



2021 Annual Research Conference RIG Symposia and Awards Timeline

Des Moines, IA
March 24 - 27, 2021

See RIG Handbook for detailed information: <https://mnrs.org/wp-content/uploads/2019/02/RIG-Handbook-Rev-Jan-2018-Appr-Apr-2018.pdf>

| Category | Action Item | Due Date |
|--------------|---|-----------|
| RIG Website | Update RIG Website with newsletter, events, and member spotlight | 5/1/2020 |
| RIG Symposia | RIG Chairs review RIG Handbook "Guaranteed Research Symposia" and "Competitive Research Symposia" sections | 5/29/2020 |
| RIG Website | Update RIG Website with newsletter, events, and member spotlight | 6/1/2020 |
| RIG Symposia | RIG Chair finalizes Symposium Committee. | 6/10/2020 |
| RIG Symposia | RIG Chair deadline to finalize intent to submit Guaranteed or Competitive Symposium, format [selected abstracts, invited presenters, or both], title, theme, and call for abstracts [as applicable] (see attached example call for abstracts) and email this information to info@mnrs.org. | 6/24/2020 |
| RIG Symposia | RIG Chair emails Call for Abstracts [as applicable] to RIG members using Listserv (See RIG Handbook "Communicating within your RIG") and/or reaches out to invited panelists to assess interest/availability. MNRS will also disseminate the call for abstracts [as applicable] on your RIG web page and through MNRS Matters. All Calls for Abstracts should also include Calls for Pre-Conference Workshops and Special Sessions. | 6/26/2020 |
| RIG Symposia | Submission Site Opens for Pre-Conference Workshops and Special Sessions | 6/26/2020 |
| RIG Website | Update RIG Website with newsletter, events, and member spotlight | 7/1/2020 |
| RIG Symposia | Submission Site Opens for RIG Chairs to submit final Guaranteed or Competitive Symposia. Only RIG Chairs or designated RIG representatives will have access to submit finalized symposia. | 7/1/2020 |
| RIG Symposia | RIG Chairs remind their members of calls for abstracts [if applicable] at this time. | 7/10/2020 |
| RIG Symposia | Deadline for RIG members to submit abstracts to RIG chairs via email. We also suggest that RIG Chairs/Symposium Committees finalize invited panelists and collect from them all information needed to compose the RIG Symposium by this time. | 7/20/2020 |
| RIG Website | Update RIG Website with newsletter, events, and member spotlight | 8/1/2020 |
| RIG Symposia | Following review of solicited abstracts [as applicable] and compiling of invited panelist information [as applicable] by the Symposium Committee, RIG Chair submits final symposia via the online abstract submission system. | 8/4/2020 |
| RIG Symposia | RIG Chair to notify individual authors of abstracts as to whether they were selected for inclusion in the submitted symposia | 8/4/2020 |
| RIG Symposia | General Call for Competitive Abstracts | 8/5/2020 |
| RIG Awards | MNRS Office send the RIG Chairs options for 2020 RIG Awards including RIG Award Call templates and sample scoring rubrics. | 8/19/2020 |
| RIG Awards | RIG Chair assembles RIG Awards Committee, working together to decide on the 2020 RIG Awards/Calls. | 8/19/2020 |

| | | |
|--------------|--|------------------------|
| RIG Symposia | Program Planning Committee deadline to select Competitive Symposia | 8/26/2020 |
| RIG Website | Update RIG Website with newsletter, events, and member spotlight | 9/1/2020 |
| RIG Symposia | Board deadline to approve Guaranteed and Competitive Symposia | 9/3/2020 |
| RIG Symposia | MNRS emails acceptance/denial/approval letters to 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. | 9/8/2020 |
| RIG Awards | Deadline for RIG Chairs to submit their RIG Award Call/Calls for Applications and names of the RIG Review Committee to info@mnrs.org. * Please reference your respective RIG web page for last year's calls. | 9/18/2020 |
| RIG Awards | MNRS Office will create online RIG Award applications and send link for RIG Chairs to include on the RIG Award Call for Applications. | 9/29/2020 |
| RIG Website | Update RIG Website with newsletter, events, and member spotlight | 10/1/2020 |
| RIG Awards | 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. | 10/7/2020 |
| RIG Awards | RIG Award Application Submission Site Opens. | 10/7/2020 |
| RIG Symposia | Deadline for Competitive Abstracts Submissions | 10/22/2020 |
| RIG Awards | 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 number of applications received to date. | 10/22/2020 |
| RIG Website | Update RIG Website with newsletter, events, and member spotlight | 11/1/2020 |
| RIG Awards | 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 number of applications received to date. | 11/5/2020 |
| RIG Awards | 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 number of applications received to date. | 11/19/2020 |
| RIG Awards | 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 number of applications received to date. | 11/26/2020 |
| RIG Website | Update RIG Website with newsletter, events, and member spotlight | 12/1/2019 |
| RIG Awards | Deadline for RIG members to submit their RIG Award Applications via the online submission portal. <i>Deadline is at 5:00 PM Eastern time.</i> | 12/8/2019 |
| RIG Awards | MNRS Office opens RIG Award review site. The link will be emailed to all assigned RIG Chairs/assigned reviewers. | 12/14/2020 |
| RIG Symposia | MNRS notifies primary organizer of session date/time assignment | 12/16/2020 |
| RIG Awards | RIG Chairs coordinate review of applications with their RIG Awards Committee. | 12/14/2020 – 1/15/2021 |
| RIG Website | Update RIG Website with newsletter, events, and member spotlight | 1/1/2021 |
| RIG Awards | Executive Office compiles and emails review scoring summaries to RIG Award Committee | 1/22/2021 |
| RIG Awards | Deadline for RIG Chairs to submit Selected Award Recipients. Please provide the recipient's full name, credentials, and institutional affiliation. | 1/29/2021 |

| | | |
|-------------|--|-------------------|
| RIG Awards | 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. | 1/29/2021 |
| RIG Website | Update RIG Website with newsletter, events, and member spotlight | 2/1/2021 |
| RIG Website | Update RIG Website with newsletter, events, and member spotlight | 3/1/2021 |
| RIG Website | Update RIG Website with newsletter, events, and member spotlight | 4/1/2021 |
| RIG Awards | RIG Chair certificates can be picked up by the RIG Chair at the Registration Desk at the Annual Conference. | 3/24/21 - 3/27/21 |

***2021 Guaranteed Symposia RIGS**
 Health Promoting Behaviors Across the Lifespan
 Palliative & End-of-Life Care
 Physiology Behavior Genomics & Society
 Population Health
 Research thru Academic-Clinical Partnerships
 Women's Health & Childbearing