIG Chairs options for the 2024 RIIG Awards, including RIIG Award Call templates and sample scoring rubrics.	8/19/2024
RIIG Awards	RIIG Chair assembles RIIG Awards Committee, working together to decide on the 2024 RIIG Awards/Calls.	8/19/2024
RIIG Symposia	Program Planning Committee deadline to select Competitive Symposia	8/26/2024
RIIG Symposia	Board deadline to approve Guaranteed and Competitive Symposia	9/1/2024
RIIG Symposia	Executive Office emails acceptance/denial/approval letters to the primary organizer, with individual abstract authors cc'd. Individual abstract authors receiving a denial letter may submit their abstract to the general call for competitive abstracts.	9/9/2024
RIIG Awards	Deadline for RIIG Chairs to submit their RIIG Award Call/Calls for Applications and names of the RIIG Review Committee to info@mnrs.org.	9/26/2024
RIIG Awards	Executive Office will create online RIIG Award applications and send link for RIIG Chairs to include on the RIIG Award Call for Applications.	10/11/2024
RIIG Awards	RIIG Chair emails RIIG Award Calls to RIIG members using Groupsite (See RIIG Handbook "Communicating within your RIIG"). Executive office will also disseminate the call via our website, marketing emails, and through MNRS Matters.	10/11/2024
RIIG Awards	RIIG Award Application Submission Site Opens (8 week window to submit) .	10/11/2024
RIIG Symposia	Deadline for Competitive Abstracts Submissions.	10/21/2024
RIIG Awards	RIIG Chairs remind members of RIIG Award Calls via Groupsite. Executive office will also send a reminder call and will provide an update to RIIG Chairs regarding the number of applications received to date (6 weeks left to submit) .	10/25/2024
RIIG Awards	RIIG Chairs remind members of RIIG Award Calls through Groupsite. Executive office will also send a reminder call and will provide an update to RIIG Chairs regarding the number of applications received to date (4 weeks left to submit) .	11/8/2024
RIIG Awards	RIIG Chairs remind members of RIIG Award Calls through Groupsite. Executive office will also send a reminder call and will provide an update to RIIG Chairs regarding the number of applications received to date. (2 weeks left to submit) .	11/22/2024
RIIG Awards	RIIG Chairs remind members of RIIG Award Calls through Groupsite. Executive office will also send a reminder call and will provide an update to RIIG Chairs regarding the number of applications received to date (1 week left to submit) .	11/29/2024
RIIG Awards	Deadline for RIIG members to submit their RIIG Award Applications via the online submission portal. Deadline is at 5:00 PM Eastern time.	12/6/2024
RIIG Awards	MNRS Office opens RIIG Award review site. The link will be emailed to all assigned RIIG Chairs AND assigned reviewers.	12/16/2024
RIIG Awards	RIIG Chairs coordinate review of applications with their RIIG Awards Committee.	12/17/2024-1/17/2025
RIIG Symposia	Executive Office notifies primary organizer of session date/time assignment	1/13/2025
RIIG Awards	Executive Office compiles and emails review scoring summaries to RIIG Award Committee	1/20/2025
RIIG Awards	Deadline for RIIG Chairs to submit Selected Award Recipients. Please provide the recipient's full name, credentials, and institutional affiliation.	1/31/2025

RIIG Awards	RIIG Chairs notify RIIG Award Recipients and Applicants who were not chosen by email. RIIG Award Recipients should be notified that RIIG Awards will be announced at the RIIG Meeting at the annual conference. It is at the discretion of the RIIG Chair and their Awards Committee as to how each recipient is to be honored at their annual RIIG meeting.	1/31/2025-2/7/2025
RIIG Awards	RIIG Chair will pick up framed certificates from the Registration Desk to hand out at the annual RIIG meeting.	3/26/25-3/29/2025

*2025 Guaranteed Symposia RIIGS
Adolescent Health
Health of Diverse Populations
Health Systems, Policy & Informatics
Implementation & Translational Science
Pediatric
Qualitative Methods