



2023 Annual Research Conference RIIG Symposia and Awards Timeline

Des Moines, IA
March 29 - April 1, 2023

Category	Action Item	Due Date
RIIG Website & Groupsite	Update RIIG Website and Groupsite with newsletter, events, and member spotlight *Note: Chairs update Groupsite and the Executive Office will update the website with information you provide*	5/2/2022
RIIG Symposia	RIIG Chairs review RIIG Handbook "Guaranteed Research Symposia" and "Competitive Research Symposia" sections	5/25/2022
RIIG Website & Groupsite	Update RIIG Website and Groupsite with newsletter, events, and member spotlight *Note: Chairs update Groupsite and the Executive Office will update the website with information you provide*	6/1/2022
Meeting	RIIG Quarterly Meeting - RIIG Chairs attend with Executive Office	6/8/2022
RIIG Symposia	RIIG Chair finalizes Symposium Committee.	6/13/2022
RIIG Symposia	RIIG 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] (and email this information to info@mnrns.org.	6/23/2022
RIIG Symposia	RIIG Chair emails Call for Abstracts [as applicable] to RIIG members using Groupsite (See RIIG Handbook "Communicating within your RIIG") and/or reaches out to invited panelists to assess interest/availability. MNRS will also disseminate the call for abstracts [as applicable] on your RIIG web page and through MNRS Matters. All Calls for Abstracts should also include Calls for Pre-Conference Workshops and Special Sessions.	6/28/2022
RIIG Symposia	Submission Site Opens for Pre-Conference Workshops and Special Sessions	6/28/2022
RIIG Website & Groupsite	Update RIIG Website and Groupsite with newsletter, events, and member spotlight *Note: Chairs update Groupsite and the Executive Office will update the website with information you provide*	7/1/2022
RIIG Symposia	Submission Site Opens for RIIG Chairs to submit final Guaranteed or Competitive Symposia. Only RIIG Chairs or designated RIIG representatives will have access to submit finalized symposia.	7/7/2022
RIIG Symposia	RIIG Chairs remind their members of calls for abstracts [if applicable] at this time.	7/8/2022
RIIG Symposia	Deadline for RIIG members to submit abstracts to RIIG chairs via email. We also suggest that RIIG Chairs/Symposium Committees finalize invited panelists and collect from them all information needed to compose the RIIG Symposium by this time.	7/22/2022
RIIG Symposia	Following review of solicited abstracts [as applicable] and compiling of invited panelist information [as applicable] by the Symposium Committee, deadline for RIIG Chair to create the symposium submission and add participants via the online abstract submission system.	7/29/2022
RIIG Website & Groupsite	Update RIIG Website and Groupsite with newsletter, events, and member spotlight *Note: Chairs update Groupsite and the Executive Office will update the website with information you provide*	8/1/2022
RIIG Symposia	Deadline for RIIG symposia participants to submit their abstracts & financial disclosures	8/4/2022
RIIG Symposia	Deadline for RIIG chair to finalize and submit	8/9/2022
RIIG Symposia	RIIG Chair to notify individual authors of abstracts as to whether they were selected for inclusion in the submitted symposia	8/9/2022
RIIG Symposia	General Call for Competitive Abstracts	8/11/2022

RIIG Awards	Executrive Office send the RIIG Chairs options for 2023 RIIG Awards including RIIG Award Call templates and sample scoring rubrics.	8/19/2022
RIIG Awards	RIIG Chair assembles RIIG Awards Committee, working together to decide on the 2023 RIIG Awards/Calls.	8/19/2022
RIIG Symposia	Program Planning Committee deadline to select Competitive Symposia	8/26/2022
RIIG Website & Groupsites	Update RIIG Website and Groupsites with newsletter, events, and member spotlight *Note: Chairs update Groupsites and the Executive Office will update the website with information you provide*	9/1/2022
RIIG Symposia	Board deadline to approve Guaranteed and Competitive Symposia	9/1/2022
RIIG Symposia	Executive Office 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.	9/9/2022
Meeting	RIIG Quarterly Meeting - RIIG Chairs attend with Executive Office	9/14/2022
RIIG Awards	Deadline for RIIG Chairs to submit their RIIG Award Call/Calls for Applications and names of the RIIG Review Committee to info@mnr.org. * Please reference your respective RIIG web page for last year's calls.	9/16/2022
RIIG Awards	Executive Office will create online RIIG Award applications and send link for RIIG Chairs to include on the RIIG Award Call for Applications.	9/29/2022
RIIG Website & Groupsites	Update RIIG Website and Groupsites with newsletter, events, and member spotlight *Note: Chairs update Groupsites and the Executive Office will update the website with information you provide*	10/3/2022
RIIG Awards	<u>RIIG Chair emails RIIG Award Calls to RIIG members using Groupsites (See RIIG Handbook "Communicating within your RIIG"). MNRS office will also disseminate the call on your RIIG web page and through MNRS Matters.</u>	10/7/2022
RIIG Awards	RIIG Award Application Submission Site Opens.	10/7/2022
RIIG Symposia	Deadline for Competitive Abstracts Submissions	10/21/2022
RIIG Awards	RIIG Chairs remind members of RIIG Award Calls through the Listserv. MNRS office will also send a reminder call and will provide an update to RIIG Chairs regarding the number of applications received to date.	10/21/2022
RIIG Website & Groupsites	Update RIIG Website and Groupsites with newsletter, events, and member spotlight *Note: Chairs update Groupsites and the Executive Office will update the website with information you provide*	11/1/2022
RIIG Awards	RIIG Chairs remind members of RIIG Award Calls through the Listserv. MNRS office will also send a reminder call and will provide an update to RIIG Chairs regarding the number of applications received to date.	11/3/2022
RIIG Awards	RIIG Chairs remind members of RIIG Award Calls through the Listserv. MNRS office will also send a reminder call and will provide an update to RIIG Chairs regarding the number of applications received to date.	11/17/2022
RIIG Awards	RIIG Chairs remind members of RIIG Award Calls through the Listserv. MNRS office will also send a reminder call and will provide an update to RIIG Chairs regarding the number of applications received to date.	11/29/2022
RIIG Website & Groupsites	Update RIIG Website and Groupsites with newsletter, events, and member spotlight *Note: Chairs update Groupsites and the Executive Office will update the website with information you provide*	12/1/2022
RIIG Awards	<u>Deadline for RIIG members to submit their RIIG Award Applications via the online submission portal. Deadline is at 5:00 PM Eastern time.</u>	12/6/2022
RIIG Awards	MNRS Office opens RIIG Award review site. The link will be emailed to all assigned RIIG Chairs/assigned reviewers.	12/15/2022
RIIG Symposia	Executive Office notifies primary organizer of session date/time assignment	12/16/2022

RIIG Awards	RIIG Chairs coordinate review of applications with their RIIG Awards Committee.	12/15/2022 – 1/16/2023
RIIG Meeting	RIIG Chairs work with Executive Office to schedule VIRTUAL annual meetings	1/17/2023 - 2/28/2023
RIIG Website & Groupsite	Update RIIG Website and Groupsite with newsletter, events, and member spotlight	1/3/2023
Meeting	RIIG Quarterly Meeting - RIIG Chairs attend with Executive Office	1/11/2023
RIIG Awards	Executive Office compiles and emails review scoring summaries to RIIG Award Committee	1/17/2023
RIIG Awards	Deadline for RIIG Chairs to submit Selected Award Recipients. Please provide the recipient's full name, credentials, and institutional affiliation.	1/31/2023
RIIG Awards	RIIG Chairs notify RIIG Award Recipients and Applicants who were not chosen to receive an award by email. RIIG Award Recipients should be notified that RIIG Awards will be announced at the RIIG Meeting at the annual conference. It is at the discretion of the RIIG Chair and their Awards Committee as to how each recipient is to be honored at their meeting.	1/31/2023
RIIG Website & Groupsite	Update RIIG Website and Groupsite with newsletter, events, and member spotlight *Note: Chairs update Groupsite and the Executive Office will update the website with information you provide*	2/1/2023
RIIG Website & Groupsite	Update RIIG Website and Groupsite with newsletter, events, and member spotlight *Note: Chairs update Groupsite and the Executive Office will update the website with information you provide*	3/1/2023
RIIG Awards	RIIG Chair will pick up framed certificates from the back of the conference room prior to award ceremony	3/29/2023 - 4/1/2023
RIIG Website & Groupsite	Update RIIG Website and Groupsite with newsletter, events, and member spotlight *Note: Chairs update Groupsite and the Executive Office will update the website with information you provide*	4/3/2023

*2023 Guaranteed Symposia RIIGS
Acute & Critical Care Across the Lifespan
Family Health
Gerontological Nursing Science
Nursing Education
Symptom Science
Self-Care