



Research & Implementation Interest Group Chair Orientation Resource

This resource serves as an orientation for new Research & Implementation Interest Group (RIIG) Chairs. For more details, review the resources listed below. Also, please note, Chairs and RIIG members may choose to pursue additional activities in line with the goals of MNRS and the respective RIIG.

Major Responsibilities & Timelines for Completion

1. Getting Started

- a. Review [website](#), including your RIIG's page, [RIIG Handbook](#) (RIIG policies), [RIIG Forms](#), [RIIG F.A.Q.](#), RIIG Chair Orientation PowerPoint
- b. Gather RIIG documents from Past Chair (Tip: create templates for abstract/application requests/reviews/scoring and update as needed)

2. Communication

- a. RIIG members can be reached through: LinkedIn, Listserv (addresses found [here](#)), your RIIG's web page, MNRS Matters
- b. RIIG Chairs are responsible for RIIG communication (e.g., inform members of RIIG goals, request for symposium abstracts, request for award applications, the RIIG meeting at the annual conference, any additional RIIG activities such as RIIG member highlights)
- c. For assistance, please refer to the [RIIG Handbook](#) (RIIG policies), which includes appropriate contacts

3. Guaranteed/Competitive Research Symposia

- a. RIIGs may submit a guaranteed symposium on their designated year or a competitive symposium during a non-designated year
- b. RIIG Chairs: set symposium title/subject/focus, release request for abstracts, assemble review panel, collect abstracts via chair email, facilitate blinded review (select 4-5 abstracts), inform applicants of chosen symposium abstracts, submit symposium to MNRS, inform chosen abstract authors regarding MNRS decision (timeline below)

Release Request (Jun) → Assemble Review Panel (Jul) → Abstracts Due (Mid-Jul) → Inform Applicants/Submit to MNRS (Early Aug)

4. RIIG Awards

- a. RIIGs may offer awards for their members (types/numbers at the discretion of the Chair/members)
- b. RIIG Chairs: finalize awards offered, release request for applications, assemble review panel, MNRS collects applications online and sends to chair, facilitate review (select recipient for each award), inform applicants, notify MNRS of award recipients (timeline below)

Release Request (Mid-Aug) → Assemble Review Panel (Oct) → Applications Due (Mid-Nov) → Inform Applicants/Submit to MNRS (Mid-Dec)

5. RIIG Chairs Meeting at the Annual Conference

- a. RIIG Chair and Chair-Elect: attend RIIG Chairs Meeting, report updates to RIIG members

6. RIIG Meeting at the Annual Conference

- a. RIIG Chairs: plan agenda, inform MNRS of audiovisual (AV) needs, conduct meeting, submit meeting summary to MNRS (timeline below; Tip: ask attendees to sign in and also indicate willingness to serve on review panel as starting point for new Chair)

Plan Agenda (Jan) → AV needs to MNRS (Early Feb) → Meeting (Mar/Apr) → Submit Summary to MNRS (within 2 weeks)