



**Research Interest Group (RIG)
Handbook**

Revised January 2018

Midwest Nursing Research Society

1120 Route 73, Suite 200
Mt. Laurel, NJ 08054

T: (856) 380-6830

F: (856) 439-0525

E: info@mnr.org

www.mnr.org

Table of Contents

Section 1. RIG Summary 3

 RIG Membership..... 3

 RIG Chair Responsibilities 3

 Budget Guidelines 3

 Number of RIGs..... 4

 Existing RIGs 4

 Creating a New RIG..... 4

 Dissolving a RIG 5

Section 2. Communicating within your RIG 6

 LinkedIn Groups 6

 Group Email (aka Listserv) 6

 Conference Calls 6

 Web Pages..... 6

 MNRS Matters 8

Section 3. Guaranteed Research Symposia 9

Section 4. Competitive Research Symposia 11

Section 5. RIG Awards 12

Section 6. Annual RIG Chair Meeting..... 13

Section 7. RIG Annual Meeting..... 14

Section 8. Support..... 16

Appendix 17

Section 1. RIG Summary

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

RIG Membership

Membership in RIGs is open to all MNRS members. Each MNRS member may identify membership in one RIG free of charge. For those who are interested in membership in additional RIGs, a fee of \$10.00 will be charged for each additional RIG (see RIG web page for RIG Sign-Up Form).

RIG Chair Responsibilities

Each RIG selects a Chair-Elect annually to serve a 3-year period of tiered leadership for the RIG and facilitate mentorship of new leaders. This elected individual serves one year as Chair-Elect, one year as Chair, and another 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 RIG Chair facilitates communication with RIG members. The RIG Chair acts as the liaison between the RIG and MNRS staff. All telephone and written communication should come from the Chair.
2. The RIG Chair coordinates efforts to highlight RIG research or members.
3. The RIG Chair facilitates solicitation and coordination of papers/authors for presentation at a guaranteed RIG symposium or may submit for a competitive RIG symposium at the Annual Conference.
4. The RIG Chair facilitates solicitation and review of applications for RIG Awards.
5. RIG Chairs and Chairs-Elects are expected to attend the RIG Chair Meeting that is held at the Annual Conference.
6. Meetings of each RIG occurs during the Annual Conference. The RIG Chair is responsible for planning and conducting the Annual RIG Meeting and communicating information about the RIG meeting to MNRS staff. At the meeting, the RIG Chair seeks input from RIG members about the goals of the RIG for the next three (3) years. Within two (2) weeks of the meeting, the RIG Chair is responsible for submitting the RIG Annual Meeting Report to MNRS Staff (see Appendix).

Budget Guidelines

1. The RIG may spend funds, not to exceed \$50 annually, for RIG operational expenses such as newsletters, mailings, or the purchasing of a plaque for an award winner.

2. For costs incurred during the year, the RIG chair is to complete a reimbursement request form (see Appendix).
3. The purchasing of plaques for RIG awards is coordinated by MNRS and, if the funds remain in the RIG's account, the \$50 required to purchase one plaque will be accessed by MNRS automatically. If additional awardees are being honored, a certificate can be requested free of charge. If a RIG wishes to issue additional plaques or adequate funds are not remaining in their RIG account, the chairs are responsible for coordinating the collection of monies and payment to MNRS. Please contact MNRS staff regarding the details of this process.

Number of RIGs

There will be no more than 20 RIGs at any time. The current RIG listing can be found on the MNRS RIG web page.

Existing RIGs

To keep our RIGs relevant and reflecting the state of nursing science, each year, the RIG Annual Meeting Reports submitted over the previous three (3) years will be reviewed by the Communications & Engagement Committee and recommendations for RIG continuation will be made to the Board of Directors. The Committee will carefully consider whether it may be appropriate to recommend dissolution in certain circumstances, particularly for existing RIGs:

1. With a total membership of less than 30 in two (2) or more of the three (3) assessed years
2. That fail to submit a RIG Annual Meeting Report in two (2) or more of the three (3) assessed years
3. With RIG 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 RIG research or members in two (2) or more of the three (3) assessed years

Creating a New RIG

MNRS members have the opportunity to submit a proposal for a new RIG at any time. A representative of the proposed RIG should discuss the proposal for the new RIG with the Communications & Engagement Committee Vice Chair.

1. New RIG proposals should contain the following: An outline highlighting the proposed RIG's purpose, goals and objectives identified for the next three (3) years
2. A list of potential RIG members (a minimum of 30 members)
3. Agreement to submit RIG Annual Meeting Reports

The Communications & Engagement Committee Vice Chair will review the proposal, provide consultation, and work with the Communications & Engagement Committee Chair who will present the request to the Board of Directors for approval. The Communications & Engagement Committee Vice Chair will contact the person submitting the formal request for a new RIG with the decision of the Board of Directors.

Dissolving a RIG

A RIG can be dissolved by the following procedures:

1. The Board of Directors can dissolve an existing RIG according to the procedures described above.
2. A RIG can be dissolved by soliciting feedback by all RIG members, submitting a formal letter with rationale and summary of feedback from RIG members to the Communications & Engagement Committee Vice Chair, who will work with the Communications & Engagement Committee Chair to provide a recommendation to the Board of Directors for approval.

Section 2. Communicating within your RIG

Communicating with your RIG is important. It helps engage members and promote the mission of your RIG. It is recommended that RIG chairs communicate with RIG members at least quarterly throughout the year. There are several ways to communicate with your RIG. The below methods of communication can be used to send announcements, engage members, inform them about grants, RIG activities and awards, collaborate around research, highlight members' research, and solicit any RIG related items. Communicating with your RIG using more than one route is highly encouraged. Not all members will get the message from any single method of communication.

LinkedIn Groups

Each RIG has their own LinkedIn group, which allows members to communicate with all members of the RIG. The link to each RIG's LinkedIn group can be found on the RIG's respective web page. LinkedIn is a great social media tool to keep RIG members informed and engaged. LinkedIn can also be an effective way to strengthen professional networks.

Group Email (aka Listserv)

Each RIG has their own listserv. The address for each RIG's listserv can be found on the RIG's respective web page. Chairs sending emails through this mechanism are asked to also CC info@mnr.org so that any errors or required follow-up can be addressed in a timely manner. The listserv allows members to communicate via email with the entire membership of that RIG.

The Role of MNRS Staff in Supporting LinkedIn and Listserv

The MNRS staff review LinkedIn and Listserv content prior to release. Chairs can expect review and release within 2 business days of submission of an item. If the item is not released within this timeframe, please follow-up with info@mnr.org. MNRS staff will be responsible for adding/removing members and filtering the listserv and LinkedIn as appropriate. Any non-RIG related message on LinkedIn and Listservs might be rejected at the discretion of staff.

Conference Calls

All RIGs are allotted two conference calls per year free of charge. Scheduling calls will be the Chair's responsibility. MNRS Staff should be notified of the call date and time at least two weeks prior to the call. MNRS Staff will provide a call in number and code.

Web Pages

Each RIG has a designated web page on the MNRS website. MNRS staff will update RIG web pages with content drafted by the RIG Chair. Any material may be rejected at the discretion of MNRS Staff. Verbiage may take up to two weeks to be inserted online. RIG information may include, but is not limited to:

RIG Snapshots

MNRS RIG Snapshots will be posted to the MNRS website. This area can be used to outline research being done by members of your RIG. Due to copyright issues, you may not host your research, but only an outline of the work being done.

Meet the Member

RIG Chairs are encouraged to highlight up to four (4) members per year. Recognition of colleague's achievements, honors, etc. is highly encouraged. All copies should be sent by e-mail to MNRS Staff. Each "Meet the Member" post can be added to the RIG web page and can be included in MNRS Matters newsletter as appropriate.

Research Briefs

RIG Chairs are encouraged to post at least one (1) brief each year. Research Briefs are the perfect vehicle for showcasing MNRS members' completed and ongoing research and to highlight the exemplary research of the Society's members. Please follow these guidelines when submitting briefs:

1. **Source:** Research Briefs may be based on research-in-progress or completed research. If a published article is the source, it should have been published no earlier than one year prior to submitting for posting to the web site.
2. **Focus:** The Research Brief should be focused upon (a) a particular challenge addressed in planning, conducting, or reporting research or (b) a substantive issue arising from research findings. Thus, the brief is not a standard abstract. Prototypes of similar works are published in the American Journal of Nursing and Research Activities, a publication of the Agency for Health Care Policy and Research.
3. **Copyright Issues:** When the Research Brief is based on unpublished research, the author of a Research Brief continues to hold the copyright until it is transferred to a journal. When the Research Brief is based on published research, the agreement of copyright transfer (from author to journal) may grant the author permission to use excerpts in situations such as the Research Brief, as long as the journal is cited. Otherwise, the author should obtain permission from the journal publisher before submitting a Research Brief.
4. **Format:** The ideal length of the Research Brief is 200-250 words. The short title conveys the methodological challenge or substantive issue that is the focus of the Brief. The funding source is mentioned in the body. The author's name and affiliation appears at the end, followed by the complete citation if the research has been published.
5. **Submission and Publication:** RIG Chairs solicit briefs from RIG members throughout the year and the selected briefs are sent to MNRS Staff electronically. RIG Chairs may

submit more than one brief; extras will be posted as space permits. Final decisions on posting briefs are made by the Web Editor and staff.

RIG Calendar

The RIG Calendar allows RIGs to submit upcoming deadlines or events that would be of interest to members. RIG Calendar items will be posted on the RIG web page. If you are listing names in your announcement, please be sure to include all information you would like published, such as title, credentials, affiliation (including city and state).

MNRS Matters

RIG Chairs can draft RIG-related news for the MNRS Matters newsletter. Please submit articles one month ahead of publication date to MNRS Staff.

Section 3. Guaranteed Research Symposia

A number of 90-minute conference sessions are reserved for symposia originating from designated RIGs – thus “guaranteed.” RIGs are rotated on a 3-year basis (schedule available on the MNRS RIG web page). A RIG with a guaranteed session may also choose to develop a jointly sponsored symposia through collaboration with an additional RIG.

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 the generation of new knowledge for nursing. The RIG can choose to use the symposium as a compilation of 3-5 presentations from selected elicited abstracts, an invited panel, or a combination of the two. Research symposia should highlight research that is specific to the focus of the RIG. A symposium may also be co-sponsored by two or more RIGs.

Each year, the procedures, deadlines, and pertinent templates for coordinating and submitting symposia will be provided to RIG chairs, generally through the RIG Chair email listserv. The basic procedures are described below.

Procedures

1. Chairs are asked to provide the title and theme of planned symposia as a component of their annual report within the two weeks of the RIG Annual Meeting, making the meeting an ideal time to discuss these topics and begin assembling an ad hoc committee. The ad hoc Symposium Committee assists in developing the symposium and reviewing elicited abstracts and/or identifying invited panel members.
2. If the RIG will elicit abstracts for the guaranteed symposia:
 - On the specified date of release (generally early summer), the sponsoring RIG Chair will send a “Call for Abstracts” through their RIG communication channels with all pertinent information included (i.e. symposium title, subject/focus, request for related abstracts, email address for submission [generally the RIG Chair email address], submission deadline [generally mid-summer], 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 via email to allow for sharing through appropriate channels.
 - The RIG Chair coordinates the symposium abstract selection process based on a blind, peer-review process. The RIG 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 RIG Chair collects selection information based upon the RIG’s review criteria and process.

3. If the RIG Symposium will include an Invited Panel
 - The RIG Chair and Symposium Committee will coordinate the invitation and confirmation of interest and availability of invited panel members appropriate to the theme of the symposium.
4. The RIG Chair organizes the selected abstracts/invited presenters into a symposium and submits this symposium to MNRS by the specified due date, generally during late-summer, using the form provided in the Appendix of this document.
5. MNRS will notify RIG chairs of their symposia status, generally in early autumn, prior to the Call for Competitive Abstract submission deadline. RIG chairs should notify all authors of their acceptance or denial as a symposium author as soon as possible so that authors may submit abstracts for the General Competitive Abstract Call if needed.
6. Authors will submit their abstracts to the MNRS Abstract Submission Site prior to the conference based on instructions provided by MNRS.
7. Each RIG Chair is responsible for planning and executing their respective symposium session, including coordinating presenters and moderators.

Section 4. 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 RIG or jointly sponsored by more than one RIG. A number of 90-minute conference sessions are reserved for this purpose.

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 RIG can choose to use the symposium as a compilation of 3-5 presentations from selected elicited abstracts, an invited panel, or a combination of the two. Research symposia should highlight research that is specific to the focus of the RIG.

Each year, the procedures, deadlines, and pertinent templates for coordinating and submitting symposia will be provided to RIG chairs, generally through the RIG Chair email listserv. The basic procedures are described below.

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.
- Competitive Symposia submissions will be reviewed by the Program Planning Committee. Based on the limited amount of meeting space for sessions at the conference, the Program Planning Committee determines the final selection of Competitive Symposia. MNRS will notify RIG chairs of their symposia status, generally in early autumn, prior to the Call for Competitive Abstract submission deadline. RIG chairs should notify all authors of their acceptance or denial as a symposium author as soon as possible so that authors may submit abstracts for the General Competitive Abstract Call if needed.

Section 5. RIG Awards

RIGs have the opportunity to offer one or more award each year. RIG Chairs are responsible for coordinating the call for and review of applications. MNRS Staff will provide the timeline and procedures for RIG Awards, including pertinent dates, each year. Typically, the request for applications opens late summer, with an application submission deadline during autumn. RIG Chair notification of MNRS Staff as to RIG Award Winners is generally due near year's end.

Procedures

1. RIG Chairs are asked to share their plans for that year's awards as a component of their annual report within the two weeks of the RIG Annual Meeting, making the meeting an ideal time to discuss these topics and begin assembling an ad hoc committee. The ad hoc RIG Awards Committee assists in developing the call and reviewing applications. RIG Awards Committee members must be doctorally prepared in nursing or a related field.
2. The RIG Chair writes a "Call for Applications" with all pertinent information included (i.e., purpose of each award, criteria for award, eligibility requirements, submission requirements, email for submission [generally the RIG Chair's email], submission deadline, acceptance/denial notification information). MNRS staff will be responsible for updating the website and MNRS Matters with RIG Award information, which is to be provided by the RIG Chair by the specified deadline.
3. The RIG Chair is responsible for forwarding the collected submissions to the members of the RIG Awards Committee and collecting their selection information based upon the RIG's process for review.
4. The RIG Chair will submit the award winners to MNRS according to the designated method and deadline.
5. All RIG awards are non-monetary; these may include plaques and certificates. The purchasing of plaques for RIG awards is coordinated by MNRS. Each RIG is allocated \$50 annually for RIG operational expenses. If these funds remain in the RIG's account, the \$50 required to purchase one plaque will be accessed by MNRS automatically when awardees are submitted. If additional awardees are being honored, a certificate can be requested free of charge. Chairs should specify for which award they wish to provide a plaque versus certificate. If a RIG wishes to issue additional plaques or adequate funds are not remaining in their RIG account, the chair is responsible for coordinating the collection of monies and payment to MNRS. Please contact MNRS staff regarding the details of this process.
6. Awards are to be announced at each individual RIG Meeting.

Section 6. Annual RIG Chair Meeting

A RIG chair meeting will take place at the Annual Conference. RIG Chairs and Chairs-Elect should attend. The purpose of this meeting is to provide RIG Chairs and Chairs-Elect with any updated information regarding the conduct of RIG business and provides an important opportunity to orient Chairs-Elect to their new role. Communication strategies are also reviewed and feedback elicited to further support the RIGs and Chairs in progressing years.

The RIG chairs will report updates from the RIG Chair Meeting to RIG members during their respective RIG meeting.

Section 7. RIG Annual Meeting

Meetings of the RIGs occur during the Annual Conference. The RIG Chair is responsible for planning and conducting the Annual RIG Meeting.

Procedures

1. RIG Annual Meetings provide an important opportunity to review RIG activities and progress over the prior year and plan for activities in the coming year and years. RIG Chairs are encouraged to prepare an agenda for their meeting. Agenda items that have been helpful include but are not limited to:
 - Date and Time of Meeting
 - Circulating a Sign-In Sheet (Tip: On the sheet, ask members to indicate whether they would like information about signing up for the RIG if they are not already a member; Determine their interest in serving on the RIG Symposium or Awards Committees)
 - Introductions
 - Preparing for the Taking of Minutes
 - Review and Approval of the Prior Year's Minutes
 - Review of and Thank you to current RIG Leadership, Election of Chair-Elect, Identification of RIG Grants Committee Representative
 - Summary of Prior Year:
 - RIG Research/Member Highlights
 - Guaranteed and/or Competitive Symposium Activities
 - Highlight Conference Activities Specific to your Area of Interest
 - Issue RIG Awards
 - Additional RIG Activities
 - Future Plans:
 - Review RIG Purpose for any needed edits
 - Plan for RIG Symposia for upcoming year (Title and Theme)
 - Plan for RIG Awards for upcoming year

- Identify Additional Goals and Objectives for upcoming year
 - Review broadly goals and objectives for next three years
2. Please note that the suggested agenda items above will help chairs to collect the information needed to complete the RIG Annual Meeting Report, due to MNRS Staff using the form provided in the Appendix within two weeks of the Annual Meeting. Please familiarize yourself with this form as you prepare for the conference.

Section 8. Support

Communications & Engagement Committee

The Communications & Engagement Committee Vice Chair is the primary point of contact for any RIG Chair questions or concerns. The current Vice Chair contact information can be found on the MNRS RIG web page.

MNRS Staff

MNRS Staff can assist as described in the Sections above to support RIG operations.

Email: info@mnr.org

Phone: 856-380-6830

Appendix



Research Interest Group (RIG) Expense Reimbursement Form

To be complete by RIG Chair and submitted to info@mnrs.org. Please enclose receipts for all expenses for which reimbursement is being requested.

Name:

Address:

City:

State:

Zip Code:

Phone:

Email:

Signature:

Business Reason for Expense:

Itemized Expenses, including date and total for each item:

To be completed by MNRS Staff and MNRS Accountant:

Approval:

Check #:

Date Paid:



Research Interest Group (RIG) Symposia Submission Form

This form is used to submit, by the RIG Chair, a guaranteed or competitive symposia. Submit to MNRS Staff at info@mnrs.org by the designated due date for the respective year.

RIG Name(s):

Date Form Submitted:

Organizer Name:

Organizer Email Address:

Type of Symposia Submission: Guaranteed Competitive

Format of Symposia: Elicited Abstracts Invited Panel Both

Title of Symposia:

Theme of Symposia:

Components of Symposium (3 – 5 Components Required)

***For Elicited Abstracts, include Title, Authors, Corresponding Author Contact Info, Abstract**

***For Invited Panelists, include Name, Credentials, Affiliation, Contact Info, Contribution**

Component #1

Component #2

Component #3

Component #4

Component #5



Research Interest Group (RIG) Annual Meeting Report

Within 2 weeks of the Annual Conference, the RIG Chair who conducted the Annual RIG Meeting is responsible for submitting the RIG Annual Meeting Report to MNRS Staff at info@mnrs.org. This form must be used. Meeting Minutes should also be attached if taken.

RIG Name:

Date Form Submitted:

Form Submitted by:

RIG Leadership Present at RIG Chairs Meeting (Name):

RIG Annual Meeting Date:

Current Total Number of RIG Members (See MNRS website -> Members Only Area -> Membership Directory):

RIG Annual Meeting Attendance:

RIG Leadership for Past Year (Name, Credentials, Institution, Title, Email)

Past Chair(s):

Chair(s):

Chair-Elect(s):

Grants Committee Representative(s):

RIG Activity over Past Year

Summary of RIG Research/Member Highlights:

Summary of Guaranteed and/or Competitive Symposium Activities:

Summary of RIG Award Activities:

Summary of Additional RIG Activities, as applicable:

Planned RIG Leadership for Upcoming Year (Name, Credentials, Institution, Title, Email)

Past Chair(s):

Chair(s):

Chair-Elect(s):

Grants Committee Representative(s):

RIG Activity Moving Forward

RIG Purpose:

Planned RIG Symposium Title(s) and Theme(s) during Upcoming Year:

Planned RIG Award(s) during Upcoming Year:

Additional RIG Goals and Objectives for Upcoming Year:

RIG Goals and Objectives for Next Three Years: