



# Research & Implementation Interest Group (RIIG) Handbook



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# Section 1:

# RIIG Summary

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.

## RIIG Membership

Membership in RIIGs is open to all MNRS members. Each MNRS receives one complimentary RIIG membership and access to join up to two additional RIIGs for \$10.00 each. Members can select a RIIG membership upon joining MNRS or can contact the Executive Office at [info@mnrs.org](mailto:info@mnrs.org) at any time.

## RIIG Chair Responsibilities

Each RIIG selects a Chair-Elect or Co-Chair-Elects annually to serve a 3-year period of tiered leadership for the RIIG. This 3-year service provides a transfer of historical knowledge and facilitates mentorship of new leaders. The elected individual(s) 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 RIIG Chair facilitates communication with RIIG members. The RIIG Chair acts as 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.
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.
4. The RIIG Chair facilitates solicitation and review of applications for RIIG Awards.
5. RIIG Chair and Chairs-Elect are expected to attend the RIIG Chair Meeting that is held at the Annual Research Conference.
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.
7. Within two (2) weeks of the meeting, the RIIG Chair is responsible for submitting the RIIG Annual Meeting Report to MNRS Executive Office. (see Appendix).

## Number of RIIGs

There will be no more than 20 RIIGs at any time. The current RIIG listing can be found on the MNRS RIIG web page: <https://mnrs.org/members-center/rigs/>

## Existing RIIGs

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 fail 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

## Creating a New RIIG

MNRS members can submit a proposal for a new RIIG at any time. A representative of the proposed RIIG should discuss the proposal for the new RIIG with the Engagement Committee – RIIG Work Group Chair. New RIIG proposals should contain the following:

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

The Engagement Committee – RIIG Work Group Chair will review the proposal, provide consultation, and work with the Engagement Committee – RIIG Work Group and full Engagement Committee before formally presenting the request to the Board of Directors for approval. The Engagement Committee – RIIG Work Group Chair will contact the person submitting the formal request for a new RIIG with the decision of the Board of Directors.

## Dissolving a RIIG

A RIIG can be dissolved by the following procedures:

1. The Board of Directors can dissolve an existing RIIG according to the procedures described above.

2. A RIIG can be dissolved by soliciting feedback by all RIIG members, submitting a formal letter with rationale and summary of feedback from RIIG members to the Engagement Committee – RIIG Work Group Chair, who will work with the Engagement Committee – RIIG Work Group and full Engagement Committee before formally presenting a recommendation to the Board of Directors for approval.



# Section 2:

## RIIG Communication

Communicating with your RIIG is important. It helps engage members and promote the mission of your RIIG. It is recommended that RIIG Chairs communicate with RIIG members at least quarterly throughout the year. There are several ways to communicate with your RIIG. The below methods of communication 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. Communicating with your RIIG using more than one route is highly encouraged. Not all members will get the message from any single method of communication.

### Groupsite

Each RIIG has their own Groupsite Interest Group page. From the Groupsite page, all RIIG members can:

- view the Current Members,
- check the calendar for important RIG dates,
- share files and documents,
- access MNRS guides, criteria, & information, and
- participate in the RIG specific Discussion Boards.

Discussion Boards are conversational threads that all RIIG members can respond to and share information without emails going back and forth. RIIG Chair or RIIG members can ask questions or post a reply. Please note that this discussion board is public and visible to all MNRS and RIIG members. Be sure to access the full [Groupsite User Guide](#).

### The Role of MNRS Executive Office in Supporting Groupsite

Please submit all Groupsite email requests to the MNRS Executive Office by emailing [info@mnrs.org](mailto:info@mnrs.org). The MNRS Executive Office reviews all email Groupsite email requests prior to release and Chairs can expect review and release within 2 business days of submission. If the item is not released within this timeframe, please follow-up with [info@mnrs.org](mailto:info@mnrs.org). MNRS Executive Office will be responsible for adding/removing members and filtering the Groupsite membership as appropriate. Any non-RIIG related messages on Groupsite might be rejected at the discretion of the MNRS Executive Office.

## Social Media

RIIGs are encouraged to share information via social media. RIIG Chairs can either submit updates to be posted on the main MNRS social media accounts (Facebook, Twitter, Instagram) or post to RIIG specific accounts. If your RIIG has their own social media account, please be sure to let the MNRS Executive Office know and tag MNRS in all posts.

## Conference Calls

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

## Web Pages

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

- **RIIG Snapshots:** MNRS RIIG Snapshots will be posted to the MNRS website. This area can be used to outline research being done by members of your RIIG. Due to copyright issues, you may not host your research, but only an outline of the work being done.
- **Meet the Member:** RIIG Chairs are encouraged to highlight members throughout the year. Recognition of colleague's achievements, honors, etc. is highly encouraged. All copies should be sent by e-mail to MNRS Executive Office. Each "Meet the Member" post will be added to the RIIG web page and may be posted periodically to the MNRS social media accounts.
- **Research Briefs:** RIIG 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 MNRS 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, if 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 appear at the end, followed by the complete citation if the research has been published.
5. **Submission and Publication:** RIIG Chairs solicit briefs from RIIG members throughout the year and the selected briefs are sent to MNRS Executive Office electronically. RIIG 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 MNRS Executive Office.

## Newsletters

RIIG Chairs are encouraged to communicate RIIG news, information, updates, and accomplishments in a RIIG newsletter. This newsletter should be drafted by the RIIG Chair or delegated to another RIIG member and include pertinent and updated information. Please be sure to email the RIIG Newsletter to the MNRS Executive Office at [info@mnrs.org](mailto:info@mnrs.org) and request for it to be posted on the RIIG Website and Groupsite page.

## MNRS Matters

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



# 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 choose to develop a jointly sponsored symposia through collaboration with an additional RIIG.

| 2023   | 2024   | 2025  |
|--|--|---|
| <ul style="list-style-type: none"><li>• Acute &amp; Critical Care Across the Lifespan</li><li>• Translational Science</li><li>• Family Health</li><li>• Gerontological Nursing Science</li><li>• Nursing Education</li><li>• Symptom Science</li><li>• Self-Care</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>• Decision Making</li><li>• Health of Diverse Populations</li><li>• Health Systems, Policy, &amp; Informatics</li><li>• Pediatric</li><li>• Qualitative Methods</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 the generation of new knowledge for nursing. The RIIG can choose to 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 that is 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 Engagement Committee RIIG Work Group Chair will share the upcoming [RIIG timeline for Symposia and Awards](#) at the RIIG Chair meeting at the Annual Research Conference.

2. Chairs are asked to finalize their intent to submit [Guaranteed Symposia](#) including format, title, theme, and call for abstracts to the MNRS Executive Office by mid-summer.
3. RIIG Chairs should recruit an ad hoc Symposium Committee to assist in developing the symposium and reviewing elicited abstracts and/or identifying invited panel members.
4. If the RIIG will elicit abstracts for the guaranteed symposia:
  - a. 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 MNRS via email to allow for sharing through appropriate channels.
  - b. 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 doctorally 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 upon the RIIG’s review criteria and process.
5. If the RIIG Symposium will include an Invited Panel
  - c. The RIIG 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.
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 a symposium author 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 session, including coordinating presenters and moderators.

## 2) 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 RIIG or jointly sponsored by more than one RIIG. A limited number of 90-minute conference sessions are reserved for this purpose and all submissions will be reviewed by the Program Planning Committee.

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 to 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 that is 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.
- [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 RIIG chairs of their symposia status. RIIG 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.

### 3) Pre-Conference Workshop

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 need to 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 are required to follow deadlines, application requirements, and budget guidelines in accordance with the Program Planning Committee policy and procedures.

### 4) MNRS Webinar Series

MNRS RIIGs have the opportunity to plan and present a webinar during the year. Webinars are open to all MNRS members and non-members and will be recorded and saved in the MNRS 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. Please submit a webinar request form from our website [HERE](#). The Engagement Committee Marketing Work Group for consideration and scheduling. The MNRS Executive Office will assist with scheduling, creating marketing flyer, and establishing a registration link.

# Section 4:

## RIIG Awards

RIIGs can offer one or more awards each year. RIIG Chairs are responsible for coordinating the call for and review of applications. MNRS Executive Office will provide the timeline and procedures for RIIG Awards, including pertinent dates.

### Procedures

1. The Engagement Committee RIG Work Group Chair will share the upcoming [RIIG timeline for Symposia and Awards](#) at the RIIG Chair meeting at the Annual Research Conference.
2. Chairs are asked to finalize their intent to submit RIIG Awards, including call for submission, criteria, and the ad hoc RIIG Awards Committee members.
3. The ad hoc RIIG Awards Committee assists in developing the call and reviewing applications. RIIG Awards Committee members must be doctorally prepared in nursing or a related field.
4. The RIIG Chair writes a “[Call for Applications](#)” with all pertinent information included (i.e., purpose of each award, criteria for award, eligibility requirements, submission requirements, submission link, submission deadline, acceptance/denial notification information). MNRS Executive Office will update the website and MNRS Matters with RIIG Award information.
5. The MNRS Executive Office will provide reminders to RIIG Chairs and updates on the number of submissions regularly.
6. RIIG Awards Committee is responsible for reviewing and selecting Award recipients based upon the RIIG’s process for review.
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 selection of the year’s official recipient(s).
1. All RIIG awards are non-monetary. The purchasing and printing of all RIIG awards is coordinated by the MNRS Executive Office. All RIIG Award winners receive a framed certificate at the Annual Research Conference. If a RIIG wishes to issue plaques, the RIIG chairs are responsible for coordinating the collection of monies and payment to MNRS. Please contact MNRS Executive Office regarding the details of this process.
9. Awards are to be announced at each individual RIIG Meeting.

# Section 5:

## RIIG Chair Meeting

A RIIG Chair meeting will take place virtually prior to the Annual Research Conference. RIIG Chairs and Chairs-Elect should attend. The purpose of this meeting is to provide RIIG Chairs and Chairs-Elect with any updated information regarding the conduct of RIIG 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 RIIGs and Chairs in progressing years.

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

# Section 6:

## RIIG Annual Meeting

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

### Procedures

1. RIIG Annual Meetings provide an important 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. Agenda items that have been helpful include but are not limited to:
  - a. Date and Time of Meeting
  - b. Circulating a Sign-In Sheet (Tip: On the sheet, ask members to indicate whether they would like information about signing up for the RIIG if they are not already a member; Determine their interest in serving on the RIIG Symposium or Awards Committees)
  - c. Introductions
  - d. Preparing for the Taking of Minutes
  - e. Review and Approval of the Prior Year's Minutes
  - f. Review of and thank you to current RIIG Leadership, Election of Chair-Elect, Identification of RIIG Grants Committee Representative
  - g. Summary of Prior Year:
    - o RIIG Research/Member Highlights
    - o Guaranteed and/or Competitive Symposium Activities
    - o Highlight Conference Activities Specific to your Area of Interest
    - o Issue RIIG Awards
    - o Additional RIIG Activities
  - h. Future Plans:
    - o Review RIIG Purpose for any needed edits
    - o Plan for RIIG Symposia for upcoming year (Title and Theme)
    - o Plan for RIIG Awards for upcoming year
    - o Identify Additional Goals and Objectives for upcoming year
    - o Review broadly goals and objectives for next three years
- 5) Please note that the suggested agenda items above will help chairs to collect the information needed to complete the RIIG Annual Meeting Report, due to MNRS Executive Office 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 7:

## MNRS Foundation



### Building a BRILLIANT Community... With the Gemstone Society

*The Midwest Nursing Research Society Foundation is building a BRILLIANT community one contribution at a time.*

Midwest Nursing Research Society established the Foundation in 2007 to ensure nursing research has funding available to support developing nursing scientists. For the past fourteen years, MNRS Foundation has succeeded in matching generous donors with grant recipients to forward the profession.

The **MISSION** of the Midwest Nursing Research Society is to advance science, transform practice and enhance careers through a network of scholars. It seems like a simple mission, yet, it's complex. There is so much that goes into the fulfillment of this mission that is essential to our field. In fact, we cannot rely upon membership dues and conference revenue alone to cover the operating costs of MNRS. As a 501(c)(3) organization, we rely on grants and donations to help us keep our membership dues at an affordable level and ensure that we can still operate effectively, fund awards and grants, support early career professionals, and so much more.

The Midwest Nursing Research Society Foundation was established to raise funds to support the Dissertation and Seed grants awarded each year to MNRS members. Your gift will directly assist the Foundation and its ongoing work of supporting nursing research and the fostering the advancement of nursing science professionals.



**CLICK HERE**

to make a one time  
or monthly donation

## Ways to Give and Build a BRILLIANT Community



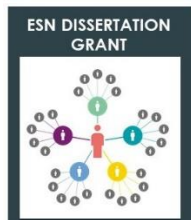
### Annual Giving

Make a one time or monthly gift to the MNRS Foundation. Donations of all sizes are accepted and your gift will be used to support nursing science through grant opportunities.



### Honor a Researcher

Make a gift to acknowledge a colleague, mentor, friend, fellow MNRS member for their contribution to the profession while supporting the Foundation's mission of ensuring nursing research.



### ESN Dissertation Grant

Make a gift to support the Emerging Scholars Network (ESN)'s efforts to raise money for grants for budding scholars. Please consider making a donation to ensure the future of nursing research and help us award an ESN dissertation grant



### Named Grant

Make a gift to the Foundation in support of nursing research and a nurse scientist will receive funding to support his/her research. While you cannot select the grant recipient for the Named Grant, you are able to designate your gift to a specific area or level of research. Please contact the Executive Office if you are interested in making a gift to Name a Grant.



### IRA Charitable Rollover

Make a gift to the Foundation directly from your IRA. Gifts from your IRA help lessen the tax burden and assists MNRS in providing much needed grant funding. Please contact your tax advisor and the Executive Office if you are interested in more information. Please note – gifts must be made directly to the MNRS Foundation to qualify.



### Legacy Circle

Make a gift to the Foundation through your estate plans. MNRS Foundation established the Legacy Circle so we can recognize your future gift today. Your Legacy Circle donation is the most lasting gift you can give to The Midwest Nursing Research Society Foundation.

There are many options for bequests, and we encourage you to consult with your legal and/or financial advisors to

ensure your financial and philanthropic goals are achieved. As you are considering this gift opportunity, please see sample [Bequest Language](#).

Please contact the Executive Office if you are interested in more information or have included MNRS in your will or trust.



### **Shopping Rebates**

Make a gift while shopping by making your regular purchases through AmazonSmile or iGive! AmazonSmile is a website operated by Amazon that lets customers enjoy the same wide selection of products, low prices, and convenient shopping features as on Amazon.com and the AmazonSmile Foundation will donate 0.5% of the price of eligible purchases to the charitable organizations selected by customers. iGive is a free service that allows you to donate to the Foundation or any other cause simply by shopping at your favorite stores.



### **Foundation Raffle and Champagne Reception**

Make a gift at the MNRS Annual Research Conference by attending the Champagne Reception on Friday afternoon or donating an item to the MNRS Foundation raffle.

All donors to the Foundation are precious and offer valuable support for MNRS members and nursing science. To help show our appreciation, the MNRS Foundation will recognize all annual giving at the Annual Research Conference and on the MNRS website. Please be sure to make your gift today!

## **Top Reasons to Support the Foundation**

- The money raised goes to research grants – Dissertation or Seed grants.
- The money stays in our region; the grants go only to our members.
- More funding is urgently needed to conduct pilot work.
- Supporting Dissertation research speeds the production of nurse scientists.
- Many well-qualified MNRS grant applications are denied each year due to lack of funds.
- MNRS needs to award more and larger grants.
- Demonstration of financial support by MNRS members will aid in seeking funds from other sources.

# Section 8:

## RIIG Support

### Engagement Committee

The Engagement Committee and the Engagement Committee RIIG Work Group is 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 and contact information for the current Chair will be provided at the RIIG Chair meeting at the Annual Research Conference.

### MNRS Executive Office

MNRS Executive Office supports RIIG activities and communication. Please be sure to contact the Executive Office with all RIIG requests and questions.

**MNRS Executive Office:**

5034A Thoroughbred Lane

Brentwood, TN 37027

615-432-0098

[info@mnrs.org](mailto:info@mnrs.org)

[www.mnrs.org](http://www.mnrs.org)

# Appendix

**a. RIIG Annual Meeting Report Form**

**b. RIIG Chair Orientation Resources**

- RIIG Webinar Video
- RIIG Leadership Transition Video
- RIIG Leadership Succession Plan
- RIIG Chair Orientation Resource Document Here

**c. Groupsite User Guide**

**d. RIIG Website Navigation Guide**

**e. RIIG Symposia & Awards Timeline for 2022-2023**

**f. RIIG Website Navigation Guide**

**g. RIIG Guaranteed Symposia Call Examples:**

- Nursing Education Call for Guaranteed Symposia 2020
- Collaborative RIIG Call for Guaranteed Symposia 2020

**h. RIIG Competitive Symposia Call Examples:**

- Population Health Call for Competitive Symposia 2020
- HDP Call for Abstracts - Competitive Symposia 2020
- HPBAL RIIG Symposia Call for Abstracts 2020

**i. RIIG Award Examples:**

- Women's Health & Childbearing Call for Award Applications 2020
- Women's Health & Childbearing Reviewer Form