



2019 Conference RIG Awards Timeline

MNRS 43rd Annual Research Conference
March 27 – 30, 2019
Kansas City, MO

See RIG Handbook “RIG Awards” for detailed information: https://cdn.ymaws.com/www.mnrs.org/resource/resmgr/RIG_Handbook_Rev_Jan_2018_Ap.pdf

	Due Date
RIG Chair assembles RIG Awards Committee, working together to produce calls. See the RIG Handbook for information on MNRS-coordinated conference calls if interested.	Aug/Sept-18
RIG Chairs provide to info@mnrs.org : 1) RIG Award Call(s) for Applications, 2) RIG scoring rubric for each award offered, 3) the names and contact information of the RIG Award Committee that will be reviewing applications *see your respective RIG web page for last year’s calls and email attachment for up to date examples	9/21/18
MNRS Office will create online RIG Award applications and send RIG Chairs the official link to include on the RIG Award Call for Applications.	9/27/18
RIG Chair emails RIG Award Calls to RIG members using Listserv (See RIG Handbook "Communicating within your RIG"). MNRS office will also disseminate the call on your RIG web page and through MNRS Matters.	10/1/18
RIG Award Application Submission Site Opens.	10/1/18
RIG Chairs remind members of RIG Award Calls through the Listserv. MNRS office will also send a reminder call and will provide an update to RIG Chairs regarding the numbers of applications received by this date.	11/1/18
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Deadline for RIG members to submit their RIG Award Applications through the online portal.	12/1/18
MNRS Office opens RIG Award review site. The link will be emailed to all assigned RIG Chairs/RIG Award Committee Members. RIG Chairs are to review the applications received and may contact applicants to request incomplete information if so desired (e.g., you note a section is missing from the application according to your RIG’s instructions).	12/5/19
RIG Chairs coordinate review of applications with their RIG Awards Committee. Applications can be accessed and scoring rubrics completed through the RIG Awards review site. RIG Chairs can access RIG Awards Committee Reviews to determine their final decision. RIG Chairs may also wish to convene a conference call with the RIG Awards Committee. See the RIG Handbook for information on MNRS-coordinated conference calls if interested.	12/5/18 – 1/15/19
Deadline for RIG Chairs to submit Selected Recipients. You will be asked for each recipient’s full name, credentials, institutional affiliation, and type of award to be issued (plaque vs. certificate). See RIG Handbook for information on types of/costs associated with awards.	1/15/19
RIG Chairs notify RIG Award Recipients and Applicants who were not chosen to receive an award by email. RIG Award Recipients should be notified that RIG Awards will be announced at the RIG Meeting at the annual conference. It is at the discretion of the RIG Chair and their Awards Committee as to how each recipient is to be honored at their meeting.	1/15/19
RIG Chair plaques/certificates can be picked up by the RIG Chair in the speaker ready room at the Annual Conference.	3/27/19 – 3/30/19

For questions/concerns regarding the review process, contact gillespie.175@osu.edu (Communications & Engagement Committee Chair)

For questions/concerns regarding the submission process/technical difficulties, contact info@mnrs.org.