

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

***THE HEART OF NURSING SCIENCE***



## **MNRS EXECUTIVE OFFICE:**

5034A Thoroughbred Lane, Brentwood, TN 37027, USA  
615-432-0098 • [info@mnrs.org](mailto:info@mnrs.org)  
[www.mnrs.org](http://www.mnrs.org)

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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 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 can join up to two additional RIIGs for \$10.00 each year. Members can select a RIIG membership upon joining MNRS or contact the Executive Office at [info@mnrs.org](mailto:info@mnrs.org) 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 Hivebrite. 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 Hivebrite 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 Quartey RIIG Chair Check-in Meetings held virtually and coordinated by the Executive Office.
6. 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. RIIG chairs can hold their annual meeting virtually prior to or in person at the conference.
7. 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 Hivebrite. 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.

### **Hivebrite**

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

- Connect and message with fellow RIIG members
- View the current list of RIIG participants
- Access group-specific resources through the Forums page
- Start and join discussion threads
- Post updates and engage with others via the Live Feed and Forums
- Search for mentors aligned with your interests and professional goals
- ...and much more!

**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.

**RIIG Newsletters**

RIIG Chairs are encouraged to communicate RIIG news, information, updates, and accomplishments in a RIIG newsletter. This will be shared on Hivebrite 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.

2026	2027	2028
<ul style="list-style-type: none"> <li>• Acute &amp; Critical Care Across the Lifespan</li> <li>• Family Health</li> <li>• Gerontological Nursing Science</li> <li>• Nursing Education</li> <li>• Self-Care</li> <li>• Symptom Science</li> </ul>	<ul style="list-style-type: none"> <li>• Health Promoting Behaviors Across the Lifespan</li> <li>• Palliative &amp; End-of-Life Care</li> <li>• Perinatal, Sexual, &amp; Reproductive Health</li> <li>• Physiology, Behavior, Genomics, &amp; Society</li> <li>• Population Health</li> <li>• Research thru Academic-Clinical Partnerships</li> </ul>	<ul style="list-style-type: none"> <li>• Adolescent Health</li> <li>• Health of Diverse Populations</li> <li>• Health Systems, Policy, &amp; Informatics</li> <li>• Implementation &amp; Translational Science</li> <li>• Pediatric</li> <li>• Qualitative Methods</li> <li>• Mental Health and Substance Use Disorder</li> </ul>

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 first RIIG Chair Check-in quarterly meeting following the Annual Research Conference.
2. Chairs are asked to finalize their intent to submit Symposia 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:
  - 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 the MNRS Executive Office via email to allow sharing through appropriate channels.
  - 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 doctoral 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 includes an Invited Panel:
  - 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 sessions, including coordinating presenters and moderators.



## **2) Competitive Research Symposia**

In addition to the 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 Symposium 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(s) throughout the year. The Engagement Committee vets webinars after completing the online request form. Live webinars are open to all MNRS members and non-members and will be recorded and saved in the MNRS Webinar library. Only MNRS members may access recordings in the 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 webinar must be scheduled during executive office hours of operation. The MNRS Executive Office will assist with scheduling, creating marketing flyers, and establishing a registration link.

[CLICK HERE](#) to access the MNRS Webinar Request Form. All request forms must be completed in full and email to [info@mnrs.org](mailto:info@mnrs.org) at least 6 weeks prior to the requested date.

## **SECTION 4:**

# **GRANT REVIEWERS**

RIIG chairs will be required to submit names of 4-5 members of their RIIG to be grant reviewers.

#### **Procedure:**

- Must be DNP or PhD prepared
- The Executive Office will provide training
- Time commitment: about 3 hours between October and November
- Each reviewer is assigned roughly three grants to review, and each review takes about 30-35 minutes.
- Looks good on a CV!

# SECTION 5:

## 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

1. The upcoming RIIG timeline for Awards will be shared at the first RIIG Chair check-in after 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 following awards have been standardized as of 8/6/24. RIIGs may still issue calls for awards outside of these five categories. In such cases, the call must be created and submitted to the executive office.
  - Early Career Award
  - Mid-Career Award
  - Senior Career Award
  - DNP Project Award
  - Dissertation Award
5. 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.
6. The MNRS Executive Office will provide reminders to RIIG Chairs.
7. The RIIG Chair will submit the award winners to the MNRS Executive Office according to the designated method and deadline.
8. 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).
9. 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 certificate at the Annual Research Conference.
10. RIIG Award winners are asked to present and be formally recognized during their end-of-year RIIG Business meeting. Slide(s) containing RIIG award winners will also be shown during the MNRS Award Ceremony at the Annual Conference and requested to be in person to accept their certificate.

**Applicant Criteria:**

1. Application Limit:
  - Members may apply for or be nominated for only one RIIG award, regardless of the number of RIIG memberships held.
2. Student Members:
  - Student members are not required to be a member of the RIIG for one full year to apply/be nominated, but they must be a member of the RIIG at the time of nomination.
3. Regular/Alumni Members:
  - Regular and Alumni members must be part of the RIIG for at least one year to apply/be nominated.
4. Active and Engaged Membership:
  - Members must be active and engaged as defined by the RIIG.

## SECTION 6:

# ANNUAL RIIG CHAIR 101 SESSION

An annual RIIG Chair 101 session will be held in person at the Annual Research Conference. This session offers incoming RIIG Chairs valuable tools and information to help orient them to their new role. The session takes place on the first day of the annual conference. The MNRS Executive Office will coordinate and organize the meeting, sending invitations to the incoming Chairs. All MNRS members are welcome to attend if they are interested in learning more about the responsibilities and opportunities of being a RIIG Chair. The session will be led by a panel of current and past RIIG Chairs.

## SECTION 7:

# ANNUAL RIIG BUSINESS MEETINGS

Annual RIIG Business Meetings will occur in-person at the Annual Conference. The RIIG Chair is responsible for planning and conducting the Annual RIIG Business Meeting. Chairs will work with the Executive Office to schedule the meeting and provide communications to members.

## **Procedures**

1. RIIG Annual Business 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. Introductions
  - b. Recap of the past years activities:
    - i. RIIG Research/Member Highlights
    - ii. Guaranteed and Competitive Symposium Activities
    - iii. Highlight Conference Activities Specific to your Area of Interest
  - c. Future Plans of what is to come for the upcoming year:
    - i. Review RIIG Purpose for any needed edits
    - ii. Plan for RIIG Symposia for the upcoming year (Title and Theme)
    - iii. Plan for RIIG Awards for the upcoming year
    - iv. Identify Additional Goals and Objectives for the upcoming year
    - v. Review broadly goals and objectives for the next three years
  - d. Succession Planning- who will be taking over as RIIG chair (get your RIIGs thinking about it if there is not already a chair-elect)
  - e. RIIG Award Presentations: Allow enough time in the meeting schedule for your RIIG Award winner to
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 8:**

## **ANNUAL RIIG REPORT**

The Annual RIIG Report is due to the Executive Office two weeks after the Annual Research Conference. This is a requirement and must be completed in full by the outgoing RIIG Chairs. Chairs will be provided with a template and notified well in advance of the deadline for submission.

# SECTION 9:

## 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.

5034A Thoroughbred Lane | Brentwood, TN 37027 | 615-432-0098  
[info@mnrs.org](mailto:info@mnrs.org) | [www.mnrs.org](http://www.mnrs.org)

## APPENDIX

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

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

### **RIIG Symposia Call Examples:**

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

### **RIIG Award Call Examples:**

- <https://mnrs.org/members-center/2024-riig-awards-criteria/>

### **RIIG Annual Meeting Report Form**

- <https://pmg.joynadmin.org/documents/1042/67dc57872326751ca02a7292.docx>