



# **POLICIES AND PROCEDURES MANUAL**

*January 1, 2016*

## TABLE OF CONTENTS

1.0	SNRS Governing Board of Directors Policies	4
1.1	Duties .....	4
1.2	Meetings of the Board .....	6
1.3	Minutes .....	7
1.4	Travel .....	7
1.5	Non-travel Expenses .....	8
1.6	Budget Development .....	8
1.7	Donations .....	8
1.8	Conflict of Interest .....	9
1.9	Whistleblower Policy.....	9
1.10	Conduct of Business via E-mail .....	10
1.11	Letterhead.....	11
1.12	Officers and Directors Duties .....	12
	A. President .....	12
	B. President-Elect .....	12
	C. Vice-President .....	13
	D. Secretary .....	13
	E. Treasurer .....	13
	F. Director of Membership.....	14
	G. Director of Communications.....	14
	H. Director of Awards .....	15
	I. Director of Grants .....	15
	J. Director of RIGs .....	16
	K. Director of Development .....	16
2.0	SNRS Standing Committees .....	16
2.1	Composition and Responsibilities of the Committees.....	17
2.2	Bylaws and Policy/Procedures Committee .....	17
2.3	Finance Committee .....	17
2.4	Succession Planning and Nominations Committee .....	18
2.5	Program Committee.....	19
2.6	Communications Committee .....	19
2.7	Awards Committee .....	23
2.8	Membership Committee.....	23
2.9	Grants Committee.....	24
2.10	Development Committee.....	25
2.11	Research Interest Groups (RIG).....	26
2.12	Student Network.....	27
2.13	Quorum .....	28
2.14	Inability to Fulfill Duties .....	28
3.0	Finances .....	28

3.1	Investment Policy .....	29
3.2	Operating Fund Policy .....	30
3.3	Short-Term Fund Policy.....	31
3.4	Long-Term Fund Policy.....	31
4.0	Archives and Records Retention .....	35
<b>Appendices:</b>		
A.	Annual Conference Policies and Procedures .....	38
B.	Awards Policies and Procedures .....	57
C.	Grants Policies and Procedures .....	73
D.	Research Interest Groups Policies and Procedures (draft).....	84

Policy: Activities of the SNRS Governing Board of Directors will be in accordance with the SNRS bylaws, approved policies and procedures, and parliamentary authority of the Society. The terms of incoming Board members will begin at the close of the Annual Business meeting held at the annual conference meeting at which the Board members are installed. SNRS Governing Board of Directors will henceforth be referred to as the Board.

Governing Board of Directors (comprised of the Executive Council of the Society – President, President-Elect, Vice-President, Secretary, and Treasurer, and six elected Members-at-Large – Director of Membership, Director of Communication, Director of Grants, Director of Awards, Director of Development and Director of Research Interest Groups)

Bylaws (Article X, Governing Board, Section 3; Duties)

### **1.1 Duties**

- A. Establish and coordinate the goals, priorities, activities and future direction of the society.  
Activities:
  - 1. Develops and maintains strategic plans.
  - 2. Updates and approves strategic plans on an annual basis
  - 3. Communicates goals, priorities, activities and future directions of the Society to the membership on a regular basis through website, e-blasts, and at the annual meeting.
- B. Establishes the major administrative policies governing affairs of the Society.  
Activities:
  - 1. Reviews and update major administrative policies on an annual basis
  - 2. Designates individuals and/or entities responsible for administrative policies
  - 3. Carries out administrative duties specified in the Bylaws
- C. Develops, reviews and approves policies and procedures proposed by members of the Governing Board and other appointed, elected or existing units of the Society.  
Activities:
  - 1. Develops policies and procedures in their individual realms of responsibility in accordance with new directions established by the Governing Board, established entities, and/or membership of the Society and presents to the full Board for approval
  - 2. Reviews, updates and approves policies and procedures on an annual basis
  - 3. Evaluates policies and procedures in their realm of responsibility on an annual basis
  - 4. Maintain an up-to-date policies and procedures manual in the management company offices that are then accessible to individual members in the Members-Only section of the Web site.
- D. Transact the business of the Society  
Activities:
  - 1. Performs designated responsibilities assigned by virtue of elected office, appointment or as member of the management company
  - 2. Regularly reports on business activities as part of report to the Board for Board meetings.
  - 3. Communicates challenges or needed bylaws and/or policy or procedures changes at regular Board meetings
  - 4. Approves awards, grants, and investment strategies as directed by the Bylaws

- E. Oversees the activities of the management company
  - Activities:
    1. Reviews the contract with the management company every three years to ensure compliance and needed changes prior to renegotiation.
    2. Negotiates and ratifies the contract with the management company
    3. Reviews expenses and financial outlay by the management company in the conduct of Society business on at least an annual basis.
- F. Oversees the finances of the Society
  - Activities:
    1. Reviews SNRS finances at each Board meeting
    2. Directs the management company in the collection, distribution, and management of funds
    3. Approves responsible annual budgets based on the mission and goals of the Society.
    4. Recommends dues structure to the membership for vote
- G. Authorizes payment of legitimate expenses for and the auditing of funds of the Society
  - Activities:
    1. Reviews expenditures on a monthly basis
    2. Authorizes payment of funds within specified amounts by the management company
    3. Reviews requests for expenditures of funds over specified limits by the management company
    4. Reviews contracts with various vendors and authorizes payments for approved contracts
    5. Requires a review of general accounting practices yearly and a full audit of funds by an independent accounting firm at least every 3 years or as circumstances dictate as specified by law
- H. Appoint Society committees based on recommendation of Committee Chairs and Board liaisons
  - Activities:
    1. Appoints Society committees recommended by the Bylaws
    2. Reviews committee responsibilities and duties to accomplish required activities as directed by the Bylaws
    3. Recommends changes to the committee structure based on requirements and changing needs of the Society
- I. Establish and dissolve special committees and task forces based on goals and objectives set in the strategic plan
  - Activities:
    1. Appoints task forces to address issues not in the purview of any standing committee. One member of the Board must be responsible for overseeing the activities of the task force.
    2. Each task force will have a charge for deliverables with dates for reporting and a date for completion.
    3. The task force will be dissolved at the conclusion of their charge and will present a report to the Board.
    4. Activities of a task force will be shared at the Annual Business Meeting by the Board member with oversight.
- J. Act on recommendations from committee, task forces and Research Interest Groups (RIGs) regarding Society business for which they have responsibility

Activities:

1. Reviews recommendations from committees and task forces at Board meetings.
  2. Informs membership of activities through published annual reports and verbal reports at the Annual Business Meeting.
- K. Maintain records of the Governing Board's actions and report to the membership at regular intervals and yearly, at the Annual Business Meeting

Activities:

1. Completes and reviews written reports of activities of Governing Board's members at regularly scheduled Board meetings.
  2. Posts annual written reports of activities of Board, Committees and RIGs to Website.
  3. Maintains copies of reports of Board members, committees, & RIGs in management office
  4. Maintains individual copies of reports to the Board and share all working documents with incoming successor at end of term of service. Give all permanent documents (correspondence, etc.) to the management company for archiving at end of term of service
- L. Fill vacancies in offices of the Governing Board, with the exception of the President, and on the committees of the working groups of the Society

Activities:

1. Determines process for filling vacancy
  2. Votes on candidates selected by process to fill vacancies on Board
- M. Make policy decisions regarding the Annual Meeting

Activities:

1. Establishes policies and procedures for selection of sites for Annual Meetings
  2. Requests proposals from cities/metro areas to serve as sites for Annual Meetings
  3. Coordinates sites of Annual Meeting to reflect locations of member states and regions of the Society
  4. Approves sites for Annual Meeting at least 3 years before meeting date.
  5. Directs the management company to request proposals from hotels, etc. for annual meetings.
  6. Establishes conference fees with recommendations from the staff.
  7. Approves meeting theme and logo.
- N. Determine the date and place of any special meeting of the Society or Board.

## **1.2 Meetings of the Governing Board**

- A. The Board will meet via telephone conference calls on a bimonthly basis and in-person twice annually unless otherwise directed by the President. One of the in-person meetings will be held at the time of the annual meeting and the other will be held in mid-year at the site of the annual meeting.
- B. Agenda items will be submitted to the President or Executive Director three weeks prior to each Board meeting.
- C. Agendas will be prepared by the President in coordination with the management staff and distributed by the staff at least two weeks prior to each Board meeting.
- D. Staff will secure hotel and meeting rooms for the Board meeting held in mid-year and meeting rooms for the Board meeting held at the Annual Meeting.

- E. Travel arrangements for Board members to the mid-year meeting will be arranged with the designated travel agency.
- F. Food or dining arrangements as well as resources (e.g. audiovisuals) for the Board meetings will be coordinated by the management company staff.

### **1.3 Minutes of the Board Meetings**

- A. Staff will prepare and send draft minutes to the Secretary and President for review two weeks after each board meeting.
- B. The Secretary will submit comments/changes to staff within one week of receiving the draft.
- C. Staff will send a revised draft of the minutes to Board members three weeks after each Board meeting.
- D. Board members will submit their recommended changes to the minutes to staff one week after receiving.
- E. Staff will consult with the President and the Secretary on any questions or conflicts regarding the changes submitted by Board members.
- F. Staff will incorporate changes from Board members and distribute a final draft in the next Board agenda.
- G. Board will approve the minutes at the next Board meeting.

### **1.4 Travel**

- A. Airfares for mid-year Board meeting should be purchased through the travel agency designated by staff. Whenever possible, tickets for the lowest fare should be purchased a minimum of two weeks prior to travel. Any ticket expense incurred as a result of a deviation from these guidelines will be paid by the individual.
- B. Hotel accommodations for mid-year Board meeting will be arranged by staff. Individual members will be responsible for any additional charges for extra nights or room service charges.
- C. One night at the conference hotel for the annual conference meeting will be provided for Board members.
- D. One/half night at the annual conference hotel will be provided for incoming Board members.
- E. Auto mileage will be paid per mile at the current federal mileage rate posted on the IRS website for Board members who drive to attend the mid-year Board meeting in lieu of flying, up to the cost of a round-trip economy airline ticket to the city where the meeting is held. Related parking fees and tolls will be reimbursed.
- F. Board members shall be responsible for costs related to special travel arrangements, airfares exceeding the travel agency rates and lodging for dates outside the scheduled meeting dates.
- G. Staff will maintain financial records of Board travel expenses and report them as an expense line item in the process of financial planning. The Treasurer will review Board travel expenses on an annual basis and make recommendations for policy and procedure changes.
- H. Travel expenses (airfare, hotel, and food) for Society business travel to non-society meetings (e.g., Council for the Advancement of Nursing Science steering committee and

National Nursing Research Roundtable) will be paid for the President as approved by the Board.

- I. The President-elect's expenses for the Council steering committee meeting closest to the start of his/her term of office will be reimbursed by the Society as approved by the Board.

### **1.5 Non-Travel Expenses**

- A. The Society will reimburse Board members for their budgeted out-of-pocket expenses for duplication, postage, etc. so as not deter an individual from participating in the leadership of the Society.
- B. Registration fees for Board members for the annual conference will be that rate stipulated for students. Board members will indicate that they are a Board member on the registration form and then pay the student rate.
- C. Expense reimbursement requests must be submitted to the management office on an SNRS Expense Reimbursement Form with the original receipts attached. Submission for reimbursement of expenses must be made within 60 days of incurring the expense. Staff will process the request within a week and reimbursement will be made within two weeks after receipt of the request.
- D. The Executive Director and the Treasurer will monitor all expenditures to verify they are consistent with the strategic plan, approved budget, and financial policies of the Society.

### **1.6 Budget Development**

- A. All officers, directors, committee chairs and RIGs will submit annual budget requests for consideration and to set priorities at least 2 weeks before the mid-year Board Meeting.
- B. The Treasurer and Executive Director will prepare a draft of the annual budget by October 1 and present to the Executive Committee by November 1.
- C. The Executive Committee will review a draft budget prior to November 15th. At that time any areas requiring revision will be identified.
- D. Staff will revise the budget for the Board's approval and prepare copies of the budget for review and approval by the full Board by November 30<sup>th</sup>.
- E. When the annual budget is approved, the Board will review and approve amounts to be disbursed to support the Society's grants program, endowment, and investment programs.
- F. The Board will present a balanced budget to the membership at the Annual Business meeting.

### **1.7 Donations**

- A. All donations to SNRS are deposited and tracked on separate income lines.
- B. Any donation sent to SNRS with a specific restriction or purpose requested by the donor will be reviewed by the Executive Committee to determine feasibility of compliance.
- C. All donations will be acknowledged by the Organization.
- D. Continued communication with donors and tracking of restricted donations will be addressed by the President, Director of Development and Treasurer.

### **1.8 Conflict of Interest**



Having an interest (personal, organizational, financial, management or policy making position), or incurring an obligation of any nature in a transaction or professional activity which is in substantial conflict with the proper discharge of one's duties or the appearance of substantial conflict in the discharge of one's duties).

A. Policy:

1. SNRS Board members, members elect, committee chairs, committee members, editors, and editorial board members will avoid the actual or appearance of conflict of interest.

B. Procedures:

1. No current Board member, member elect, or Awards Committee member may write letters of support or assist an individual to compile an application for an SNRS award and will recuse themselves with respect to award nominations or applications, host school/site selection, nominations, and elections.
2. When recusal is necessary, the action will be noted in the Board or SNRS Committee minutes and the potential conflict of interest disclosed.
3. Once members rotate off the Board, or move out of positions that may provide the potential for conflict of interest, they are free to nominate individuals for any of the SNRS awards, assist with applications, site selections, and elections.
4. When situations of actual or potential conflict of interest exist, and recusal has not occurred, the issue will be brought before the Board to determine the appropriate course of action.

## 1.9 Whistleblower Policy

Adopted by the SNRS Board February 20, 2008, this document is based in part on concepts prescribed by the National Council of Nonprofit Associations.

- A. Introduction: The Southern Nursing Research Society (SNRS) requires its Directors, officers and management staff to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As staff and representatives of SNRS, we practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations [our "Code"].
- B. Reporting Responsibility: It is the responsibility of all directors, officers and staff to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.
- C. No Retaliation: No director, officer or staff member who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. A staff member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable staff and others to raise serious concerns within SNRS prior to seeking resolution outside the organization.
- D. Reporting Violations: SNRS and the management company maintain an open door policy and suggest that the management staff and SNRS directors and officers share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases involving staff, a supervisor is the best position to address an area of concern. However, if a staff member is not comfortable speaking with their supervisor or they are not satisfied with the supervisor's response, the employee is encouraged to

Speak with an officer of the management company. Supervisors and managers are required to report suspected violations of the Code to an officer of the management company, who has specific and exclusive responsibility to investigate all reported violations. In the case of violations involving SNRS directors and officers, the President or President-Elect is in the best position to address such issues.

- E. Compliance Officer: The Management Company's Officers are responsible for investigating and resolving all reported complaints and allegations involving its staff concerning violations of the Code and, at his/her discretion, shall advise the SNRS President and/or appropriate designees as appropriate. The President and/or the SNRS Executive Committee carry this responsibility for compliance related to volunteers acting on behalf of SNRS.
- F. Financial Matters: The SNRS Finance Committee shall address all reported concerns or complaints regarding accounting practices, internal controls or auditing.
- G. Acting in Good Faith: Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.
- H. Confidentiality: Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
- I. Handling of Reported Violations: The complainant will receive acknowledgement of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.
- J. Use of Policy: This document will be a part of each staff member's and Board member's orientation materials.

#### **1.10 Conduct of Business via E-mail**

- A. Goal: Facilitate business procedures by the Board.
- B. Policy: The Board may, on occasion, conduct business via e-mail including discussion and voting on motions made in accordance with this policy.
  - 1. A motion with a second can be submitted by any member of the Board.
  - 2. The motion will be posted by the President on the Board e-mail listserv in the following format: "the following motion is being made by (Name of person making motion); the motion has been seconded by (Name of person seconding).
  - 3. Board discussion should occur only after the formal motion has been posted to the listserv.
  - 4. The President will call for a vote within one week of the close of the discussion. The process of voting by e-mail is by Roberts Rules of Order. Each voting member should respond to the Secretary in the affirmative or negative. A "call the question" response is prohibited when Board action is being undertaken via email. Members can amend the motion, if appropriate, based on discussion.
  - 5. If a member of the Board is unable to access email for an extended period of time, the Board should be notified and motions should either be withheld until the member

returns or the vote will remain open until the next Board meeting when all members attending will vote.

6. The Secretary will determine when a sufficient number of Board members (51%) have voted on the e-mail motion. After a quorum has been reached, the Secretary will post voting results via e-mail.
7. An executive summary of the Board's discussion will be prepared by the Secretary for inclusion in the Official SNRS files.
8. At the next scheduled meeting (face to face, telephone or teleconferencing) all e-mail votes that have taken place since the previous meeting will be submitted as consent agenda items. The motion will be stated in writing on the agenda, along with tabulation of voting by respective Board member name.
9. Approval of all e-mail votes will be noted by the Secretary in the minutes of the meeting in which they were ratified by the Board.

### **1.11 Letterhead**

- A. Goal: To insure proper use of stationary in the conduct of SNRS official business.
- B. Policy: SNRS Letterhead will be used for official correspondence related to Board, committee, routine business matters, and/or as directed by the Board.
- C. Procedure:
  1. SNRS Letterhead is to be used for the following
    - a. Letters of Invitation
    - b. Thank you letters
    - c. Correspondence between allied/liaison organizations
    - d. Routine business matters
  2. Those authorized to use the SNRS letterhead include the:
    - a. President
    - b. President-Elect
    - c. Vice-President
    - d. Secretary
    - e. Treasurer
    - f. Board members as directed by the Board
    - g. Committee Chairs and/or appropriate designees
    - h. Executive Director and/or appropriate staff designees as directed by the Board and/or the President for routine business matters such as:
      - i. New member acknowledgements
      - ii. Membership renewal acknowledgements
      - iii. Correspondence with hotels and other meeting
      - iv. Subcontractors
      - v. Exhibitors
      - vi. Agreements
      - vii. Other correspondence on behalf of the Society as appropriate.
- D. Copies of all correspondence, unless otherwise directed by the Board, shall be distributed to:
  1. President
  2. Secretary
  3. The Executive Director

4. SNRS headquarters shall maintain copies of all official correspondence in accordance with generally accepted record retention policies or as directed by the Board.

### **1.12 Officers and Directors Duties**

All officers and directors are expected to: Attend all general meetings of the Society, attend all Governing Board meetings (in-person and by telephone conference as scheduled), and respond to requests for input by SNRS Board, RIGs, and staff

#### **A. President**

1. The duties of the president shall be to:
  - a. Serve as Chair of the Governing Board, Executive Council, and Annual Meeting.
  - b. Ensure that the strategic plan is current and guides actions of the Governing Board.
  - c. Open and adjourn meetings of the Society.
  - d. Prepare annual meeting agenda with consultation from the Governing Board and announce the order of business.
  - e. Ascertain the presence of a quorum at meetings.
  - f. Facilitate the progress of meetings.
  - g. Prepare and make reports to the members of action taken between meetings of the general membership.
  - h. Represent the Society.
  - i. Establish contracts for required management services, as approved by the Board.
  - j. Serve ex-officio as a member of all committees with the exception of the Succession Planning and Nominations Committee, and,
  - k. Inform candidates of election results.
  - l. Responds to requests from the membership, Board, and staff.
  - m. Appoints task forces, receives their reports, and dissolves them upon completion, as appropriate.
  - n. In conjunction with the Treasurer and management staff, has oversight of the financial dealings and status of the Society.
  - o. Authors the President's Report for the Southern Connection newsletter.

#### **B. President-Elect**

1. The duties of the President-Elect shall be to:
  - a. Serve as member of the Executive committee
  - b. Prepare to assume responsibilities of President.
  - c. Respond to requests for input by President and staff.
  - d. Serve as a member of the Finance Committee and reviews monthly income and expenditure sheets.
  - e. Responsible for special projects as assigned by the President and/or Board.
  - f. Monitor the Strategic Plan and works with the President and Board to realize the short and long-term planning goals.
  - g. Perform other duties as directed by the President.

#### **C. Vice President**

1. The duties of the Vice-President shall be to:
  - a. Serve as member of the Executive committee
  - b. Respond to requests for input by President and staff
  - c. Serve as Chair of the Program Committee

- d. Ensure that policies and procedures with respect to all aspects of the Annual Conference and educational offerings are enacted
- e. Review and revise as needed the procedures and criteria for evaluation and selection of abstracts for symposia, papers and/or posters to be presented at the Annual Conference and educational offerings
- f. Ensure continuity and coherence to the conference planning and educational offering process across the years
- g. Oversee planning and implementation of the annual conference and educational offerings
- h. In collaboration with the management company, evaluates all aspects of the annual conference and educational offerings and recommend to the Governing Board appropriate changes for future conferences
- i. Collaborate with other board members and committees (e.g., Communications, RIG, Membership, Development, etc.) in planning and implementing the annual conference and educational offerings
- j. Perform other duties as directed by the President

#### D. Secretary

1. The duties of the Secretary shall be to:
  - a. Serve as member of the Executive committee
  - b. Attend Succession Planning and Nominating Committee meetings
  - c. Ensure that the minutes from the Membership (Annual Meeting), Board, and Executive Committee meetings are accurately recorded
  - d. Serve as Chair of the Bylaws and Policies and Procedure committee
  - e. Review and make recommendations related to Bylaws on an annual basis and/or after requests/recommendations by other officers, directors or committee chairs. Recommendations for Bylaws changes should be prepared by last Board meeting of the year.
  - f. Review and make recommendations related to policies and procedures based on decisions of the Board and/or membership at the mid-year Board meeting.
  - g. Post proposed Bylaws changes to membership at least 30 days before the Annual Business Meeting.
  - h. Select members of the Bylaws and Policies and Procedures Committee for approval by the Full Board
  - i. Ensure that the management company retains Society documents (e.g. bylaws, minutes, awards, photographs) and stores them in the archives.
  - j. Review bylaws and procedures related to Secretary role
  - k. Act in role of Parliamentarian for Board and Business meetings. Roberts Rules of Order will be the guide adopted for parliamentary procedure.
  - l. Other duties as assigned

#### E. Treasurer

1. The duties of the Treasurer shall be to:
  - a. Serve as member of the Executive committee
  - b. Respond to requests for input by President and staff
  - c. Serve as Chair of the Finance Committee.
  - d. Review monthly bank account statements, income and expenditure sheets and quarterly investment statements.

- e. Ensure timely preparation and submission of an annual budget to the Governing Board for December board meeting in consultation with the Finance Committee and Executive Director;
  - f. Monitor the collection and dispersion of all funds of the Society in accordance with established policies and procedures;
  - g. Provide updates on the Society's financial status to the Governing Board and membership of the Society;
  - h. Ensure that financial records of the Society are prepared and maintained for review, audit, or other needs as required.
  - i. Every three years or as circumstances dictate oversees the selection of an independent accounting firm to conduct the audit of the financial records.
  - j. Ensure that a review of the financial records of society is conducted annually.
  - k. Administer discretionary and reserve funds as directed by the Board and in accordance with policy and procedures.
  - l. Participate in fund-raising activities; and serves as an ex-officio member of the Development committee.
  - m. In conjunction with the Executive Director invests operating funds as directed by the investment policies and procedures of the Society.
- F. Director of Membership
- 1. The duties of the Director of Membership shall be to:
    - a. Respond to requests for input by President, Board members, staff and the membership
    - b. Review monthly membership charts
    - c. Call and direct meetings of the Membership Committee
    - d. Initiate and recommend strategies to increase and maintain membership growth
    - e. Review and make recommendations related to Membership Bylaws on an annual basis and/or after requests or recommendations by other officers, directors or committee chairs.
    - f. Review and make recommendations related to policies and procedures based on decisions of the Board and/or membership
    - g. Review and guide survey of the membership based on decisions of the Board
    - h. Select functioning liaisons in all 14 states to serve as the Membership Committee after approval by the Board
    - i. Serve as liaison between the Board and the Membership Committee
- G. Director of Communications
- 1. The duties of the Director of Communications shall be to:
    - a. Initiate, develop, evaluate, and revises policies and procedures related to the SNRS Communications Committee with approval from the President and Governing Board.
    - b. Manage the two subcommittees: Official Newsletter Committee, composed of the Editor and one member; and the Website subcommittee composed of one member for Doctoral Student page and one member for all other pages.
    - c. Recommend and initiate changes to the website on an "as needed" basis to the President and Governing Board (if changes are significant and would require Board approval); otherwise, recommend changes to the management company for the website. The website requires frequent monitoring (about monthly), which can be

delegated to a website committee member. Approved requests for changes can be implemented by this committee member.

- d. Review and recommend any changes in the content covered in the Official Newsletter with the Editor of the newsletter.
- e. Recommend procedures regarding cost and use of advertisement in Official Journal, the Official Newsletter, and the SNRS website.
- f. Attend all meetings of the Society
- g. Respond to requests for input by the Board, RIGs, and staff.
- h. Call and direct quarterly, or “as needed” committee meetings. Generally these are held by phone conference, with one face-to-face meeting during the annual conference. The purpose of these meetings is to communicate board information to the committee members, organize procedures, and promote communication amongst the various sub-committees.
- i. Convey requests and information from the Communications Committee to the Board.
- j. Review and makes recommendations related to policies and procedures based on decisions of the Board and/or membership as needed.
- k. Perform other duties as directed by the President and the Governing Board.

#### H. Director of Awards

1. The duties of the Director of Awards shall be to:
  - a. Recruit new committee members annually, ensuring diversity in research interest, expertise, and geographic representation.
  - b. Recommend new committee members annually to the President and Governing Board.
  - c. Announce award availability and submission due dates to Society membership.
  - d. Coordinate nomination and review processes for each award, including communication with management firm and committee members.
  - e. Recommend recipients for each award to the Governing Board.
  - f. Notify award winners and nominators of selection.
  - g. Announce award winners at the annual conference.
  - h. Coordinate review of student posters at the annual conference.
  - i. Verify that plaques and certificates recognizing award winners are ordered and available to present at the annual conference.
  - j. Communicate with the President and Governing Board concerning activities and recommendations on regular basis.
  - k. Submit written annual report to the President and Governing Board.
  - l. Assist in transition to new Chairperson.
  - m. Assist management staff in maintaining and updating lists of award recipients.

#### I. Director of Grants

1. The duties of the Director of Grants shall be to:
  - a. Coordinate with other organizations regarding provision of jointly funded grants with SNRS (e.g., STTI)
  - b. Recruit new committee members annually, ensuring diversity in research interest, expertise, and geographic representation.
  - c. Recommend new committee members annually to the President and Governing Board.
  - d. Direct scientific reviews of proposals for dissertation and Research grant awards

- e. Monitor progress of grant award recipients
  - f. Review and make recommendations related to policies and procedures based on decisions of the Board and/or membership as needed.
  - g. Work with the Director of Communications and the management company to convey information about grant opportunities and grant award recipients to the general membership.
  - h. Perform other duties as directed by the President and the Governing Board.
- J. Director of Research Interest Groups (RIGs)
- 1. The duties of the Director of RIGs shall be to:
    - a. Call and direct meetings of the RIGs, both at the annual conference and via conference call (1 conference call annually, at minimum)
    - b. Convey requests and information from the RIGs to the Board and facilitates relevant communication from the Board to the Chairs of the Research Interest Groups (RIG leadership team).
    - c. Review and make recommendations related to policies and procedures based on decisions of the Board and/or membership as needed.
    - d. Work with the Director of Communications and the management company to convey RIG information and activities to the general membership.
    - e. Review numbers and types of RIGs on an annual basis.
    - f. Recommend approval of new RIGs and/or dissolution of RIGs to the Board at the annual meeting.
    - g. Perform other duties as directed by the President and the Governing Board.
- K. Director of Development
- 1. The duties of the Director of Development shall be to:
    - a. Select members of the Development Committee for approval by the Governing Board.
    - b. Call and direct meetings of the Development Committee on a quarterly basis either in-person or via conference call.
    - c. Develop fundraising strategies and presents to Board for approval at the annual meeting.
    - d. Implement Board-approved fundraising strategies.
    - e. Report the results of fundraising efforts to the Board on a quarterly basis and to the general membership at the annual meeting.
    - f. Assist Local Planning Committee with Silent Auction acquisitions and planning.

## **2. SNRS STANDING COMMITTEES**

The Standing Committees of the Society shall be the:

- Bylaws and Policy/Procedures Committee
- Finance Committee
- Succession Planning and Nominations Committee
- Program Committee
- Communications Committee
- Awards Committee
- Membership Committee
- Grants Committee



- Development Committee

## **2.1 Composition and Responsibilities of the Committees**

- A. Standing Committees shall assume such duties as are specified in the Bylaws and other duties as may be assigned by the Governing Board.
- B. All members shall have one vote on matters before the Committee.

## **2.2 Bylaws and Policy and Procedure Committee**

- A. The Bylaws and Policy/Procedure Committee shall be composed of a Chair, who is the Secretary, and two members appointed by the Governing Board.
- B. The duties of the Bylaws and Policy/ Procedures Committee shall be to review the Bylaws, policies and procedures of the Society and make recommendations for revisions according to established procedures.
- C. Goals
  1. Review bylaws that offer a means of establishing rules for organization self-governance and make recommendations for revisions.
  2. Develop and maintain policies and procedures that specify how bylaws are carried out by officers, directors, members, and staff.
- D. Procedures
  1. Address potential bylaws changes with decision of Board and by direction of officers, directors, membership.
  2. Review bylaws on an annual basis by August 1
  3. Receive proposed bylaws changes from officers, directors, and liaisons.
  4. Communicates proposed bylaws changes to the general membership at least 30 days before Annual Meeting.
  5. Requests committees, officers, and directors to review policies and procedures by July 15.
  6. Presents proposed policies and procedures changes to the mid-year meeting.
  7. Updates policies and procedure manual by December 31 each year.

## **2.3 Finance Committee**

- A. The Finance Committee shall be made up of the President, President-Elect and Treasurer and three members-at-large, not currently serving on the Board, to be appointed by the Governing Board. The Executive Director serves as Ex-officio member.
- B. The Finance Committee's responsibility shall be to:
  1. Assist with development of the yearly budget of the Society, and
  2. Conduct an internal review of the budget at least annually.
- C. Procedures:
  1. The Committee will meet by conference call or in person no less than twice per year:
    - a. In the spring, the Committee will meet to review investments and recommend adjustments as needed.
    - b. In the fall, the Committee will meet to review the proposed budget and recommend adjustments as needed.
    - c. The Treasurer may call for additional conference call meetings as needed.

2. Communicates financial status of Society to General membership at the annual meeting and monthly on Society web site.
3. In collaboration with the Executive Director, prepares annual budget for approval by Board.
4. Proposes financial policy recommendations to Board by mid-year meeting.

## **2.4 Succession Planning and Nominations Committee**

- A. The Succession Planning and Nominations Committee shall be composed of five regular members, one appointed past SNRS board member, and four (4) elected members to serve for two-year terms. Two members shall be elected in the odd years and two shall be elected in the even years. One student member will be elected by the Student Network to facilitate the work of the committee. The current secretary serves as an ex-officio member and the appointed member serves as Chair.
- B. A member of the Succession Planning and Nominations Committee can serve no more than two consecutive terms on the Succession Planning and Nominations Committee.
- C. The duties of the Succession Planning and Nominations Committee shall be to:
  1. Plan, initiate and evaluate a systematic program for succession planning.
  2. Relate succession planning activities to achievement of strategic initiatives.
  3. Ensure that a slate of qualified nominees is submitted to the membership for election of Officers, Members-At-Large and Succession Planning and Nominations Committee, in accordance with Bylaws and relevant policy and procedures.
  4. Review nominations-related policy and procedures and make recommendations for revisions to the Secretary.
- D. Procedures:
  1. The Chair of the Succession Planning and Nominating will issue a call for nominations in collaboration with the President and Executive Director by August 1 of each year.
  2. The open positions for Officers and Board members will be listed on the call along with the duties of the office.
  3. The Call will be announced via electronic methods to all members of the Society.
  4. Nominations will close at a time agreed to by the Committee and the Board if necessary.
  5. The Succession and Nominations Committee and Executive Director will review the nominations for appropriateness (active member for Board positions, active student member for student positions).
  6. The Succession and Nominations Committee Chair will share the results of the Call with the Board in case of lack of sufficient nominations for a competitive election, who will then decide to extend the call or seek other nominations.
  7. The Slate of nominations will be approved by the Board and then released to the membership for voting.
  8. Voting will occur for the length of time approved by the Board.
  9. Votes will be tallied by the Executive Director and the Chair of the Committee and will be shared with the President of the Society, who will then inform the nominees of the outcome of the election.
  10. Succession Planning will occur by each Officer of the Board mentoring a member of the Officer's committee in the duties of the role and promoting the member to run for the office when vacant.

## **2.5 Program Committee**

- A. The Program Committee shall be composed of the Vice President, who serves as Chair, and the Chairs of the current Local Planning Committee, the immediately previous Local Planning Committee, the next upcoming Local Planning Committee, eight members including representatives from RIGs and three student members (the Student Network Chair-elect and two others). A representative of the management company serves as Ex-officio member. RIG representation will be rotated yearly among the different RIGs.
- B. The Program Committee's responsibilities shall be to:
  - 1. Ensure that policies and procedures with respect to all aspects of the Annual Conference are enacted;
  - 2. Review and revise as needed the procedures and criteria for evaluation and selection of abstracts for symposia, papers and/or posters to be presented at the Annual Conference;
  - 3. Present recommended keynote speakers for the Annual Conference to the SNRS Board for approval.
  - 4. Ensure continuity and coherence to the conference planning process across the years; and
  - 5. In collaboration with the management company, evaluate all aspects of the annual conference and recommend to the Governing Board appropriate changes for future conferences.
- C. Further information about Program Committee Duties for Annual Meeting located in Section 5.0 Annual Meeting.

## **2.6 Communications Committee**

- A. The SNRS Communications Committee shall be composed of the Chairperson, who is a member of the Governing Board, six members from general membership appointed by the Governing Board, two student members appointed by the Governing Board, the outgoing Chairperson of the Communications Committee, and one ex-officio member (the Official Newsletter Editor).
- B. Goals of the Communication Committee:
  - 1. Offer various access points and activities to increase the involvement of expert scientists.
  - 2. Facilitate connections and collaboration among members
  - 3. Increase public visibility of research accomplishments of members
  - 4. Increase public awareness of research findings presented in SNRS sponsored conferences and publications
  - 5. Serve as a model for ethical conduct in knowledge generation, dissemination and application, as well as in organizational practices.
- C. Areas of Responsibility
  - 1. Initiate, develop, evaluate, and revise policies and procedures for the SNRS Communications Committee
  - 2. Recommend and initiate annual changes to the website on an "as needed" basis to the Governing Board.

3. Review and recommend issues related to website information and/or website design and submit these recommendations to the President and Governing Board.
  4. Evaluate and propose changes necessary to maintain an efficient and effective web site.
  5. Review and recommend any changes in the content covered in the Official Newsletter.
  6. Recommend procedures regarding cost and use of advertisement in Official Journal, the Official Newsletter, and the SNRS website.
- D. Procedures
1. The Chairperson shall appoint two regular members of the committee to the website subcommittee, with one student member, and two (2) members to the newsletter subcommittee, two (2) members to the Official Journal Committee, with one student member. The outgoing chairperson shall be asked in which subcommittee he/she would like to be a part.
  2. Subcommittees shall work in consultation with the chairperson to complete their tasks. The committee as a whole shall meet three to four times a year as needed.
- F. Website
1. The Communications Committee's responsibilities shall be to:
    - a. Initiate, develop, evaluate, and revise policies and procedures for the SNRS Communications Committee.
    - b. Recommend and initiate regular changes to the website on an as needed basis to the Governing Board.
    - c. Review and recommend issues related to website information and/or website design and submit these recommendations to the President and the Governing Board.
    - d. Evaluate and propose changes necessary to maintain an efficient and effective site.
  2. Procedure: Develop new mechanisms to showcase the achievements of members at all levels (students, novice researchers, mid-career and expert scientists)
  3. Policy: The Communications Committee shall have at least one member in charge of updating and maintaining the website, with oversight by the committee chair. The committee will review and recommend changes related to the website to the President. If the changes are significant, they will be reviewed and voted on by the Board.
  4. Area of Responsibility:
    - a. At least one committee member will be appointed to be in charge of the website by the committee chair. Specific tasks may be delegated to that member by the chair related to the website.
    - b. The committee member in charge of the website will review the website at least once a month for needed updates and changes. Any requests will be brought to the chair. If the change is small and insignificant, the change will be made by the Web Master employed by the management company. Otherwise, the change will be brought to the President, who will decide if it should be brought to the Board.
    - c. Board members will request all web changes through the Communications chair using the web form on the SNRS Board Only website (under resources).
- G. Official Newsletter

1. A subcommittee shall be the Newsletter Subcommittee and shall be chaired by the Newsletter Editor. The Governing Board shall appoint the Newsletter Editor. The Newsletter Editor may appoint two members to this subcommittee.
2. The Communications Committee's responsibilities shall be to:
  - a. Review and recommend any changes in the quantity and content covered in the Official Newsletter.
  - b. Recommend procedures regarding cost and use of advertisement in Official Journal, the Official Newsletter, and SNRS website.
3. The Newsletter Subcommittee's responsibilities shall be to:
  - a. Compile information for the Official Newsletter.
  - b. Critique and evaluate Official Newsletter format, function and effectiveness.
4. Goals of the newsletter:
  - a. Offer various access points and activities to increase the involvement of expert scientists
  - b. Develop an effective and efficient system of communication via website, e-blasts, Official Newsletter, and Official Journal
  - c. Facilitate connections and collaboration among members
  - d. Increase public visibility of research accomplishments of members
  - e. Increase public awareness of research findings presented in SNRS sponsored conferences and publications
  - f. Serve as a model for ethical conduct in knowledge generation, dissemination and application, as well as in organizational practices.
5. The purpose of the newsletter shall be;
  - a. To advise the SNRS membership of important society related events, dates and deadlines.
  - b. To announce to the SNRS membership calls for conference abstracts, nominations for officers, Research grant applications and awards
  - c. To inform the membership about the SNRS annual conference
  - d. To publish the names of SNRS award recipients and their messages to the membership
  - e. To provide updates pertaining to the networking activities of SNRS among other research entities such as those at NIH, NINR, ANA, and other regional nursing research societies.
  - f. To report the activities of the RIGs as submitted by their leaders and members.
  - g. To accept and post paid advertisements from SNRS member institutions.
  - h. To print in selected issues a Research Exchange Column written by a senior researcher.
  - i. To list the names and email addresses of current members of the SNRS Board
  - j. To elicit responses from the membership pertaining to the business of SNRS.
6. Newsletter Editor
  - a. Policy: The Editor shall be a SNRS member in good standing, and is appointed by and serves at the pleasure of the SNRS Governing Board and is ultimately responsible for the content of every issue of Official Newsletter.
  - b. Procedure: The Communications Committee chairperson shall recommend to the Board an individual to be Editor of the newsletter. The Board shall vote on the individual. If approved, the Editor will be in charge of the newsletter subcommittee, with oversight by the Communications Chairperson.

- c. The newsletter subcommittee shall have at least one member, and preferably two. The subcommittee will:
  - i. Compile information for the Official Newsletter.
  - ii. Critique and evaluate Official Newsletter format, function and effectiveness.

7. SNRS Official Newsletter Production Schedule

**Spring Issue:**

<u>Copy Deadline</u> (date for all articles, reports and other material to be submitted to the newsletter editor)	March 25
<u>Editorial Copy to HQ</u> (date for staff to receive items for publication with layout markers)	April 10
<u>Layout Proof</u> (HQ to have the preliminary layout to the editor for review)	April 20
<u>Editorial Alterations</u> (date for HQ to receive final edits)	April 25
<u>Final Proof</u> (Editor to sign off with approval to post newsletter to the website)	May 1

**Late Summer Issue:**

<u>Copy Deadline</u> (date for all articles, reports and other material to be submitted to the newsletter editor)	July 25
<u>Editorial Copy to HQ</u> (date for staff to receive items for publication with layout markers)	August 10
<u>Layout Proof</u> (HQ to have the preliminary layout to the editor for review)	August 20
<u>Editorial Alterations</u> (date for HQ to receive final edits)	August 25
<u>Final Proof</u> (Editor to sign off with approval to post newsletter to the website)	September 1

**Winter Issue:**

<u>Copy Deadline</u> (date for all articles, reports and other material to be submitted to the newsletter editor)	December 1
<u>Editorial Copy to HQ</u> (date for staff to receive items for publication with layout markers)	December 15
<u>Layout Proof</u> (HQ to have the preliminary layout to the editor for review)	January 5
<u>Editorial Alterations</u> (date for HQ to receive final edits)	January 10
<u>Final Proof</u> (Editor to sign off with approval to post newsletter to the website)	January 15

the website)

#### H. Official Journal Coordinator/Liaison

1. The Communications Director serves as a Coordinator for the SNRS contributions to our Official Journal (RINAH). Specifically, this involves:
  - a. Collaborating with the SNRS Board to determine who will write the SNRS contributions for each issue and the topic for the contribution.
  - b. Assure that all contributions are submitted to RINAH in time to meet their issue deadlines. The due dates for RINAH are:
    - August issue: May 7
    - October issue: July 9
    - December issue: September 10
    - February issue: Oct. 25
    - April issue: January 1
    - June issue: March 5
  - c. Assure that all contributions meet RINAH guidelines (APA format, cited appropriately, about 1000 words or 2 single spaced pages). While it is not required, SNRS has been submitting one piece from the President each issue, and an additional piece by a board member. Each of these has been about 500 words.

#### I. Advertising

1. The Communications Committee's responsibilities shall be to:
  - a. Recommend procedures regarding cost and use of advertisement in the Official Newsletter, Official Journal, and SNRS website.
2. Goals:
  - a. Develop an effective and efficient system of communication via website, e-blasts, Official Newsletter, and Official Journal.
  - b. Collaborate with the Editor of Official Newsletter, and the management company for SNRS to garner opportunities for gaining advertising vendors for the purpose of increasing our funds.
3. Areas of Responsibility:
  - a. Chairperson of Communications Committee
  - b. Communications Committee members
  - c. President
  - d. Board
  - e. Management Company
4. Procedures:
  - a. Through networking, talk with vendors who might like to advertise in our publications: e.g. other publishing companies, schools looking for faculty or students.

## 2.7 Awards Committee

- A. The SNRS Awards Committee shall have a Chairperson who is a Governing Board Member at Large. The members, recommended by the Chairperson and approved by the Governing Board, will include at least (5) five individuals from the general membership and the Society President as an Ex-officio member.

- B. The Awards Committee shall be responsible for:
  - 1. Review of applications and recommendation of recipients for Society member recognition awards.
  - 2. Develop, review and revise submission guidelines and rating/review forms for member award nominations.
  - 3. Develop, review and revise existing policies and procedures related to Society member recognition awards.
  - 4. Review current member recognition awards program and advise Governing Board regarding establishment of new Society awards and other enhancements.
  - 5. Monitor the review of student posters for awards.

## **2.8. Membership Committee**

- A. The Membership Committee shall be composed of a Chair, who is a Member-at-Large of the Governing Board, one student member, and state liaisons appointed by the Membership Committee Chair and approved by the Governing Board.
- B. The duties of the Membership Committee shall be to:
  - 1. Assist in recruitment and orientation of new members.
  - 2. Assist in communication activities between the Board and members through data gathering and sharing with the membership on issues and items of concern.
  - 3. Collaborate with other Society committees to facilitate society functions including but not limited to recruiting local researchers to present at the annual conference, recruiting members for participation in the Research Interest Groups (RIGS), soliciting nominations for Governing Board positions and Society grants and awards, and collecting news items for inclusion in the Newsletter.
- C. State Liaison Program
  - 1. State Liaisons are to be SNRS members in good standing.
  - 2. They may volunteer or be nominated for their position by a member of the Society. They are selected to encourage membership in SNRS, improve communication between Board and membership, increase involvement of members in SNRS activities, and collect information from members on issues or items of concern.
  - 3. They manage the membership for their respective state and serve as members of the Membership Committee under the Director of Membership, an elected position.
  - 4. The Director of Membership is chairperson of the SNRS Membership Committee and the State Liaison are the members of that committee.
  - 5. Term of Office: Liaisons are appointed to two-year terms and serve from September 1 until August 31 of the second year. Liaisons may be appointed during the year to fill vacancies as needed. A minimum of one Liaison per State is appointed by the Director of Membership and approved by the Board. More than one liaison may be appointed per state and may serve a staggered term to assure continuity for the program. State Liaisons may continue to serve multiple terms at their request with the approval of the Director of Membership.
- D. Appointment Procedure: Nominations are accomplished by contacting the Membership Chair at the annual conference, by phone or email. A list of State Liaisons for each state is available on the SNRS website and at the annual Conference. State Liaisons meet for an orientation and informational meeting during the annual conference each year. During the month following the Liaison's appointment, a letter of appointment is sent to each



Liaison. A letter that recognizes the contribution made to the organization is provided at the end of their term from the President and Director of Membership.

- E. Organization of the State Liaison Program: State Liaisons communicate through the Director of Membership. Organization within a state depends on the needs and desires of the liaison within that state.
- F. Responsibilities: The responsibilities of State Liaisons are determined by the Director of Membership and the SNRS Board. They serve SNRS generally and their state membership specifically. Responsibilities may include, but are not limited to the following:
  - 1. Maintain the monthly membership of their respective state in conjunction with management company staff and Director of Membership
  - 2. Distribute organizational brochures, electronic messages and convention information to area agencies.
  - 3. Recruit and welcome new members each month.
  - 4. Follow up monthly on members whose renewals have lagged.
  - 5. Recruit local researchers for presentations at annual conference.
  - 6. Recruit members for participation in RIGS.
  - 7. Serve as an intermediary between the Board and the membership through the Director of Membership.
  - 8. Forward news items about state members for inclusion in the newsletter.
  - 9. Suggest potential officer and Board members to the nominating committee.

## **2.9 Grants Committee**

- A. The SNRS Grants Committee shall have a Chairperson who is a Governing Board Member-at-Large. The members, recommended by the Chairperson and approved by the Governing Board, will include at least (5) five individuals from the general membership and the Society President as an Ex-officio member.
- B. The Grants Committee shall have the following responsibilities:
  - 1. Provide oversight of the Society's grants program.
  - 2. Review applications and recommend recipients for those Society grants reviewed by the Society.
  - 3. Develop, review and revise submission guidelines and rating/review forms for Society grant application process.
  - 4. Develop, review and revise existing policies and procedures related to Society grants program.
  - 5. Advise Governing Board regarding establishment of new Society grants.

## **2.10 Development Committee**

- A. The Development Committee shall be made up of the Chairperson who is a member of the Governing Board and up to six members with knowledge of fundraising, foundations or development activities. The Treasurer and Executive Director serve as ex-officio members. The Local Planning Committee Chair is also a member of the Development Committee and will coordinate the Silent Auction to be held in the host city. One student member will be elected by the Student Network to facilitate the work of the committee.

- B. The purpose of the Development Committee is to generate non-dues revenue to support expansion of SNRS' grants program and other strategic initiatives. The Development Committee's responsibilities shall include:
  - 1. Provide leadership for the entire scope of Society fundraising efforts.
  - 2. Recommend priorities for fundraising activities consistent with the purpose and functions of the Society.
  - 3. Plan and implement fundraising activities within and outside the Society's membership.
- C. Potential activities of the Development Committee include soliciting donations and gifts for the Silent auction.
- D. Silent Auction
  - 1. Goal: To increase revenue for SNRS research grants by raising funds through the Silent Auction at the Annual Conference meetings.
  - 2. Policy: A Silent Auction may be held at each Annual Conference meeting in order to increase revenues for the SNRS research grants. SNRS members will solicit donated goods for the Silent Auction.
  - 3. Procedures:
    - a. Responsible committees/Individuals: Development Committee, Local Planning Committee, SNRS membership, Management Company
    - b. The Local Planning Committee will solicit goods for the Silent Auction from local vendors, educational institutions within the region (Schools of Nursing) and SNRS membership.
    - c. The Local Planning Committee will prepare E-Blasts with assistance from the Management Company to solicit goods for the Silent Auction.
    - d. The Local Planning Committee will send email letters to School of Nursing deans in the SNRS region requesting donations (e.g., baskets, etc.) for the Silent Auction.
    - e. The proceeding year Local Planning Committee will solicit goods (e.g., restaurant gift certificates, etc.) from vendors in their area for the Silent Auction.
    - f. The Local Planning Committee will supply 1-2 volunteers to assist the Management Company onsite at the close of the Silent Auction.
    - g. The Management Company will coordinate Silent Auction activities including:
      - h. Obtaining and maintaining documents of donations.
      - i. Publishing list of Silent Auction items on the SNRS website.
      - j. Staff onsite at the Annual Conference to manage and coordinate Silent Auction activities.

## **2.11 Research Interest Group (RIG) Council**

- A. The RIG Council is facilitated by a Governing Board Member-at-Large (Director of Research Interest Groups) and comprised of all RIG Chairs and any Chair-elects who wish to participate. One student member will be elected by the Student Network to help facilitate the work of the RIG Council. Membership on the Council is limited to the term of the Chair and Chair-elect.
- B. The purpose of a RIG is facilitating research, research collaboration, and opportunities for scholarship among SNRS members who share common research interests.
- C. It is the responsibility of the RIG Director (Board Member) to review proposals for new RIGs, provide consultation, and present the request to the Board of Directors for

approval. The RIG Director will contact the individual submitting the formal request for a new RIG with the decision of the Board of Directors.

D. Further information see RIG Policies and Procedures located in Appendix D.

## **2.12 SNRS Student Network**

A. The Student Network Board shall be composed of a Chair, Chair-elect, and Secretary; all elected by the Student Network members.

B. The purpose of the Student Network shall be to:

1. Encourage and promote advancement of nursing research among student members of SNRS.
2. Promote the dissemination and utilization of student research findings.
3. Facilitate the career development of student members of SNRS.
4. Enhance communications among student members and facilitate mentorship with experienced nurse researchers.

C. Student Network Officers

1. The duties of the Chair shall be to:

- a. Represent the Student Network within the Society; establish and coordinate goals, priorities, activities and future direction of the Student Network.
- b. Serve as ex officio member of the SNRS Governing Board.
- c. Convene the annual meeting of the Student Network.
- d. Ascertain the presence of a quorum at student meetings.
- e. Inform candidates of student election results.

2. The duties of the Chair-Elect shall be to:

- a. Prepare to assume responsibilities of Chair;
- b. Oversee the planning for the student preconference at the annual meeting in consultation with the SNRS Program Committee.
- c. Conduct meetings in the absence of the Chair
- d. Other duties as assigned.

3. The duties of the Secretary shall be to:

- a. Ensure that proceedings of meetings of the Student Network are accurately recorded.
- b. Ensure that minutes and other documents are maintained according to SNRS policy and procedure.
- c. Ensure that a slate of qualified nominees is submitted to the student membership for election of Student Network Officers in accordance with relevant policy and procedures in collaboration with the Student Network Chair and Governing Board by November 1 of each year; inform the Student Network Chair of election results.
- d. Perform other duties as assigned.

D. Student representatives will serve on SNRS Standing Committees to facilitate the work of each committee. Student representatives will be elected by the Student Network and appointments will be approved by the SNRS Governing Board:

1. Succession Planning and Nominations committee: one student representative.
2. Program Committee: three representatives consisting of two student members and the Chair-elect of Student Network.
3. Communications Committee: two student representatives selected by the Communications Committee Chair, one to serve on the WEB site subcommittee and one for the Newsletter subcommittee.
4. Membership Committee: one student representative
5. Development Committee: one student representative [rev 10-12 LLL]

### **2.13 Quorum.**

A majority of the members of a committee shall constitute a quorum for a meeting.

### **2.14 Inability to fulfill duties**

Absence without good cause from two consecutive Executive Board meetings, one General Membership meeting, or consistent inability to fulfill duties as specified in policy and procedure shall constitute a resignation.

### **3. FINANCES** *(See the Finance Committee duties and procedures for details on handling of the Society's finances in addition to this section.)*

- A. Goal: To establish financial procedures delineating the roles of SNRS staff, the SNRS Treasurer, the SNRS Finance Committee and the SNRS Governing Board.
- B. Policy: SNRS financial transactions and reporting will be handled in accordance with established policy.
- C. Procedure:
  1. The SNRS Treasurer is responsible for oversight of all provision of this policy.
  2. Banking accounts for SNRS shall be setup at a Board-approved, FDIC bank and/or investment firm. The four fund accounts of SNRS are as follows:
    - a. Checking – to be used for daily operations.
    - b. Short-term investments – 50% of the total general investment fund shall be held in short-term investments and managed by a professional investment firm as approved by the Board.
    - c. Long-term investment - 50% of the total general investment fund shall be held in long-term investments and managed by a professional investment firm as approved by the Board.
    - d. Endowment – This is a separate investment account dedication to research and awards with a goal of \$200,000. This money will be earned through the SNRS Foundation's (when established) fundraising and other SNRS activities as approved by the Board. The grants and awards money will be paid from the interest earned by the account once the goal is reached.
    - e. All development donations will be placed in the restricted endowment fund to be used for grants and awards. If a net surplus exists, place a minimum of 10% in this account.
  3. All monies will be handled and deposited into the SNRS checking account by bonded members of the staff.

4. Both the Treasurer and President of SNRS, along with the Executive Director and designated staff members shall be authorized to write checks on the checking account and to transfer funds from one account to another with the approval of the Board.
5. The Executive Director shall establish and maintain bank accounts in consultation with the Treasurer and with the approval of the Board.
  - a. In the third week of the month, staff will send the Treasurer financial reports for the preceding month including a balance sheet, income statement, and executive summary showing current month, year-to-day, and actual activity compared to projected budget for the year.
  - b. The Treasurer will present an overview of the financial position as part of each regularly scheduled meeting of the Board and at other times as needed.
6. The Executive Director shall establish and maintain Operating fund investment accounts in consultation with the Treasurer and with the approval of the Board.
  - a. The Executive Director will provide quarterly investment statements to the Treasurer and other designees for review and consideration.
  - b. The Treasurer will present an overview of the investment quarterly as part of the regularly scheduled meetings of the Board.
7. SNRS will order an annual independent financial review upon completion of the prior fiscal year to be conducted by an independent Certified Public Accountant employed by an auditing firm selected by the Board in response to an RFA.
  - a. The Executive Director will coordinate the review with the CPA.
  - b. The results will be reviewed by the Executive Director for accuracy.
  - c. The final report will be sent to the Treasurer who will present the findings at the next regularly scheduled meeting.
  - d. A full audit will be conducted at least every three years and/or at the discretion of the Board.
  - e. The Executive Director will coordinate the annual tax filing with the CPA and provide a copy of the 990 tax form to the Treasurer.
  - f. The Executive Director will be responsible for filing all documents required to the 501(c)(3) tax exempt status.
8. The Treasurer in collaboration with the Executive Director and Finance Committee shall prepare an annual budget for approval by the Board by November 30.
  - a. The Executive Director and Treasurer to prepare draft each year by October 1.
  - b. The draft budget will then be review by the Executive Committee by November 1<sup>st</sup>.
  - c. The draft will then be send all committee chairs for comment and suggested revision as it pertains to their areas of responsibility.
  - d. The Executive Director will make adjustment as needed as send the updated draft to the Finance Committee by November 15th.
  - e. The Finance Committee will conduct a conference call to review the budget and recommend changes and/or its approval.
  - f. The final draft budget will be presented to the Board by November 30 for approval.
7. The Executive Director and appropriate designees shall be authorized to sign checks as approved within the operating budget.
  - a. In the event that an invoice exceeds the approved budget by \$500 or more for an approved item or service, or is for a non-budgeted item, the Executive Director shall acquire the approval of the Treasurer and/or President for payment of such. Approval may be granted by the President if Treasurer is unavailable.

- b. The Executive Director or appropriate staff designees are authorized to pay the monthly management fee without prior authorization.
  - c. Authorization for approval of items referenced in section 7.a can be obtained via fax or email.
8. The Finance Committee shall serve as a sounding board for SNRS in helping it to manage and maintain a sound financial position for the organization.
- a. The Treasurer will serve as the Chair of the Committee.
  - b. The Treasurer will serve as an ex-officio member of the Development Committee.
  - c. The Finance Committee will operate according to policies and procedures delineated under Committee structures.

### **3.1 Investment Policy** *(Approved 10/2007)*

This statement of investment policy has been adopted by the Board of the Southern Nursing Research Society (SNRS) to provide guidelines for the investment of funds held by the organization.

For the purposes of managing investment risk and to optimize investment returns within acceptable risk parameters, the funds held will be defined as three separate pools. The process for determining the dollar amount in each pool is set forth in the "Procedures" section of this document. The investment pools shall be called the "Operating Fund", the "Short-Term Fund" and the "Long-Term Fund".

- A. Procedures: The following procedures will be followed to ensure the investment policy statement is consistent with the current mission of SNRS and accurately reflects the current financial condition:
  - 1. This investment policy shall be reviewed as necessary, but at least annually by the Executive Director and Treasurer for any necessary revisions.
  - 2. Recommendations for any revisions or modifications will be made to the Board of Directors for final approval.
- B. The following procedures will be used to determine the dollar amounts to be placed in the Short-Term Fund and the Long-Term Fund. Dollars not specifically designated for the Short-Term or Long-Term Funds will be restricted to investments designated in the "Investment Guidelines" for the Operating Fund.
  - 1. The Finance Committee will recommend the dollar amounts to be placed in the Short and Long-Term Funds.
  - 2. The Board of Directors will have final approval of the dollar amounts placed in specific funds.
- C. The services of an investment consultant will be sought to manage portions of the Long-Term Fund. The following procedure shall be followed to engage a new or replace a current investment consultant.
  - 1. The Executive Director and/or Treasurer will recommend the hiring or replacing of an investment consultant to the Finance Committee.
  - 2. The Finance Committee will review the candidate(s) and make a recommendation to the Board of Directors, who shall have final approval.
- D. The structure of the Long-Term Fund will consist of separately managed accounts and/or mutual funds. The procedures for changing an investment manager and/or

mutual fund will be as follows:

1. The investment consultant will recommend the changing of an investment manager and/or mutual fund to the Finance Committee and Executive Director.
2. The Finance Committee will review the candidate(s), and have final approval.

### **3.2 Operating Fund Policy**

The purpose of the Operating Fund is to meet current obligations and expenses of the SNRS in a timely manner. Funds to cover at least 6 months of expenses will be held in the Operating Fund on a regular basis.

- A. Investment Objectives
  1. Liquidity
  2. Preservation of capital
  3. Optimization of the investment return within the constraints of the policy
- B. Investment Guidelines
  1. The Executive Director and Treasurer shall be authorized to invest the Operating Fund as follows:
    - a. Checking accounts in U.S. federally insured banks and savings and loans not to exceed federally insured amounts;
    - b. Money market funds that invest in U.S. Government backed securities;
    - c. Federally insured certificates of deposit not to exceed \$100,000 per institution;
    - d. Direct obligations of the U.S. Government, its agencies and instrumentalities; and
    - e. Repurchase agreements in conjunction with bank sweep accounts collateralized by U.S. Government obligations.
- C. Investment Maturities
  1. The maturities on investments for the Operating Fund shall be limited to 1 year or less. The Executive Director and/or Treasurer shall be responsible for scheduling maturities.
- D. Operating Fund Reporting
  1. The Executive Director shall prepare the following reports for presentation on a monthly basis to the Treasurer and Board of Directors:
    - a. Schedule of investments,
    - b. Interest income year to date,
    - c. Current yield.

### **3.3 Short-Term Fund Policy**

- A. Purpose: the purpose of the Short-Term Fund is intended to meet the expenses occurring as the result of unanticipated activities. To the extent that there are balances that can be invested, the purpose is to improve the return on funds held for future expenditures while managing investment risk.
- B. Investment Objectives: the investment objectives of the Short-Term Fund are:
  1. Preservation of capital;
  2. Liquidity; and
  3. Optimization of the investment return within the constraints of the policy

- C. Investment Guidelines: The Executive Director and Treasurer are authorized to consult with preferential management for approval by Board to invest in short term funds.
  - 1. Money market funds that invest in government-backed securities;
  - 2. U.S. Federally insured certificates of deposit;
  - 3. Direct obligations of the U.S. Government, its agencies and instrumentalities;
  - 4. Commercial paper rated A 1/P 1 by Standard & Poor's and Moody's ; and
  - 5. Corporate and bank notes\* with a minimum rating of investment grade by one rating service.
- D. Investment Maturities: The maturities on investments for the Short Term Fund shall be limited to three years or less.

### **3.4 Long-Term Fund Policy**

- A. Purpose: The purpose of the Long-Term Fund is to enhance the purchasing power of funds held for future expenditure and to maintain the financial stability of the organization.
- B. Investment Objectives: The objectives of the portfolio represent a long term goal of maximizing returns without exposure to undue risk, as defined herein. It is understood that fluctuating rates of return are characteristic of the securities markets. The primary concern should be long term appreciation of the assets and consistency of total return on the portfolio. Recognizing that short term market fluctuations may cause variations in the account performance, the portfolio is expected to achieve the following objectives over a five-year moving time period:
  - 1. The account's total return should exceed the Consumer Price Index by 4% annually. On a quarter-to-quarter basis, the actual returns will fluctuate and should exceed the target about half the time.
  - 2. The account's total return should exceed the Treasury Bill Index by a minimum of 3% annually. On a quarter-to-quarter basis, the actual returns will fluctuate and should exceed the target about half the time.
  - 3. Understanding that a positive correlation exists between performance volatility (risk) and returns in the securities markets, we have established the following short term objective:
    - a. The portfolio should be invested to minimize the probability of low negative total returns, defined as a one-year return worse than negative 6%. It is anticipated that a loss greater than this will occur no more than one out of twenty years.
- C. Investment Guidelines: The investment policies and restrictions presented in this statement serve as a framework to achieve the investment objectives at the level of risk deemed acceptable. These policies and restrictions are designed to minimize interference with efforts to attain overall objectives, and to minimize the probability of excluding appropriate investment opportunities.
- D. Prohibited Investments: The following investments and investment activities are prohibited:
  - 1. Private placements;
  - 2. Letter stock;
  - 3. Derivatives. However, to the extent that mutual funds are used by the Trust the mutual funds may buy or sell derivatives for the purposes of managing portfolio risk;



4. Individual Commodities or commodity contracts;
  5. Short sales;
  6. Margin transactions; and
  7. Any speculative investment activities.
- E. Diversification: Individual stocks are subject to a maximum 7% commitment at cost or 10% commitment of the account's market value for an individual security and 20% for a particular industry. Individual bonds not guaranteed by the U.S. Government, its agencies, or instrumentalities are subject to a maximum 10% commitment at cost.
- F. Long Term Target Asset Mix: The Long-Term Fund shall be invested in the asset classes listed in the table below. The target weight is the desired weight for each asset class. The minimum weights and maximum weights allow for normal market fluctuations. It is the responsibility of the investment consultant to monitor the Long-Term Fund's asset allocation and to make recommendations for rebalancing to maintain the portfolio within policy guidelines.
- G. Asset class, minimum weight, target weight, maximum weight, equity
1. EQUITY, U.S. Large Capitalization Stocks
    - a. 20%
    - b. 25%
    - c. 30%
  2. U.S. Mid Capitalization Stocks
    - a. 3%
    - b. 5%
    - c. 7%
  3. U.S. Research Capitalization Stocks
    - a. 3%
    - b. 5%
    - c. 7%
  4. International Stocks
    - a. 12%
    - b. 15%
    - c. 18%
  5. TOTAL EQUITY
    - a. 50%
  6. U.S. Government/Corporate
    - a. 28%
    - b. 35%
    - c. 42%
  7. International Bonds
    - a. 3%
    - b. 10%
    - c. 7%
  8. High Yield Bonds
    - a. 8%
    - b. 5%
    - c. 12%
  9. TOTAL FIXED INCOME
    - a. 50%

- H. The following definitions shall apply for the purposes of this policy:
1. Equities: The equity asset classes should be maintained at risk levels roughly equivalent to the sectors of the market represented, with the objective of exceeding a nationally recognized index measuring the performance of the designated sector over a three-year moving time period net of fees and commissions. Mutual funds conforming to the policy guidelines may be used to implement the investment program.
  2. U.S. Large Capitalization Stocks: A portfolio of stocks composed primarily of U.S.-based companies having a market capitalization, on average exceeding \$10.0 billion and whose primary shares trade on a major US exchange. The generally accepted, nationally recognized index for this asset class is the Standard & Poor's 500 Stock Index. (S&P 500)
  3. U.S. Mid Capitalization Stocks: A portfolio of stocks comprised primarily of U.S.-based companies with the average of the stocks held having a market capitalization between \$2 billion and \$10.0 billion. The generally accepted, nationally recognized index for this asset class is the Russell Midcap Index.
  4. U.S. Research Capitalization Stocks: A portfolio of stocks composed primarily of U.S.-based companies having a market capitalization, on average, of less than \$2.0 billion. The generally accepted, nationally recognized index for this asset class is the Russell 2000 Index.
  5. International Stocks: A portfolio comprised primarily of stocks of non-U.S.-based companies, the primary shares of which are traded on exchanges outside the U.S. American Depository Receipts are considered International Stocks. The generally accepted, nationally recognized index for this asset class is the Morgan Stanley Capital International Europe-Australia-Far East Index (EAFE).
  6. Fixed Income: Investments in fixed income securities will be managed actively to pursue opportunities presented by changes in interest rates, credit ratings, and maturity premiums. Mutual funds conforming to the policy guidelines may be used to implement the investment program. The following definitions shall apply for the purposes of this policy:
    7. U.S. Government/Corporate Intermediate Bonds: A portfolio consisting primarily of fixed income Intermediate Bonds securities denominated in U.S. dollars issued by the U.S. Government or U.S. corporations having a weighted average maturity of less than 10 years.
    8. High Yield Corporate Bonds: A portfolio consisting primarily of bonds issued by U.S. corporations and the majority of the bonds are rated below BBB/Baa.
    9. International Bonds: A portfolio consisting primarily of fixed income securities denominated in currencies other than U.S. dollars. Issuers may be both governments and corporations. The generally accepted, nationally recognized index for this asset class is the Citigroup Non-U.S. Dollar World Government Bond Index.
  - I. Performance Reporting: The SNRS Long Term Account will be evaluated quarterly on a total return basis. Returns will be compared to:
    1. Consumer Price Index plus 4%;
    2. The 90-day Treasury Bill Index plus 3%;
    3. Nationally recognized indices measuring the performance of the classes specified in the target asset mix.

Comparisons will show results for the latest quarter, year to date and since inception. The report will be prepared by the Investment Consultant and will be presented to the Board of Directors on a quarterly basis.

#### 4.0 ARCHIVES AND RECORDS RETENTION

- A. Policy: All documents that have historical significance regarding SNRS will be archived. The SNRS Secretary is responsible for the oversight of archiving documents of historical importance for the Society.
- B. Archives include:
  - 1. Annual Conference Information
    - a. Conference Planning Committee minutes
    - b. Final conference programs
    - c. List of all award recipients (grant funding awardees and honorary awards) with photographs
  - c. Abstracts of conference presentations and posters including:
    - a. Conference evaluation summary
    - b. Conference expenses and revenues
    - c. Publicity, including photographs taken during SNRS meetings or events.
  - 2. Student Network end of year report
  - 3. Annual Meeting minutes
  - 4. Files of historical importance from:
    - i. President
    - ii. Vice-president
    - iii. Secretary including all Governing Board minutes
    - iv. Treasurer including all financial reports and fiscal year reports
    - v. Succession Planning and Nominating Committee ballots
    - vi. Bylaws Committee
    - vii. Program Committee
    - viii. Awards Committee
    - ix. Grants Committee
    - x. Development Committee
    - xi. RIGs
    - xii. Quarterly Official Newsletter
    - xiii. Copies of Official Journal
    - xiv. SNRS Directory
    - xv. Board meeting minutes
    - xvi. Charter amendments
    - xvii. Official SNRS correspondence
    - xviii. Other items or correspondence with historical significance
- C. Location of Archives: The Management Company (as contractually obligated) will archive all documents of historical significance as listed, either in electronic or hard copy format. SNRS Secretary will have oversight of this process. Georgia State University has possession of archives dating from 1986 to 2007. Contact GSU for details on procuring documents from these dates.

D. Procedure for Retrieving Documents:

1. SNRS members may access SNRS documents with Board approval.
2. SNRS members seeking access to SNRS documents must:
  - a. Submit a written request to the SNRS Secretary
  - b. The Secretary will present the request to the SNRS Board
  - c. If the Board approves the request, the Secretary will forward the request to the management company who will release the documents to the SNRS member.
  - d. Charges may be incurred for time/copies as needed depending on the size of the request.

# **APPENDICES**

## ANNUAL CONFERENCE POLICIES AND PROCEDURES

### I. Program Committee Responsibilities

- A. Overall direction of the Annual Conference and educational offerings.
- B. Create continuity between Annual Conferences.
- C. Select and recommend keynote speakers for the Annual Conference to the SNRS board for approval.
  - 1. Invited speakers' registration fee may be waived for the day they are speaking. If they are attending the conference for multiple days, they will follow usual registration procedures.
  - 2. This policy would usually include the keynote speaker, editors that are invited as part of the Editors' Panel, and funding agency representatives that are invited, such as the NINR Program Director.
- D. Advise and direct the Local Planning Committee's activities (Silent Auction, Selection of Moderators and Monitors, Activities onsite at Annual Conference, etc.)
- E. Oversee and implement Annual Conference planning activities (Conference template, Reviewer recruitment and selection, Abstract solicitation and review, Annual Conference program abstract selection (podium and posters (regular and student) and scheduling, evaluation process)
- F. Coordinate and implement evaluation procedures for the Annual Conference and educational offerings.
- G. Review and synthesize findings from the Annual Conference and educational offering evaluations.
- H. Make recommendations for changes in the Annual Conference program template and activities based on the evaluation to the Board by the following Mid-Year Board Meeting.

### II. **The Program Committee will meet monthly and more frequently as needed. These meetings will be chaired by the Vice President. The meetings will be held using various strategies such as:**

- A. Onsite at Annual Conference program
- B. Telephone conference using online technologies
- C. Combination of onsite and telephone conference for preliminary visit to local sites
- D. Annual reports will be prepared by the Program Committee to report Annual Conference program planning, outcomes and evaluation data.

### III. Local Planning Committee

- A. Goal: The Local Planning Committee will assist the Program Committee and Vice President in the development and implementation of the Annual Conference program.
- B. Policy: The Local Planning Committee will assist in the Program Committee and Vice President in the development and implementation of the Annual Conference program. The Local Planning Committee's responsibilities will be to:
  - 3. Solicit items for the Silent Auction and assist management company staff with onsite Silent Auction activities.

4. Assist management company staff in identification of local resources (additional hotels, restaurant list, local area activities, etc.).
  5. Develop and implement activities to promote the Annual Conference program at the local site.
  6. Select moderators and monitors.
  7. Assist with onsite Annual Conference program activities (Hospitality booth during first day registration).
- C. Procedures:
1. Responsible Committees/Individuals: Local Planning Committee, Program Committee, Management company, Vice President, host schools
  2. The host school(s) will appoint 1 local SNRS member to serve as Local Planning Chairperson and on the program committee two years prior to the year the school(s) will be local to the conference.
    - a. The chairperson of the Local Planning Committee will serve on the Program Committee for two years prior to the local site conference, and one year after the local site conference.
  3. One year prior to the local Annual Conference program the local school(s) shall appoint SNRS members (at least 10) to the Local Planning Committee.
  4. Two years prior to the local site Annual Conference program the Local Planning Committee and sponsoring schools will develop activities to promote the local site program.
    - a. These activities include:
      - i. Develop brief call to conference note for Annual Conference program book. This should be forwarded to the Vice President by November.
      - ii. Save-the-date card and Research promotional item (representative of local site) to be distributed at Annual Conference program one year prior to the local site. The Local Planning Committee members will distribute the items during the meeting (example times – prior to awards luncheon, at the business meeting, etc.).
      - iii. Local Planning Committee Chairperson to give a brief presentation, Call to Annual Conference program, highlighting the conference theme, keynote address, and local area facilities.
      - iv. Solicit goods (e.g., restaurant gift certificates, etc.) from vendors in their area for the Silent Auction.
      - v. Assist Management Company in identification of local resources (additional hotels, restaurant list, local area activities, etc.).
  5. The year prior to the local site Annual Conference program, the Local Planning Committee will engage in activities to promote the local site program. These activities include:
    - a. Assist the Program Committee as directed.
    - b. Maintain close communications with the Vice President, Program Committee and Management Company.
    - c. Assist the Program Committee in the development of E-Blasts to highlight the local site (description of local area hotels, restaurants, tourist spots, directions to hotels, etc.).
    - d. Identify potential exhibitors that represent the local area. See Exhibitor policy.

- e. Send email letters to School of Nursing deans in the SNRS region requesting donations (e.g., SON baskets, etc.) for the Silent Auction in November and reminder email in January.
  - f. Identify and solicit SNRS members to serve as moderators and monitors for sessions at the Annual Conference. Refer to Moderators and Monitors policy.
6. Assist the Program Committee, Vice President and Management Company staff with onsite activities during the local site Annual Conference program. These activities include:
- a. Staff Hospitality booth during first day registration period (pre-conference through period prior to first keynote).
  - b. Provide onsite orientation for moderators and monitors.
  - c. Meet with incoming Local Planning Committee chairperson (for proceeding years).

#### **IV. Meeting Matrix**

- A. Goal: To develop a basic meeting matrix for the Annual Conference program and revise as needed.
- B. Policy: A meeting matrix that outlines the structure of the Annual Conference program to include:
  - 1. Dates (to be determined yearly)
  - 2. Length of program (days, start/end times)
  - 3. Conference objectives
  - 4. Registration times
  - 5. Pre-conference and Doctoral pre-conference structure
  - 6. Keynotes – number and position on program
  - 7. Podium presentations – number of sessions (individual paper), number of symposium (including submitted and RIG sponsored), position on program
  - 8. Poster presentations – number of sessions, groupings (by RIG's), including both regular and student submissions
  - 9. SNRS Reception
  - 10. Awards luncheon
  - 11. Business meeting
  - 12. RIG meetings and RIG chair dinner
  - 13. Networking sessions
  - 14. Special meetings – Dean's and Directors
  - 15. Plenary sessions – funding panels, special sessions, etc.
- C. Procedures:
  - 1. Responsible committees: Program Committee, Management Company, Board
  - 2. Two years prior to the Annual Conference meeting date, the Program Committee will meet in February (at an Annual Conference time) to review the meeting matrix and consider changes as indicated. Factors to be considered in revisions of the meeting matrix include:
    - a. Previous evaluations
    - b. Registration numbers per day, per session
    - c. Input from Management company and Board
  - 3. A draft of the meeting matrix will be presented to the Board at the concluding board meeting (end of Annual Conference) by the Vice President.



- a. Once the Governing Board approves the meeting matrix, the Program Committee will use this matrix to build the program.
- b. Changes in the meeting matrix will be made only with approval of the Board.
- 4. The Annual Conference theme will be determined by:
  - a. Review of previous themes by the Program Committee and Board
  - b. Suggestions from the Local Planning Committee
  - c. Determined at least two years prior to the conference date

## **V. Site Selection**

- A. Goal: To identify and select sites within the SNRS geographic area to hold the Annual Conference program.
- B. Policy: Local Schools of Nursing within the SNRS region will submit proposals to sponsor the Annual Conference. The Management Company will prepare a report outlining the city resources and capabilities to the Board. The Board will make a final decision for the Annual Conference program site at least three years prior to the date.
- C. Procedures:
  - 1. Responsible committees: Program Committee, Governing Board, Management Company
  - 2. Local Schools of Nursing (individually or as a group of schools from a particular area) wishing to sponsor the Annual Conference program are to submit a letter of intent to the Management company at least 4 years prior to the conference date.
  - 3. Criteria for site selection include:
    - a. Location/space
    - b. Driving distance to major Schools of Nursing in SNRS region
    - c. Available dates
    - d. Hotel rates
  - 4. The Management company staff will investigate cities/hotels based on Board input and local school interest approximately three (3) years prior to the conference. Staff submits a recommendation for Board approval at least three (3) years out. The President communicates by letter approval of the site to the sponsoring schools.

## **VI. Sponsoring Schools**

- A. Goal: To solicit Schools of Nursing within the SNRS geographic area to host the Annual Conference program.
- B. Policy: Sponsoring schools (from within the SNRS region) are recruited to host the Annual Conference program at least 3 years prior to the date.
- C. Procedures:
  - 1. Responsible committees: Program Committee, Board, Management company, Sponsoring schools
  - 2. Sponsoring schools identified from letter of intent. Additional schools may be added after consultation with initial schools.
  - 3. Sponsoring schools will be responsible for identifying one SNRS member who will serve as the Local Planning Committee chairperson (see Local Planning Committee policy), as well as at least 1-2 SNRS members per school (depends on number of sponsoring schools) to serve on the Local Planning Committee.

4. The sponsoring schools will support the activities of the Local Planning Committee as negotiated by the faculty.
5. Any events (e.g., evening reception) sponsored by the sponsoring schools must be first approved by the Program Committee to determine fit within the program.
  - a. Sponsoring schools must notify Program Committee of event plans at least 18 months prior to the Annual Conference.
  - b. The sponsoring schools would be responsible for all costs associated with the event.
6. The sponsoring schools will provide support for onsite activities such as the Hospitality booth; registration, etc. (see Local Planning Committee policy).

## **VII. Evaluation Plan for Annual Conference**

- A. Goal: To implement an evaluation plan to promote a quality Annual Conference.
- B. Policy: An evaluation plan will be implemented to promote a quality Annual Conference program. The evaluation plan will be used to make refinements in the Annual Conference procedures using both process evaluations and participant satisfaction surveys.
- C. Procedures:
  1. Responsible committees: Program Committee, Board, Management Company
  2. The Program Committee will be responsible for:
    - a. Developing and refining abstract reviewer satisfaction surveys in December. These surveys will be distributed to the reviewers two weeks after the abstract review is completed.
    - b. Developing and refining the Annual Conference participant satisfaction survey in October. The participant satisfaction survey will be made available to participants online at the Annual Conference meeting.
    - c. Reviewing data from the process evaluation in May.
    - d. Completing an evaluation report and submitting to the Governing Board by July.
    - e. Refining Annual Conference plans using the evaluation report.
  3. The Board will be responsible for reviewing and approving the evaluation plan and materials.
  4. The Management Company will be responsible for:
    - a. Distributing via email the reviewer satisfaction survey two weeks after the abstract review period is completed. The Management Company will compile the results and forward them to the Program Committee by August.
    - b. Implementing the participant satisfaction online survey to be made available at the Annual Conference. The online survey will be open for a period of four weeks after the conference is closed. The Management Company will be responsible for compiling the results and forwarding them to the Program Committee by May.
    - c. Collecting data for the process evaluation and forwarding this report to the Program Committee by May. This data should include:
      - i. Registration numbers (members, student members, states represented, schools, pre-conference registrants, doctoral student pre-conference registrants, etc.)
      - ii. Total number of abstracts submitted (member, student member) by category (symposium, podium, poster), RIG, state represented, school
      - iii. Names of exhibitors and sponsors

## **VIII. Abstracts**

- A. Goal: To develop a high quality, scientific program for the Annual Conference meeting from abstracts submitted by SNRS members and student members, as well as invited keynote addresses.
- B. Policy: The high quality, scientific program for the Annual Conference meeting will be developed from abstracts submitted by SNRS members and student members. An online system for submission, review and program development will be used. The scientific program will include podium sessions (individual papers, symposia), posters (regular members, student members), as well as keynote addresses (invited).
- C. Call for Abstracts -- Procedures:
  - 1. Responsible committees: Program Committee, Local Planning Committee, Management Company
  - 2. The deadline dates for the call for abstracts will be announced at the Annual Conference meeting. E-blasts announcing the call for abstracts will be developed by the Program Committee, and sent to the membership by the Management Company.
  - 3. Preparations for online abstract submission and review:
    - a. All documents related to abstract submission, including abstract guidelines, student abstract guidelines, abstract scoring, and reviewer instructions (regular and student abstracts) will be reviewed/approved by the Program Committee at the Annual Conference meeting.
    - b. The online abstract system will be pilot tested (reviewer submission, abstract submission, abstract review process) by members of the Program Committee within two weeks of the Annual Conference.
      - i. Issues and problems identified during the pilot testing will be reported to the Vice President.
      - ii. The Vice President will prepare a problem report and submit to the Management Company. The Management Company will coordinate refinements in the online system.
      - iii. The Vice President will approve all final changes to the online system.
      - iv. The online system must be ready within three weeks of the Annual Conference.
  - 4. As first author, SNRS members may submit an abstract for each presentation type (podium, symposia, poster). Duplicate or late submissions will be disqualified.
  - 5. The first author of all abstracts must be a SNRS member (or member of ENRS, MNRS, or WIN) at the time of presentation. Nonmember abstracts will be reviewed only if membership dues are paid (includes both regular and student members) prior to the deadline date for the annual conference. The management company will verify abstract first author's membership status prior to the review.
  - 6. Scientific meeting abstracts will include:
    - a. Podium presentations
      - i. Individual podium presentation: A paper presentation is an oral platform presentation. Only one author (primary author) may make the presentation. The paper presentation must focus on completed research, or research methodologies.
      - ii. Symposium: A symposium includes a group of papers, usually 3 to 5, related to a specific topic and submitted together. Symposium may be individual research reports (related to a specific topic) or focus on research

methodologies. The abstracts for the symposium must be submitted at the same time by the lead individual and include an overview abstract. All symposium abstracts will be peer reviewed, including RIG sponsored. Symposium may be:

- Unsolicited
  - RIG sponsored (two RIG-sponsored symposium will be allocated yearly by the RIG board chairperson).
- iii. Poster presentations: A poster presentation may be presented on completed research or research methodologies. The submitted abstract may describe research in progress (must report preliminary findings) that is expected to be completed by the time of the meeting. A poster presentation must fit on a 4' x 8' display board. Handouts may be used. No audiovisual equipment will be made available.
- iv. Student poster presentations: A student poster presentation is presented on completed research or research methodologies. The submitted abstract may describe research in progress (must report preliminary findings) that is expected to be completed by the time of the meeting. Student poster abstracts must be submitted by students in an undergraduate nursing or graduate program. The student member must be the first author of the abstract and attend the Annual Conference to present the poster. Others student abstract authors may include members of the research program, faculty, or students. The poster presentation must fit on a 4' x 8' display board. Handouts may be used. No audiovisual equipment will be made available.
7. All abstracts (including symposium, RIG sponsored symposium) will be peer reviewed for scientific quality.
- a. Abstract Reviews – Procedures
- d. Responsible committees: Program Committee, Local Planning Committee, Management company
  - ii. Abstract reviews will be completed in two stages:
    - Reviews of abstracts from the regular members (June)
    - Student poster abstract reviews (October)
- b. During the abstract submission time period, the Management Company will monitor the abstract submission to identify the types of abstracts submitted by research area.
- c. The Vice President will review the abstract numbers by research area, and the number of reviewers by research area, to determine if an adequate number of reviewers are available.
- d. The abstract review period will take place over a three week period (June).
- e. Each abstract will be assigned to three reviewers, who will be blinded to authors' names and institutions.
- f. Abstract assignment to reviewers:
- i. The Management Company will prepare a spread sheet listing abstracts by research area. Information to be included on the spread sheet includes: abstract number, title, author's names, author's institution and city.
  - ii. The Local Planning Committee members will assign the abstracts by research area to reviewers. Reviewers will not be assigned abstracts from

- their own institution or city. Program Committee members will assist with abstract assignments to reviewers.
- iii. The Management Company will email abstract assignments to each reviewer.
  - iv. The Vice President and chair of the Local Planning Committee will monitor the abstract review online site for reviewer progress on a weekly basis. (See abstract reviewer policy and procedures)
- g. Abstract reviews not completed by the deadline will be re-assigned to Program Committee or Local Planning Committee reviewers. This review process will take place one week after the reviewer deadline.
- h. Abstract Selection – Procedures
- i. Responsible committees: Program Committee, Local Planning Committee, Management company
  - ii. The Management Company will prepare a spread sheet listing abstracts by mean score. Information to be included on the spread sheet includes: abstract number, research area, RIG, title, author's names, author's institution/city, and individual reviewer scores and comments.
  - iii. The Vice President will review mean scores, and individual reviewer scores. Any abstracts with diverse scores will be considered for re-review by the Program Committee.
  - iv. Selection for podium, symposia and poster presentations at the Annual Conference will be based on high quality, scientific abstracts determined by peer review.
    - Scoring for podium and poster abstracts will range from 0 to 21, and 0 to 18 for symposia. Student poster abstract scores range from 0 to 21.
    - A high quality, scientific abstract score of 17 will be considered as acceptable for podium and poster abstracts, and 14.5 as acceptable for presentations in the symposia (note all symposium abstracts must have scores at the minimum high quality level in order to be accepted.
      - When not all symposium abstracts are ranked at the high quality, scientific score level, those that score at acceptable the range will be considered as individual papers for either podium or poster.
    - A high quality, scientific, student abstract score greater than 14.5 will be considered acceptable for presentation.
      - The top three student abstracts by score for each RIG, and for each day will be identified. This list will be forwarded to the Award Committee by December.
  - v. Abstracts with scores that are in the high quality, scientific score area will be identified. A spreadsheet listing all high quality, scientific scored abstracts by research area will be developed by the Management company.
  - vi. The Program Committee will meet by telephone conference to review the spreadsheet of high quality scored abstracts by research area and podium/poster choice (as listed by abstract author) in two stages (regular program, student posters).

- Using the meeting matrix the Program Committee will meet by telephone conference and online to develop the program for podium and posters for 3 meetings in July for the regular program.
  - Using the meeting matrix the Program Committee will meet by telephone conference and online to develop the program for the student posters for two meetings in early November.
- vii. The abstracts selected for the program will be entered into the meeting matrix by type of presentation, podium, symposium, poster or student poster. This meeting matrix will be used to develop the program and program brochures.
- viii. The meeting matrix with accepted abstracts for the regular program (excluding the student posters) will be proof read by members of the Program Committee and Local Planning Committee in July.
- Corrections will be sent to the designated Program committee member. The corrected copy will be forwarded to the Management Company and in August to the Board for approval.
- ix. The meeting matrix with accepted student poster abstracts will be proof read by members of the Program Committee and Local Planning Committee in late November.
- Corrections will be sent to the designated Program committee member. The corrected copy will be forwarded to the Management company and in December to the Board for approval.

## **IX. Annual Conference Pre-Conferences**

- A. Goal: To provide pre-conference sessions at the Annual Conference that provides educational opportunities in research for SNRS members and doctoral student members.
- B. Policy: Pre-conference sessions will be held the morning of the first conference day prior to the start of Annual Conference sessions. Pre-conference sessions will be held only if registration numbers (paid registration) meet the budget requirements for the session.
- C. Pre-conference sessions will be held as work-shop sessions. Sessions may be limited by number of participants. Work-shop session topics may include topics related to research designs, methods, dissemination strategies (e.g., publishing) or other topics approved by the governing boards. Speakers for the pre-conference sessions will not receive payment for these sessions.
- D. Procedures:
1. Responsible committees/Individuals: Program Committee, Management company
  2. The Program Committee will solicit pre-conference proposals from RIG's and the SNRS membership.
    - a. Pre-conference proposals are to be submitted to the Program Committee by July 1.
    - b. Pre-conference proposal will include:
      - i. Title
      - ii. Educational objectives
      - iii. Content outline
      - iv. Speakers bios
      - v. AV requirements
      - vi. Projected number of attendees

- c. The Program Committee will review proposals for educational quality. Pre-conference sessions selected for the Annual Conference will be reviewed by the Governing Board prior to final approval.
  - i. The Governing Board will give final approval for Pre-Conferences. Final determination to be made at the August board meeting.
  - ii. Notification of approval to be sent to the pre-conference coordinator by August 15.
- 3. The Program Committee will develop E-Blasts announcements for the Pre-Conference sessions. The management company will send E-Blasts announcing Pre-Conferences to be sent at least bi-monthly beginning in October.
- 4. Pre-conference registration rates to be set by the Governing board.
- 5. The Management Company will monitor registration numbers for each pre-conference, and communicate registration numbers to the Vice President on a weekly basis.
  - a. If registration numbers for pre-conference session are lower than number needed to meet budget; the Vice President and Governing Board will make a decision on whether to cancel the pre-conference based on low registration numbers, one week prior to the conference.
    - i. If the pre-conference is cancelled, speakers and participants will be notified by email and registration costs for the pre-conference will be refunded. Confirmation of cancellation notice will be requested.
- 6. A doctoral student pre-conference session will be developed by the Program Committee with input from the Local Planning Committee.
  - a. Interest surveys will be sent to all doctoral students (using online surveys, such as Survey Monkey) in Schools of Nursing in the SNRS region.
    - i. The interest survey will be developed by the Program Committee.
    - ii. The Management Company will compile results from the survey and send to the Program Committee.
    - iii. The survey results will be used to develop the Doctoral Student Pre-Conference session.
  - b. The Doctoral Student Pre-Conference will engage speakers from diverse schools

## **X. Abstract Reviewers**

- A. Goal: To identify and select abstract reviewers from the general SNRS membership to review abstracts for scientific quality for the Annual Conference program.
- B. Policy: To identify and select abstract reviewers from the general SNRS membership to review abstracts for scientific quality for the Annual Conference program.
- C. Procedures:
  - 1. Responsible committee: Program Committee
  - 2. The Program Committee will announce call for Annual Conference abstract reviewer at the Annual Conference meeting.
    - a. The call will be available on the organizational website as well as listed in the Annual Conference program.
    - b. Reminders for the call for reviewers will be made at the opening address, business meeting, and at the SNRS organizational booth.
    - c. Links to the call for reviewers will be made available on the computers set-up at the Annual Conference meeting to facilitate access.

- d. The call for reviewers will include the following information (see attached sample document):
  - i. Qualifications
  - ii. Reviewer expectations, such as dates of the review period, expected number of abstracts to be reviewed
  - iii. Reviewers will be asked if they would be willing to review for either regular sessions (symposia, podium, posters) or student sessions (student posters)
  - iv. Signature of agreement (signed electronically; statement indicating willingness to complete the abstract reviews by the specified deadline, confidentiality of the reviews, and confirmation that they meet the qualifications.
3. Qualifications
  - a. Current membership in SNRS
  - b. Doctoral preparation in Nursing or a related field
  - c. Evidence of published research findings (empirical studies, method papers, etc.) within the past 10 years
  - d. Each reviewer will be asked to sign (electronically) a statement indicating their willingness to complete the abstract reviews by the specified deadline, confidentiality of the reviews, and confirmation that they meet the above qualifications (a-c).
4. Prior to selection of yearly abstract reviewers, the program committee will review the Abstract Reviewer evaluations from the previous year, reviewer productivity and associated programs.
5. Abstract reviewers will be selected by the Program Committee who meet the reviewer qualifications and those who have demonstrated satisfactory performance if they have previously served as an abstract reviewer (satisfactory performance defined as: completion of abstract reviews by the deadline).
  - a. The management company will prepare a spread sheet listing all potential reviewers who meet qualifications (listed in #3).
  - b. Names of abstract reviewers who demonstrated satisfactory performance in previous years will be highlighted.
  - c. The Vice President will identify abstract reviewers who did not demonstrate satisfactory performance in previous years and remove names from the spread sheet list.
  - d. Email correspondence with Program Committee members will be used to verify abstract reviewer list. This review will include:
    - i. Identification of abstract review needs (do we have enough reviewers based on content expertise).
    - ii. Identification of potential conflicts.
    - iii. Identification of need for additional reviewers in areas of specific content expertise.
6. The Vice President will oversee the abstract reviewer process with assistance from selected members of the Program Committee (previous LPC chair). The review process will include:
  - a. Reviewers will receive instructions on how to review online prior to date. The Vice President may move the review date if needed.
  - b. Each abstract is blinded for review and rated by at least three reviewers. The results of the three reviews are averaged (mathematical average of score).



- c. At least two of three reviewers should have expertise related to the abstract's designated RIG and content expertise.
- d. The Vice President and Management Company will monitor the abstract review progress.
  - i. Emails will be sent to all reviewers at the opening of the review process by the Management Company outlining the abstract review process instructions, deadlines, and who to contact for problems.
  - ii. Reminder emails about abstract reviewer deadlines will be sent two weeks and one week prior to the deadline date.
  - iii. The Management Company will review reviewer progress and notify the Vice President of those reviewers who have failed to complete reviews one week prior to the deadline. An email from the Vice President (sent by Management Company) will be sent to those reviewers who have not completed their reviews two days prior to the deadline.
  - iv. The Vice President will re-assign abstracts needing review. Program committee members will be asked to assist with these reviews.
- 7. An evaluation of the reviewer selection process (process review – total number recruited, number selected, number rejected, and problems) will be compiled by the Vice President one month after the reviews are completed (with assistance by the Management Company). A reviewer satisfaction survey will be emailed to each reviewer one week after abstract reviews are completed by the management company.
  - a. Reports of the reviewer process (selection process, satisfaction survey) will be compiled and documented.
  - b. Copies of the report will be included in documents for future Annual Conference planning.
- 8. Appreciation letters will be emailed to each reviewer who demonstrated satisfactory performance (completed reviews by deadline date). The appreciation letter (PDF document on SNRS letterhead) will be signed by the Vice President and President. The management company will email letters to each of the reviewers.

## **XI. Annual Conference Room Moderators and Monitors**

- A. Goal: To solicit SNRS members to serve as room moderators and monitors for sessions at the Annual Conference meeting.
- B. Policy: SNRS members will be solicited to serve as room moderators and monitors for sessions (keynotes, podium, and poster sessions) at the Annual Conference.
- C. Procedures:
  - 1. Responsible committees: Local Planning Committee (primary responsibility), Program Committee, Management Company.
  - 2. The Local Planning Committee will identify and solicit SNRS members to serve as moderators and monitors for sessions at the Annual Conference. The Program Committee will assist in the identification of session moderators and monitors.
    - a. Keynote sessions will be moderated by SNRS officers (president, president-elect, vice president).
    - b. Podium sessions will be moderated by SNRS members.
    - c. Poster sessions will be moderated by SNRS members.
    - d. SNRS student members will serve as monitors for podium and poster sessions.

- e. Pre-conference and doctoral student pre-conference sessions will be moderated and monitored by Pre-conference session leaders. Local Planning Committee members will provide assistance as requested.
3. The Management Company will:
    - a. Provide materials at the Annual Conference onsite for room monitors (time cards, etc.).
    - b. Email guidelines to session moderators and monitors at least two weeks prior to the conference, and have extra copies at the Annual Conference.
    - c. Email thank you notes (letters signed by Vice President and Local Planning Committee chairperson, PDF document on SNRS letterhead) to session moderators and monitors two weeks after the Annual conference.
  4. Qualifications:
    - a. Moderator: SNRS member, current research program area of expertise matches session to be moderated
    - b. Monitor: SNRS student member, current research program area of expertise matches session to be moderated
  5. Responsibilities:
    - a. Moderator: Introduce the speakers, moderate question & answer sessions and assist room monitor in monitoring time for session. Refer to attached guidelines.
    - b. Monitor: Monitor the session time, distribute handouts and assist room moderator. Refer to attached guidelines.
    - c. Poster Monitors: Monitor the session, assist with poster placement, and other activities as needed. Refer to attached guidelines.
- D. Guidelines for Session Moderators
1. When you arrive at the conference and check-in at the SNRS Conference Registration area, please tell the receptionist that you are a Session Moderator. In addition to your conference name badge and tote bag, you will receive a ribbon that identifies you as a Session Moderator. At this time, please verify that the session you expect to moderate is the same as the session number on record at check-in. Be sure you consult the on-site program which will have listed in it the most recent information about session presenters. Relax and enjoy the conference.
  2. When the time of the session you are to moderate draws near, please follow the instructions below:
    - a. Familiarize yourself with the location of your assigned session location and time.
    - b. Familiarize yourself with the names, affiliations, and presentation titles for each speaker in your session.
    - c. Proceed to your assigned session location.
  3. Upon arriving in the session room:
    - a. Meet your Room Monitor who will assist you with room temperature, lighting, handouts, etc.
    - b. Introduce yourself to the speakers.
    - c. Each room moderator that announces the speaker needs to present a disclaimer to the speaker/presenter. All you would need to do is ask the individual prior to the introductions any of the following examples:
      - i. (Name), PhD, has no financial relationships with commercial interests to disclose.

- ii. (Name), PhD, has indicated that she has received Grant/Research Support from (company name); and has served as a Consultant for (company name).
    - iii. (Name), has no financial relationships with commercial interests to disclose.
    - iv. (Name), PhD has indicated that he is a Major Stockholder with (company name), and is co-founder of company to commercialize cancer drugs.
  - d. Inform the speakers that the room monitor will signal them when there are 5 minutes, 2 minutes, and no minutes remaining.
  - e. Tell them you will tactfully stand up and help them bring a smooth end to their presentations if they run over-time, in fairness to the remaining presenters.
  - f. Maintain the order of the presentations as published in the program. If for any reason a speaker does not show up, proceed with the remaining speakers.
4. Start the session on time:
- a. Briefly introduce all the speakers for the session by facing the audience and reading their names and presentation titles. Remember to keep it brief. The presentations are what everyone really wants to hear!
  - b. Inform the audience that questions will be entertained at the end of each speaker's presentation as time allows. If time is short, questions will be entertained at the end of the session.
  - c. Pause briefly and announce the name of the first speaker as if to call him or her to the podium.
  - d. As needed, perform back-up timekeeping for the Room Monitor if his or her timepiece fails.
5. After each speaker finishes the presentation:
- a. If there is time, assist the speaker with a call for questions from the audience.
  - b. The room monitor will watch the time during questions and alert you when questions will have to stop for the moment so the next speaker can proceed.
  - c. Pause briefly and announce the name of the next speaker as if to call him or her to the podium.
  - d. Sit down; the room monitor will time the presentations.
6. Repeat #3 above until all speakers in the session have delivered their presentations.
- a. If time remains, open the session up for any questions that can be directed to all of the session presenters.
  - b. The audience will be anxious to proceed to the next session or other conference event, so there will be movement in and out of the room.
7. Closing the session on time involves:
- a. Reminding the audience to evaluate the session online at the Cyber Café in order to provide feedback to the presenters and earn their continuing education credits.
  - b. Offering the audience the option of visiting the Registration Desk to request, complete, and hand-in an evaluation form for the session if they prefer this over the Cyber Café.
  - c. Thanking all of the speakers and the audience as the official time for the end of the session comes about.
  - d. Collecting any hard copies of extra handouts left behind by audience members and presenters shall be delegated to the Room Monitor who will be positioned at the back of the room or at the doors where audience members are exiting.
8. If any problems arise during the session (i.e. audio visual, handout shortages, speaker requests), inform your Room Monitor if he or she is not already alerted. If he or she

cannot handle or resolve the issue, then immediate contact must be made with the SNRS staff at the conference registration desk.

9. Information about the Loading of PowerPoint Presentations: All Sessions/All Speakers
  - a. The presentations for each session will be uploaded and ready to go prior to start of the conference as noted in the acceptance letter. The computer and projector in each session will be set up and ready to go with the session's presentations.
  - b. If for any reason a conference speaker was not able to upload his or her presentation prior to the start of the conference, a Speaker Ready room is available along with an A/V Technician to assist with loading before the presentation time arrives. Those speakers uploading presentations after the start of the conference will be charged a fee approved by the Board for this service.
  - c. If a presenter in your room has not reported to the Speaker Ready room to upload his or her presentation, and it was not uploaded prior to the beginning of the conference, please ask your Room Monitor to inform the SNRS Conference Registration Desk that you need an A/V Technician in your room. When the technician arrives, the presentation will be loaded when other presentations are completed. This means that the last loaded presentation will be the last one presented in this case.
- E. Guidelines for Room Monitors
  1. When you arrive at the conference and check-in at the SNRS Conference Registration area, please tell the receptionist that you are a Room Monitor for a specific conference session. In addition to your conference name badge and tote bag, you will receive a ribbon that identifies you as a Room Monitor. At this time, please verify that the session you expect to monitor is the same as the session number on record at check-in. Be sure you consult the on-site program which will have listed in it the most recent information about the conference sessions. Relax and enjoy the conference.
  2. When the time of the session you are to monitor draws near, please follow the instructions below:
    - a. Familiarize yourself with the location of your assigned session location and time.
    - b. Arrive at your assigned session location at least 15 minutes before the start of the session.
    - c. Be sure you understand what is expected of you.
    - d. A Room Monitor controls the lighting and temperature in the room, circulates the handouts (if there are any) to the audience members, and calls for and/or finds assistants when A/V help is needed by contacting the SNRS Conference Registration Desk and making known the nature and location of needed assistance.
    - e. Familiarize yourself with the name of the Session Moderator and make contact with him or her.
  3. Upon arriving in the session room:
    - a. Let your Session Moderator know you have arrived.
    - b. Share with each other the understanding you have about your assignments and decide how to work together (signals, requests for help, etc.)
    - c. Familiarize yourself with the controls for the room lights and thermostat.
    - d. Ask the session speakers if they have handouts to distribute. If so, take them and pass them out when the time is right.
    - e. Locate the computer and the projector. Introduce yourself to the A/V Technician if he or she is in the room. Discuss with the A/V Technician the transitioning that must be done in between speakers so that the proper presentation is on the screen and ready

- for the first and then each subsequent speaker. If you are the one who will click the presentations and make them ready for the speakers, make sure you understand how to do that.
- f. Ascertain if all of the presentations have been pre-loaded online. If not, immediately request the assistance of an A/V Technician. If one is not in the room, go to the SNRS Conference Registration Desk and request the assistance you need and tell them where to send the help.
4. During the session:
    - a. Position yourself at the front of the room during the session, but remain within the line of vision of the Room Moderator so that signaling each other is possible at all times.
    - b. Sit down and watch the clock (wristwatch). Keep your signs nearby so you can signal the speaker at 5 minutes remaining, 2 minutes, and no minutes.
    - c. Monitor the room temperature, seating, and lighting.
    - d. Immediately report A/V problems to the SNRS Registration Desk rather than trying to solve the problem on your own.
    - e. Assist the Session Moderator with recognizing any audience members who wish to ask questions of the speakers.
  5. At the close of the session:
    - a. Clear the path to the exit doors so the audience can move out safely and quickly.
    - b. Collect any hard copies of extra handouts left behind by audience members and presenters and stack them neatly at the back of the room.
    - c. If any audience members try to hand you their paper copies of their session evaluations, politely direct them to drop them at the SNRS Conference Registration Desk to ensure that they will receive earned continuing education credits.
    - d. If audience members ask to be reminded of how they can evaluate a session, please direct them to the Cyber Café or the SNRS Conference Registration Desk for information.
  6. Work together with your Session Moderator(s) to resolve any problems that arise during the session (i.e. audio visual, handout shortages, speaker requests). You are the responsible “runner” if outside assistance is needed.
- F. Guidelines for Poster Greeters
1. When you arrive at the conference, check-in at the SNRS Conference Registration area and tell the receptionist that you are a Poster Greeter. Please check-in no later than 15 minutes before the start of the poster session for which you have greeter duties. A name badge and a program with the listings of poster presenters, poster titles, assigned poster numbers, and poster board locations will be provided.
  2. When the time of your poster session draws near, please follow the instructions below:
    - a. Familiarize yourself with the exhibit hall where posters are on display.
    - b. It helps if you identify the ways the posters are numbered so you can direct people to specific authors and titles when you are asked.
    - c. Position yourself near the entrance door to the exhibit hall. When more than one greeter is available at the same time, negotiate your respective positions at the entrances to the hall and throughout the hall.
  3. During the active poster session, please:
    - a. Offer assistance to anyone who needs to locate a specific poster board, title, or author.

- b. Poster authors (or their designees) are exclusively responsible for the whereabouts of their posters prior to the opening of any session. If an author or designee lets you know that they had shipped their poster to the hotel and do not know where to pick it up, please refer them to the SNSRS Registration Desk.
  - c. Poster authors (or their designees) are responsible to pick up and take down their posters at the times posted in the SNRS Conference Program. Posters left hanging when the next session's authors are ready to hang theirs will be removed, neatly rolled, and returned to the SNRS Registration Desk. The same procedure for removing and securing posters will be followed when the last poster session closes.
  - d. If more than one greeter is available in any given session, one or more can circulate during the session to assist authors and other participants with hanging or removing posters from the boards.
  - e. If there are problems that you cannot resolve, please request assistance by going to the SNRS Conference Registration Desk, explain the problem and request help there.
4. At the close of the session:
- a. Clear the path to the exit doors so the audience can move out safely and quickly.
  - b. If any audience members try to hand you their paper copies of their session evaluations, politely direct them to drop them at the SNRS Conference Registration Desk to ensure that they will receive earned continuing education credits.
  - c. Remind attendees to evaluate the poster session online at the Cyber Café.
  - d. Thank you very much for making the SNRS conference an extraordinary event for presenters and audience members alike.

## **XII. Program Materials for the Annual Conference**

- A. Goal: To use quality program materials to support the Annual Conference.
- B. Policy: Program materials, such as program brochures, online, E-Blasts and other materials will be used to promote a quality and 'green' Annual Conference. These program materials include:
  - 1. Online conference promotional materials
  - 2. E-Blasts to membership
  - 3. Annual Conference program book
  - 4. Signage and name tags
- C. Procedures:
  - 1. Responsible committees: Program Committee, Local Planning Committee, Management Company
  - 2. The Program Committee will be responsible for:
    - a. Reviewing all program materials to ensure quality and 'green' materials and resources are used.
    - b. Working in conjunction with the Local Planning Committee to provide suggestions for the theme logo.
    - c. Developing a plan for E-Blasts, including:
      - i. Content
      - ii. Timeline
    - d. Reviewing and proofing the Annual Conference program book.
      - i. First review period to be completed in two weeks, second review in one week.

- ii. Program Committee members to review sections of program book (each member assigned specific number of pages for primary review) and communicate problems to Vice President.
  - iii. The Vice President will forward the review report to the Management company for corrections.
- 3. The Local Planning Committee will be responsible for:
  - a. Working in conjunction with the Program Committee to provide suggestions for the theme logo.
  - b. Identifying local resource materials (e.g., information concerning local events, restaurants, recreational settings, cultural settings, etc.) to the Management company.
  - c. Reviewing and proofing the Annual Conference program book.
    - i. First review period to be completed in two weeks, second review in one week.
    - ii. Local Planning Committee members to review sections of program book (each member assigned specific number of pages for primary review) and communicate problems to Local Planning Committee chairperson.
    - iii. The chairperson then forwards this report to the Vice President.
- 4. The Management Company will be responsible for:
  - a. Developing the theme logo with input from the Program Committee and Local Planning Committee. The theme logo should be developed at least 8 months prior to the annual meetings. The Governing Board will approve the theme logo.
  - b. Implementing plan for E-Blasts to membership concerning the Annual Conference
  - c. Securing local resource materials that can be used to promote the Annual Conference.
  - d. Developing the Annual Conference program book
    - i. Providing adequate review periods (at least 2 weeks for initial review, 1 week for second reviews)
    - ii. A draft for review should be made available by September (excludes student posters).
    - iii. A second draft (includes student posters) should be made available by December.
  - e. Purchasing conference materials that promote a 'green' conference.

### **XIII. Exhibits**

- A. Goal: To solicit potential organizations, educational institutions, and industry groups to exhibit at the Annual Conference meeting.
- B. Policy: Potential organizations, educational institutions and industry groups will be solicited to exhibit at the Annual Conference meeting. Exhibits that are compatible with the research and education aims of SNRS are permitted at the annual conference.
- C. Procedures:
  - 1. Responsible committees: Program Committee, Local Planning Committee, Governing Board, Management Company
  - 2. Program Committee and Local Planning Committee will assemble list (contact person, organization name, and contact numbers) of potential exhibitors and forward list to Management Company staff.
  - 3. Management Company will maintain list of previous exhibitors to contact yearly to determine their interests in continuing as exhibitors at the Annual Conference.

4. Exhibitors will be charged a fee as determined by the Board.
5. The Management Company will provide an exhibitor prospectus to all potential exhibitors and sponsors, and the management firm will also take a proactive role in identifying and securing exhibitors and sponsors.
6. Management Company staff will coordinate the registration of all exhibitors and provide detailed information on exhibit times, booth assignments, exhibitor responsibilities including selling restrictions, and delivery of exhibit materials to the conference hotel.
7. Program Committee will assign 1-2 members to greet exhibitors during the Annual meeting.



## AWARDS POLICIES AND PROCEDURES

### I. Overview of Awards Committee Structure

- A. The SNRS Awards Committee consists of a Chairperson who is a Governing Board Member-at-Large and at least (5) five individuals from the general membership; the Society President is an Ex-officio member. The SNRS Awards Chairperson is responsible for oversight of all provisions of this policy.
- B. Charges and Responsibilities:
  - 1. Review of applications, using review/rating forms, and recommendation of recipients for Society member recognition awards.
  - 2. Develop, review and revise submission guidelines and rating/review forms for member award nominations.
  - 3. Develop, review and revise existing policies and procedures related to Society member recognition awards.
  - 4. Review current member recognition awards program and advise Governing Board regarding establishment of new Society awards and other enhancements.
  - 5. Monitor the review of student posters for awards.
  - 6. Maintain the confidentiality of the peer review process.
- C. Member Responsibilities:
  - 1. Assist the chairperson in coordinating and conducting activities of the committee.
  - 2. Review and evaluate submissions for awards in a timely fashion.
  - 3. Participate in student poster reviews at annual conference.
  - 4. Annually review policies and procedures and recommend revisions as needed.
  - 5. Communicate information to members, professional organizations, and media as appropriate.
- D. Awards Conflict of Interest Policy
  - 1. No current Board member, member elect, or Awards Committee member may write letters of support or assist an individual to compile an application for an SNRS award and will recuse themselves with respect to award nominations or applications.
  - 2. When recusal is necessary, the action will be noted in the minutes of the Board and the potential conflict of interest disclosed.
  - 3. Once members rotate off the Board, or move out of positions that may provide the potential for conflict of interest, they are free to nominate individuals for any of the SNRS awards and/or assist with applications.
  - 4. When situations of actual or potential conflict of interest exist, and recusal has not occurred, the issue will be brought before the Board to determine the appropriate course of action.

### II. Award for Research in Minority Health

- A. Goal: The purpose of the SNRS Award for Research in Minority Health is to recognize the contributions of an individual or group conducting and/or promoting research that has significance for improving the health care of minorities and other under-represented groups

in the Southern region. The goal of this policy is to establish procedures related to soliciting nominations, selecting recipient, and bestowing the Award for Research in Minority Health.

**B. Policy:**

1. SNRS financial transactions and reporting will be handled in accordance with established policy.
2. The recipient of the award shall be selected in accordance with the established award criteria of consistent evidence of outstanding scholarly contributions to nursing knowledge in any of these areas:
  - a. Improving access to care.
  - b. Developing interventions that address the unique health care needs of under-served populations.
  - c. Overcoming barriers to care or promoting receptivity of health care delivery systems to the group's unique health needs.

**C. Procedure:**

1. Call for nomination: The Awards Chairperson will announce award availability and submission due dates to Society membership in multiple venues, including the Society Official Newsletter, website, and/or e-blasts to members.
  2. Nomination Procedure: The nomination form must be completed via the link on the SNRS webpage for this award. The nominations packet must be submitted electronically per instructions on the SNRS website by the posted deadline (typically October 1<sup>st</sup> each year). Faxed and incomplete packets will not be accepted. Only the materials specified for the packet will apply to the award review. All information submitted in the nomination packet becomes the property of SNRS and will not be returned.
  3. The Nomination Packet must include the following:
    - a. A letter of nomination (self-nominations accepted) which outlines how the nominee meets the award criteria.
    - b. Two letters of support
    - c. A completed Nomination Form
    - d. Signed consent statement by nominee to attend the Annual Conference to receive the award. Must be in electronic form or PDF.
    - e. The nominee's full Curriculum Vitae.
    - f. Electronic copies of two published or in-press research articles
  4. Guidelines for Letters:
    - a. Limit letters to two (2) pages, single spaced with a minimum of 1 inch margins and 10 point typeface.
    - b. Summarize the major scholarly contributions of the nominee as outlined in the award criteria.
    - c. Describe the influence of these contributions on the scholarly work or development of others.
    - d. Describe your interaction with the nominee or nominees' work.
- E. Selection Process:** The SNRS Awards Committee will review the nomination packets and make recommendations to the SNRS Governing Board for final approval. Nominees must agree to attend the Award Ceremony at the Annual Conference to receive the award. Award recipients are responsible for their own expenses related to attendance at the annual conference.
- F. Associated documents:** Guidelines/score sheet for reviewers.

### **III. Distinguished Researcher Award**

- A. Goal: the purpose of the SNRS Distinguished Researcher Award is to recognize the contribution of an individual whose established program of research has enhanced the science and practice of nursing in the Southern region. The goal of this policy is to establish procedures related to soliciting nominations, selecting recipient, and bestowing the Distinguished Researcher Award.
- B. Policy:
1. SNRS financial transactions and reporting will be handled in accordance with established policy.
  2. The recipient of the award shall be selected in accordance with the established award criteria:
    - a. Consistent evidence of outstanding scholarly contributions to nursing knowledge.
    - b. A sustained publishing record and an on-going program of research.
    - c. Documented contributions of research, and research-related activities within the Southern region.
- C. Procedure:
1. Call for nominations: The Awards Chairperson will announce award availability and submission due dates to Society membership in multiple venues, including the Society newsletter, website, and e-blasts to members.
  2. Nomination Procedure: The nomination form must be completed via the link on the SNRS webpage for this award. Nominations for this award must be made by a current SNRS member in the form of a nominations packet. The nominations packet must be submitted electronically per instructions on the SNRS website by the posted deadline (typically October 1<sup>st</sup> each year). Faxed and incomplete packets will not be accepted. Only the materials specified for the packet will apply to the award review. All information submitted in the nomination packet becomes the property of SNRS and will not be returned.
  3. The Nomination Packet should include following:
    - a. Letter of nomination which outlines how the nominee meets the award criteria.
    - b. Two letters of support
    - c. Completed Nomination Form
    - d. Brief statement (150 words or less) by the nominee summarizing how program of research has impacted the science and practice of nursing in the Southern region, including a brief account of service involvement with SNRS or other research-related professional organizations.
    - e. Signed consent statement by nominee to attend the Annual Conference to receive the award and deliver a research presentation.
    - f. The nominee's full Curriculum Vitae
    - g. Electronic copies of two published or in press research articles
  4. Guidelines for Letters
    - a. Limit letters to two (2) pages, single spaced with a minimum of 1 inch margins and 10 point typeface.
      1. Summarize the major scholarly contributions of the nominee as outlined in the award criteria.
      2. Describe the influence of these contributions on the scholarly work or development of others.
      3. Describe your interaction with the nominee or nominees' work.

D. Selection Process: The SNRS Awards Committee will review the nomination packets and make recommendations to the SNRS Board for final approval. The recipient will be honored at the SNRS Annual Conference (nominee may be asked to deliver a research presentation and provide consent for it to be archived by SNRS); therefore, the nominee must agree to attend the Annual Conference.

E. Associated documents: Guidelines/score sheet for reviewers.

#### **IV. SNRS/John A. Hartford Foundation Geriatric Research Award**

A. Goal: The purpose of the SNRS/John A. Hartford Foundation Geriatric Research Award is to recognize the contributions of an individual whose established program of research has enhanced the science and practice of geriatric nursing in the Southern region. The goal of this policy is to establish procedures related to soliciting nominations, selecting recipient, and bestowing the SNRS/John A. Hartford Foundation Geriatric Research Award.

B. Policy:

1. SNRS financial transactions and reporting will be handled in accordance with established policy.
2. The recipient of the award shall be selected in accordance with the established award criteria of evidence of the following:
  - a. Outstanding scholarly contributions to the science of geriatric nursing.
  - b. Publishing record provides evidence of on-going geriatric research program.
  - c. Documented influence of research program on geriatric health care practice and/or research.
  - d. Current membership in the Southern Nursing Research Society for a minimum of one (1) year prior to nomination.

C. Procedure:

1. Call for nomination: The Awards Chairperson will announce award availability and submission due dates to Society membership in multiple venues, including the Society newsletter, website, and e-blasts to members.
2. Nomination Procedure: The nomination form must be completed via the link on the SNRS webpage for this award. Nominations for this award must be made by a current SNRS member in the form of a nominations packet. The nominations packet must be submitted electronically per instructions on the SNRS website by the posted deadline (typically October 1<sup>st</sup> each year). Faxed and incomplete packets will not be accepted. Only the materials specified for the packet will apply to the award review. All information submitted in the nomination packet becomes the property of SNRS and will not be returned.
3. The Nomination Packet must include the following:
  - a. A letter of nomination (self-nominations accepted) which outlines how the nominee meets the award criteria.
  - b. Two letters of support
  - c. A completed Nomination Form
  - d. A signed statement by the nominee consenting to attend the Annual Conference to receive the award (nominee may be asked to participate in a conference session and/or archive a presentation for SNRS).
  - e. The nominee's full Curriculum Vitae

- f. Electronic copies of two published or in-press geriatric nursing articles, with preference for research-focused manuscripts.
4. Guidelines for Letters
- a. Limit letters to two (2) pages, single-spaced with a minimum of one-inch margins and 10 point font.
  - b. Nomination materials are to be submitted only by current members of SNRS.
  - c. Summarize the major scholarly contributions of the nominee as outlined in the award criteria.
  - d. Describe the influence of these contributions on the practice of geriatric nursing.
  - e. Describe your interaction with the nominee or the nominee's work.
- D. Selection Process: The SNRS Awards Committee will review the nomination packets and make recommendations to the SNRS Governing Board for final approval. The recipient will be honored at the SNRS Annual Conference and will receive a \$500 award. Nominees must agree to attend the Award Ceremony at the Annual Conference to receive the award. Award recipients are responsible for their own expenses related to attendance at the annual conference.
- E. Associated documents: Guidelines/ score sheets for reviewers.

## **V. Leadership in Research Award**

- A. Goal: The purpose of the Leadership in Research Award is to recognize outstanding leadership, contribution, or promotion of nursing and health care research. The goal of this policy is to establish procedures related to nominations, selecting recipient, and bestowing the Leadership in Research Award.
- B. Policy
- 1. SNRS financial transactions and reporting will be handled in accordance with established policy.
  - 2. The Award will be bestowed on an intermittent basis at the discretion of the Board of Directors, based on the following criteria:
    - a. The awardee must have been a member of the nursing profession for at least 5 years.
    - b. The awardee must actively participate in nursing practice, education, research, service, economics, or administration.
    - c. The awardee must have made a significant contribution to research in nursing and health care.
- C. Procedure: Any member of the Society may recommend awardees to the Governing Board through addresses on [www.snrs.org](http://www.snrs.org), the Official Newsletter, or to the National Office.
- 1. Recommendations for the SNRS Selection Process: The Governing Board will review recommendations annually in October and vote regarding the appropriateness of each award nominee. After reviewing all nominees, the Board will determine if the Award is to be made in that particular cycle and if so, select the recipient.
  - 2. The awardee will receive a plaque and will be invited to attend the annual conference of the Society where they will be recognized. The Board may request the awardee to deliver a keynote or other presentation at the conference or publish their keynote/presentation in the newsletter, Official Journal or website. Award winner nomination packet will become part of the SNRS Archives. All other nomination packets will be destroyed after the Annual Conference.

## VI. D. Jean Wood Nursing Scholarship

- A. Goal: The purpose of the D. Jean Wood Nursing Scholarship Award is to recognize the contributions of a researcher who has enhanced the science and practice of nursing in the Southern region. The award is named in honor of the first SNRS President, D. Jean Wood, whose leadership set the course for the positive growth and development of the Society. The goal of this policy is to establish procedures related to soliciting nominations, selecting recipient, and bestowing the D. Jean Wood Nursing Scholarship Award.
- B. Policy:
1. SNRS financial transactions and reporting will be handled in accordance with established policy.
  2. The submission packet guidelines and due dates are established by the Awards Committee and publicized in SNRS publications and other membership communications
  3. The recipient of the award shall be selected in accordance with the established award criteria of evidence of the following in a submitted research paper:
    - a. Clear statement of the specific aims /problem(s) / research question(s) or hypotheses.
    - b. Significance to nursing
    - c. Background/literature review has been synthesized and substantiates need for the study
    - d. There is agreement of purpose and methodology
    - e. Data analysis procedures are identified and appropriate for the data collected.
    - f. Findings are clearly presented, placed within the context of existing knowledge, and are relevant to nursing knowledge, practice, or education.
    - g. References are current, appropriate, and accurately presented.
- C. Procedure:
1. Call for nominations: The Awards Chairperson will announce award availability and submission due dates to Society membership in multiple venues, including the Society newsletter, website, and e-blasts to members.
  2. Nomination Procedure: The nomination form must be completed via the link on the SNRS webpage for this award. Nominations for this award must be made by a current SNRS member in the form of a nominations packet. The nominations packet must be submitted electronically per instructions on the SNRS website by the posted deadline (typically October 1<sup>st</sup> each year). Faxed and incomplete packets will not be accepted. Only the materials specified for the packet will apply to the award review. All information submitted in the nomination packet becomes the property of SNRS and will not be returned.
  3. The Nominations Packet must include:
    - i. Evidence that the nominee will be presenting at the upcoming SNRS Annual Conference: copy of the accepted abstract for a paper/poster presentation (self-nominations are accepted).
    - ii. A copy of a published or in-press or in-review manuscript that may or may not be related to the accepted abstract. This manuscript should have no identifying author information, as it will be reviewed by the committee for the eligibility criteria noted above.
    - iii. Signed consent to attend the awards ceremony to receive the award at the SNRS Annual Conference.

- D. Selection Process: The SNRS Awards Committee will review the nomination packets and make recommendations to the SNRS Governing Board for final approval. The Award recipient will be announced during the Annual Conference and will receive a plaque. Nominees must agree to attend the Award Ceremony at the Annual Conference to receive the award. Award recipients are responsible for their own expenses related to attendance at the annual conference.
- E. Associated documents: Guidance/ score sheets for reviewers

## **VII. Graduate Student Poster Awards**

- A. Goal: The purpose of the SNRS Graduate Student Poster Awards is to acknowledge excellence in research presented by graduate students during the Annual Conference. The goal of this policy is to establish procedures related to selecting the recipients and bestowing the Awards.
- B. Policy:
  - 1. SNRS financial transactions and reporting will be handled in accordance with established policy.
  - 2. Three awards (first, second, and third place) will be awarded at each conference.
- C. Nomination Procedure: SNRS Awards chairperson will receive the top 10 scored student abstracts from the abstract review committee.
- D. Selection Process: The SNRS Awards Committee Chairperson will invite poster reviewers for each session, who will use the criteria to judge graduate student posters with the top 10 abstract scores. Mean reviewer score will be calculated for each evaluated poster, and the first, second, and third best scores will receive the poster awards.
  - 1. The SNRS Chairperson will arrange with the management company staff for certificates for all poster award winners and monetary awards for first place (\$50) and second place (\$25).
  - 2. Graduate Student Poster Award Presentations will be made at the Annual Conference.
- E. Associated documents: Guidelines/score sheets for reviewers

## **VIII. Mid-Career Researcher Award**

- A. Goal: The purpose of the Mid-Career Award is to recognize the contribution of a member whose scholarly work influences outcomes in nursing practice, nursing education, health policy, or population health. The Mid-Career Award honors a member dedicated to mentoring the development of that scholarly work in the next generation of nurse scholars in the SNRS region. The successful nominee for this award will demonstrate progress in a program of research following doctoral education completed more than 5 years earlier. Any nominee employed in academia will hold a rank of Associate Professor or less. The goal of this policy is to establish procedures related to selecting the recipients and bestowing the Awards.
- B. Policy:
  - 1. SNRS financial transactions and reporting will be handled in accordance with established policy.
  - 2. The submission packet guidelines and due dates are established by the Awards Committee and publicized in SNRS publications and other membership communications.
  - 3. The recipient of the award shall be selected in accordance with the established award criteria:

- a. Breadth, depth, and quality of overall research program that contributes to outcomes in nursing education, practice, health policy or population health
- b. Research-related dissemination record to appropriate venues to meet award purpose
- c. Overall impact of research program on the profession
- d. Impact of research in the SNRS area of the United States
- e. Influence on nursing research advancement and career development of self and others within the profession

C. Procedure:

1. Call for nominations: The Awards Chairperson will announce award availability and submission due dates to Society membership in multiple venues, including the Society newsletter, website, and e-blasts to members.
2. Nomination Procedure: The nomination form must be completed via the link on the SNRS webpage for this award. Nominations for this award must be made by a current SNRS member in the form of a nominations packet. The nominations packet must be submitted electronically per instructions on the SNRS website by the posted deadline (typically October 1<sup>st</sup> each year). Faxed and incomplete packets will not be accepted. Only the materials specified for the packet will apply to the award review. All information submitted in the nomination packet becomes the property of SNRS and will not be returned.
3. The SNRS Awards Committee will review all nomination packets and make recommendations to the SNRS Governing Board for final approval.
  - a. The Nomination Packet must include the following:
    - i. One letter of nomination (self-nominations accepted) which outlines how the nominee meets the award criteria.
    - ii. Two additional letters of support
    - iii. A completed online nomination form
    - iv. Brief statement (150 words or less) by the nominee summarizing how program of research has impacted the science and practice of nursing in the Southern region, including a brief account of service involvement with SNRS or other research-related professional organizations.
    - v. Signed consent statement by nominee to attend the Annual Conference to receive the award (nominee may be asked to deliver a research presentation).
    - vi. The nominee's full Curriculum Vitae.
    - vii. Electronic copies of two (2) published or in-press research articles.
  - b. Guidelines for Letters
    - i. Limit letters to two (2) pages, single spaced with a minimum of 1 inch margins and 10 point typeface.
    - ii. Summarize the major scholarly and mentoring contributions of the nominee as outlined in the award criteria (see nomination criteria).
    - iii. Describe the influence of these contributions on the scholarly work or development of others.
    - iv. Describe your history of interaction with the nominee or nominee's work.
- D. Selection Process: The SNRS Awards Committee will review all nomination packets and make recommendations to the SNRS Governing Board for final approval. Nominees must agree to attend the Award Ceremony at the Annual Conference to receive the award. Award recipients are responsible for their own expenses related to attendance at the annual conference.



- E. Associated documents: Guidelines/ score sheet for reviewers

## **IX. Research in Nursing and Health Authorship Award**

- A. Goal: The *Research in Nursing & Health* (Official Journal) Authorship Award recognizes a SNRS member who disseminated research findings, or important theoretical, or methodological advances in the official SNRS journal, Official Journal, within the past year. The SNRS member may have served as sole author or first author of a team-based paper during the designated time period. The award acknowledges the partnership between SNRS and Official Journal to support high quality, peer-reviewed research/scholarship that covers a broad range of research and theory that impacts nursing practice/science and other health disciplines. The award also supports the SNRS mission to “promote the image of nursing as a scientific discipline” and recognizes a SNRS member’s contribution to research dissemination, facilitation of career development of nurses and nursing students, and enhancement of science and nursing practice in the Southern Region. The goal of this policy is to establish procedures related to selecting the recipients and bestowing the Awards.
- B. Policy
  - 1. SNRS financial transactions and reporting will be handled in accordance with established policy.
  - 2. The recipient of the award shall be selected in accordance with the established award criteria:
    - a. The nominated publication must have been published in Official Journal between September 1 and August 31 of consecutive years.
    - b. Nominated publications will be evaluated by the SNRS Awards Committee using the associated scoring sheet. Individual members of the Committee will recuse themselves when a conflict of interest exists. Peer review will focus on criteria to meet aims of the award, as listed in the associated score sheet.
- C. Procedure:
  - 1. Call for nominations: The Awards Chairperson will announce award availability and submission due dates to Society membership in multiple venues, including the Society newsletter, website, and e-blasts to members.
  - 2. Nominations for this award must be made by a current SNRS member in the form of a nominations packet. The nominations packet must be submitted electronically per instructions on the SNRS website by the posted deadline (typically October 1<sup>st</sup> each year). Faxed and incomplete packets will not be accepted. Only the materials specified for the packet will apply to the award review. All information submitted in the nomination packet becomes the property of SNRS and will not be returned.
  - 3. The Nomination Packet should include following:
    - a. Submission of the on-line nomination form
    - b. Agreement to attend the Annual Conference to receive the award.
    - c. Identification of citation information for applicant publication appearing in Official Journal during September 1 and August 31 of consecutive years.
- D. Selection Process: The SNRS Awards Committee will review all nomination packets and make recommendations to the SNRS Governing Board for final approval. Nominees must agree to attend the Award Ceremony at the Annual Conference to receive the award. Award recipients are responsible for their own expenses related to attendance at the annual conference.

E. Associated documents: Guidelines/score sheets for reviewers

## **X. Early Investigator Award**

- A. Goal: The SNRS Early Investigator Award seeks to recognize the contributions of a nurse scientist early in her/his research career (less than 5 years from completion of doctoral degree), who shows potential to develop a sustained program of research to enhance nursing science and practice. The goal of this policy is to establish procedures related to selecting the recipients and bestowing the Awards.
- B. Policy:
1. The submission packet guidelines and due dates are established by the Awards Committee and publicized in SNRS publications and other membership communications.
  2. The recipient of the award shall be selected in accordance with the established award criteria:
    - a. Member of SNRS in good standing
    - b. Nominated according to the established procedures
    - c. Hold an earned doctorate and within 5 years of completion of their doctoral degree
    - d. Demonstrated independent productivity in nursing research as evidenced by published research results in peer-reviewed journal and extramural funding.
    - e. Podium or poster abstract, developed from their own research and accepted for presentation at the upcoming Annual Conference, demonstrates scholarly work with importance for advancing nursing knowledge.
    - f. Nominees must agree to attend the Annual Conference and the Awards Ceremony where their award will be presented, and are responsible for all expenses related to the conference and travel.
    - g. Past recipients of this award are not eligible to receive the award.
- C. Procedure:
1. Call for nominations: The Awards Chairperson will announce award availability and submission due dates to Society membership in multiple venues, including the Society newsletter, website, and e-blasts to members.
  2. Nomination Procedure: Nomination Procedure: The nomination form must be completed via the link on the SNRS webpage for this award. Nominations for this award must be made by a current SNRS member in the form of a nominations packet. The nominations packet must be submitted electronically per instructions on the SNRS website by the posted deadline (typically October 1<sup>st</sup> each year). Faxed and incomplete packets will not be accepted. Only the materials specified for the packet will apply to the award review All information submitted in the nomination packet becomes the property of SNRS and will not be returned.
  3. The Nomination Packet should include following:
    - a. One letter of nomination (self-nominations accepted) which outlines how the nominee meets the award criteria.
    - b. Two (2) additional letters of recommendation, both from active SNRS members, which address the evaluation criteria above. Each statement should be less than 500 words.
    - c. The nominee's full Curriculum Vitae.
    - d. Electronic copy of one (1) accepted abstract for a poster/ podium presentation to upcoming SNRS Annual Conference.
    - e. Consent Statement to attend the Annual Conference to receive the award and to deliver the conference research presentation (for the previously accepted abstract).

- D. Selection Process: The SNRS Awards Committee reviews the applications based on the eligibility criteria, and forwards recommendations to the SNRS Board for final approval. Nominees will be notified by December prior to the annual meeting, if they are a finalist. Recipients of the SNRS Early Investigator Award will receive a plaque, and may be featured on the SNRS website.
- E. Associated documents: Guidelines/score sheets for reviewers.

## **XI. Clinical Researcher Award**

- A. Goal: The purpose of the SNRS Clinical Researcher Award is to recognize the contribution of an individual (with greater than 50% of their appointment working as a researcher in a clinical setting) whose established program of research has enhanced the science and practice of nursing in the Southern Region. The goal of this policy is to establish procedures related to selecting the recipients and bestowing the Awards.
- B. Policy:
  - 1. The submission packet guidelines and due dates are established by the Awards Committee and publicized in SNRS publications and other membership communications.
  - 2. The recipient of the award shall be selected in accordance with the established award criteria:
    - a. Member of SNRS in good standing
    - b. Nominated according to the established procedures
    - c. Nominees must agree to attend the Annual Conference and the Awards Ceremony where their award will be presented, and are responsible for all expenses related to the conference and travel.
    - d. Past recipients of this award are not eligible to receive the award.
    - e. Meets the following:
      - i. Demonstrates a robust program of research at a clinical agency.
      - ii. Shows consistent evidence of scholarly contributions to nursing knowledge.
      - iii. Demonstrates a sustained track record of clinical nursing research.
      - iv. Provides leadership for research in the clinical setting through role modeling, mentoring, and teaching.
      - v. Provides documentation of contributions of research and research-related activities within the Southern region.
- C. Procedure:
  - 1. Call for nominations: The Awards Chairperson will announce award availability and submission due dates to Society membership in multiple venues, including the Society newsletter, website, and e-blasts to members.
  - 2. Nomination Procedure: The nomination form must be completed via the link on the SNRS webpage for this award. Nominations for this award must be made by a current SNRS member in the form of a nominations packet. The nominations packet must be submitted electronically per instructions on the SNRS website by the posted deadline (typically October 1<sup>st</sup> each year). Faxed and incomplete packets will not be accepted. Only the materials specified for the packet will apply to the award review. All information submitted in the nomination packet becomes the property of SNRS and will not be returned.
  - 3. The Nomination Packet should include following:
    - a. One letter of nomination (self-nominations accepted) which outlines how the nominee meets the award criteria.

- b. Two (2) additional letters of recommendation, both from active SNRS members, which address the evaluation criteria above. Each statement should be less than 500 words.
  - c. The nominee's full Curriculum Vitae.
  - d. Electronic copies of two (2) published or in-press research articles.
  - e. Consent Statement to attend the Annual Conference to receive the award and to deliver the conference research presentation (for the previously accepted abstract).
- D. Selection Process: The SNRS Awards Committee will review all nomination packets and make recommendations to the SNRS Governing Board for final approval. Candidates must agree to attend the Award Ceremony at the Annual Conference to receive the award. Award recipients are responsible for their own expenses related to attendance at the annual conference.
- E. Associated documents: Guidelines/score sheets for reviewers .

## XII. SNRS Awards Scoring Sheets

### Distinguished Researcher Award Review Form

<b>Nominee Name or Blinded ID:</b>										
<b>SCORING: 1 = STRONG ... 10 = WEAK (similar to NIH system)</b>										
<b>CRITERIA</b>										
1. Consistent evidence of outstanding scholarly contributions to nursing knowledge.										
2. A sustained publishing record and an on-going program of research.										
3. Documented contributions of research and research-related activities within the Southern region.										
4. Evidence of influence on nursing research advancement and career development of self and others within the profession (e.g., has demonstrated mentorship activities and/or service activities in SNRS or other research-related organizations)										
<b>TOTAL SCORE (out of 40):</b> <i>[reminder: lower score is best]</i>										

**SNRS/John A. Hartford Foundation Geriatric Research Award Review Form**

<b>Nominee Name or Blinded ID:</b>										
<b>SCORING: 1 = STRONG ... 10 = WEAK (similar to NIH system)</b>										
<b>CRITERIA</b>										
1. Outstanding scholarly contributions to the science of geriatric nursing.										
2. Publishing record provides evidence of ongoing geriatric research program.										
3. Documented influence of research program on geriatric health care practice and/ or research.										
<b>TOTAL SCORE (out of 30):</b> <i>[reminder: lower score is best]</i>										

**Minority Health Award Research Award Review Form**

<b>Nominee Name or Blinded ID:</b>										
<b>SCORING: 1 = STRONG ... 10 = WEAK (similar to NIH system)</b>										
<b>CRITERIA</b>										
1. Consistent evidence of outstanding scholarly contributions to nursing knowledge in improving access to care.										
2. Consistent evidence of outstanding scholarly contributions to nursing knowledge in developing interventions that address the unique health care needs of under-served populations.										
3. Consistent evidence of outstanding scholarly contributions to nursing knowledge in overcoming barriers to care or promoting receptivity of health care delivery systems to the group's unique health needs.										
4. Meets the criteria of the award to recognize the contributions of an individual or group conducting and/or promoting research that has significance for improving the health care of minorities and other under-represented groups in the Southern region.										
<b>TOTAL SCORE (out of 40):</b> <i>[reminder: lower score is best]</i>										

**Mid-Career Researcher Award Review Form**

<b>Nominee Name or Blinded ID:</b>										
<b>SCORING: 1 = STRONG ... 10 = WEAK (similar to NIH system)</b>										
<b>CRITERIA</b>										
1. Nominee is more than 5 years from doctoral degree and demonstrates breadth, depth, and quality of overall research program that contributes to outcomes in nursing education, practice, health policy or population health										
2. Nominee has a research-related dissemination record to appropriate venues to meet award purpose										
3. Nominee’s research program has overall impact on the profession										
4. Nominee’s research program has impact in the SNRS area of the United States										
5. Nominee demonstrates influence on nursing research advancement and career development of self and others within the profession (e.g., has demonstrated mentorship activities and/or service activities in SNRS or other research-related organizations)										
<b>TOTAL SCORE (out of 50):</b> <i>[reminder: lower score is best]</i>										



**D. Jean Wood Nursing Scholarship Award Review Form**

<b>Nominee Name or Blinded ID:</b>										
<b>SCORING: 1 = STRONG ... 10 = WEAK (similar to NIH system)</b>										
<b>CRITERIA (for review of Nominee’s Manuscript)</b>										
1. Research goals: specific aims/ problem(s)/ research question(s) are clearly stated										
2. Significance: study contributes to nursing knowledge; study will solve a problem relevant to nursing										
3. Background: background/ literature review has been thoroughly synthesized and substantiates need for the study										
4. Methods: there is agreement of purpose and methodology (e.g., is the design appropriately matched to the research questions? Is evidence provided concerning the validity and reliability? Are sampling and data collection methods appropriate?)										
5. Analysis: description of analysis methods is appropriate and clear; data analysis procedures are appropriate for the data collected and the specific aims										
6. Results and Discussion: findings are clearly and suitably presented and relate to research questions; findings are placed within the context of existing knowledge and are relevant to nursing knowledge, practice or education; implications for future directions of nursing and research are discussed										
7. References are current, appropriate, and accurately presented										
8. Paper clearly represents enhanced science and practice of nursing and deserves the award										
<b>TOTAL SCORE (out of 80):</b> <i>[reminder: lower score is best]</i>										

## Student Poster Judging Form

Student author name/ Poster number										
<b>SCORING: 1 = STRONG ... 3 = WEAK</b>										
<b>CONTENT</b>										
1. Introduction: Background is succinct but clearly describes significance of topic										
2. Introduction: Research question/ hypothesis/ specific aims are clearly articulated										
3. Introduction: Theoretical/conceptual/ research framework is described										
4. Methods: Study design is appropriate for the research question/ hypothesis/ aims										
5. Methods: Sampling, sample size, & procedures (e.g., outcome measures, data collection) are appropriately described										
6. Methods: Description of analysis methods is appropriate and clear										
7. Results: Findings are clearly and suitably presented and relate to research questions										
8. Discussion: Conclusions are supported by the data presented; includes limitations and suggestions for future directions of research										
<b>DESIGN</b>										
9. Poster is well-designed and organized re: amount of text and visual materials; uses proper grammar and scientific writing style										
<b>STUDENT PRESENTATION at CONFERENCE</b>										
10. Student articulates the science reflected in the poster and demonstrates independent contributions to the project <i>(author must be present and cannot be represented by their faculty mentor or co-authors)</i>										
<b>TOTAL SCORE (out of 30):</b> <i>[reminder: lower score is best]</i>										

**Early Investigator Award Review Form**

<b>Nominee Name or Blinded ID:</b>										
<b>SCORING: 1 = STRONG ... 10 = WEAK (similar to NIH system)</b>										
<b>CRITERIA</b>										
1. Nominee, who is less than 5 years from completion of doctoral degree, shows potential to develop a sustained program of research to enhance nursing science and practice										
2. Nominee demonstrates independent productivity in nursing research as evidenced by published research results in peer-reviewed journal										
3. Nominee has secured extramural funding and is within 5 years of completion of their doctoral degree										
4. Nominee’s podium or poster abstract (which was developed from their own research and is accepted for presentation at the upcoming Annual Conference) is scholarly and important for advancing nursing knowledge										
<b>TOTAL SCORE (out of 40):</b> <i>[reminder: lower score is best]</i>										

**RINAH Award Review Form**

<b>Nominee Name or Blinded ID:</b>										
<b>SCORING: 1 = STRONG ... 10 = WEAK (similar to NIH system)</b>										
<b>CRITERIA</b>										
1. Nominee’s paper represents disseminated research findings, or important theoretical, or methodological advances in the official SNRS journal, Official Journal, within the past year										
2. Paper reflects and advances the image of nursing as a scientific discipline										
3. Paper reflects strong science by an innovative, systematic approach grounded in knowledge which will generate significant knowledge for nursing practice/ science and related disciplines										
4. Paper addresses a significant gap in nursing knowledge.										
5. Paper integrates diverse perspectives of scientific inquiry (e.g., biological, sociological, etc) to influence health care and health sciences										
6. Implications for future research are relevant to the career development of future nurse scholars										
7. There is evidence that this research contributes to the scholarly work of nurses and other health disciplines.										
8. Paper may impact not only research but also policy, practice, and the public to broadly disseminate innovative knowledge for societal well-being										
9. Merit: this paper is worthy of the RINAH Authorship Award										
<b>TOTAL SCORE (out of 100):</b> <i>[reminder: lower score is best]</i>										

**Clinical Research Award Review Form**

<b>Nominee Name or Blinded ID:</b>										
<b>SCORING: 1 = STRONG ... 10 = WEAK (similar to NIH system)</b>										
<b>CRITERIA</b>										
1. Demonstrates a robust program of research at a clinical agency.										
2. Shows consistent evidence of scholarly contributions to nursing knowledge.										
3. Demonstrates a sustained track record of clinical nursing research.										
4. Provides leadership for research in the clinical setting through role modeling, mentoring, and teaching.										
5. Provides documentation of contributions of research and research-related activities within the Southern region.										
<b>TOTAL SCORE (out of 50):</b> <i>[reminder: lower score is best]</i>										

**GRANTS POLICIES AND PROCEDURES****I. Overview of Grants Committee Structure**

- A. The SNRS Grants Committee consists of a Chairperson who is a Board Member-at-Large and Director of Grants and at least (5) five individuals from the general membership; the President is an Ex-officio member.
- B. Charges and Responsibilities:
  - 1. Provide oversight of the Society's grants program.
  - 2. Review applications and recommend recipients for those Society grants reviewed by the Society.
  - 3. Develop, review and revise submission guidelines and rating/review forms for Society Research grant application process.
  - 4. Develop, review and revise existing policies and procedures related to Society Research grants program.
  - 5. Maintain confidentiality of the peer-review process.
  - 6. Advise Governing Board regarding establishment of new Society grants.
- C. Chair Responsibilities:
  - 1. Recruit new committee members annually, ensuring diversity in research interest, expertise, and geographic representation.
  - 2. Recommend new committee members annually to the President and Board.
  - 3. Coordinate proposal review processes for each grant, including communication with management firm and committee members.
  - 4. Announce grant availability and submission due dates to Society membership.
  - 5. Recommend recipients for each grant to the Board.
  - 6. Notify grant recipients of selection.
  - 7. Provide feedback from proposal critique to individuals not selected for funding.
  - 8. Communicate with the President and Board concerning activities
  - 9. Submit written annual report to the President and Board.
  - 10. Assist in transition to new Chairperson.
  - 11. Assist administrative staff in maintaining and updating list of grant recipients.
- D. Member Responsibilities:
  - 1. Assist the chairperson in coordinating and conducting activities of the committee.
  - 2. Review and evaluate grant proposals in a timely fashion.
  - 3. Annually review policies and procedures and recommend revisions as needed.
  - 4. Communicate information to members, professional organizations, and media as appropriate.
- E. General Grant Review Policy
  - 5. All parts of the grant applications must be complete when submitted and this includes the face page with all information provided.
  - 6. If the grant is not complete at the time of submission, it will not be reviewed.
- F. Grants Review Conflict of Interest Policy
  - 1. No current Board member, member elect, or Grants Committee member may write letters of support or assist an individual to compile an application for an SNRS grant and will recuse themselves with respect to grant nominations or applications.

2. When recusal is necessary, the action will be noted in the minutes of the Board and the potential conflict of interest disclosed.
3. Once members rotate off the Board or Grants Committee, or move out of positions that may provide the potential for conflict of interest, they are free to nominate individuals for any of the SNRS grants and/or assist with applications.
4. When situations of actual or potential conflict of interest exist, and recusal has not occurred, the issue will be brought before the Board to determine the appropriate course of action.

## II. SNRS Dissertation Grant

- A. Goal: The goal of this policy is to establish procedures related to soliciting applications, selecting recipients, and administering the SNRS Dissertation Award.
- B. Purpose: The purpose of the SNRS Dissertation Awards is to support doctoral students in the Southern region enrolled in research-focused programs as they initiate a program of nursing research to advance nursing science and practice.
- C. Policy:
  1. SNRS financial transactions and reporting will be handled in accordance with established policy.
  2. Funds are available for quantitative and qualitative research on any topic relevant to the nursing profession.
  3. The SNRS Dissertation Award is for an amount up to \$5000.
- D. The recipients of the awards shall be selected in accordance with the established dissertation award criteria:
  1. Significance to Nursing
  2. Scientific merit
  3. Innovation
  4. Appropriateness of methodology given the research question
  5. Qualifications of the investigator (research team) to conduct study
  6. Adequacy of human subjects/animal protection
- D. The recipient of the award must meet the following eligibility criteria:
  1. Current SNRS member (student or regular) when the application is received.
  2. Currently enrolled in research focused doctoral study at a School or College of Nursing in the Southern region.
  3. Evidence that the proposed study has met the requirements for the dissertation (proposal has been successfully defended) and that it can be supported at the institution/facility proposed.
- E. Area of Responsibility: The SNRS Grants Chairperson is responsible for oversight of all provisions of this policy.
- F. Procedure:
  1. Applications: The Grants Chair shall announce the availability of the SNRS Dissertation Award through venues available to members such as the SNRS website and newsletter.
  2. Applicants will submit an electronic copy of required materials by no later than March 1 with the subject line: SNRS Dissertation Funding Application. Electronic submissions are the only accepted format. A fee of \$50 for regular members (\$25 for student members), is required for submission of the application. Applications must conform to all requirements for format, style, content, length limitations, and required supporting

materials. Only applications which conform to specifications and required documents and for which the application fee has been paid will be reviewed.

3. Format and style for application:
  - a. Title file as Last Name First Initial Submission Year Dissertation Proposal (example: Smith S 2008 Dissertation Proposal).
  - b. All required materials must be submitted as ONE electronic document.
  - c. Use an Arial, Helvetica, Palatino Linotype or Georgia typeface and a font size of 11 points or larger. (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies).
  - d. Type density, including characters and spaces, must be no more than 15 characters per inch, six lines per inch.
  - e. Use at least one-half inch margins (top, bottom, left, and right) for all pages, including reference pages and appendices.
  - f. The application may be single-spaced, except as noted below.
  - g. Consecutively number pages throughout the application, beginning with the first page of the project narrative and include reference pages and appendices. Do not use suffixes (e.g., 5a, 5b). Place page numbers in the top right hand corner of each page. Use bold or italics only for headings.
4. Components of proposal:
  - a. Face Sheet; insert at the first page of the electronic file.
  - b. Project narrative (limit to 5 pages for items *d-f* (*see below*); single space narrative with double spacing between paragraphs)
  - c. Abstract (limit to 200 words on a separate page; abstract not included in page limit)
  - d. Specific aims and objectives
  - e. Background and significance
  - f. Research design:
    - i. Sampling method/subjects
    - ii. Measures/Instruments (if relevant)
    - iii. Methods/Data collection procedures
    - iv. Plan(s) for data analysis
    - v. Limitations/potential difficulties
    - vi. Protection of animal or human subjects (limit to two pages, do not use to avoid section on subjects in the research design section).
  - g. Appendices (1-6 required)
    - i. References (limit reference list to six pages): Use APA or AMA format.
    - ii. 12-Month Time Frame/Schedule of Activities
    - iii. Budget Sheet (limit to one page)
    - iv. Itemize anticipated expenditures to conduct the project, including supplies and consultants. Indicate whether other funds have been obtained or applied for to support the conduct of the proposed research. Please note: Indirect (facilities and administration) costs are not provided.
    - v. Fiscal Restrictions:
      - Funds may not be used for salaries for the investigator/co-investigator, travel, tuition/registration, and construction.
      - Capital equipment is limited to a maximum of \$250 per item.
    - vi. Dissertation adviser letter: Letter with electronic signature included from dissertation chair, verifying current enrollment as a student in a doctoral



program, stating that the proposed research meets the requirements for the dissertation, and, if appropriate, that the institutional facilities required for the conduct of the study are available. .

- vii. Environment (limit to two pages): A description of the site, setting, and sponsoring agency or institution necessary to conduct the project. Include a letter of support from institution/facility where project will be conducted.
- viii. Biosketch: A biosketch for each investigator or consultant
- ix. Research tools, instruments, or interview guides (if relevant)

E. Review Process and Criteria

1. Grant Committee members will serve as primary and secondary reviewers; additional reviewers may be solicited if necessary to evaluate the application (for example, in cases where additional methodological or content expertise is desirable for review of a specific application). SNRS Dissertation Award recipients are selected through a peer review process using the established criteria:
  - a. Significance to Nursing
  - b. Scientific merit
  - c. Innovation
  - d. Appropriateness of methodology given the research question
  - e. Qualifications of the investigator (research team) to conduct study
  - f. Adequacy of human subjects/animal protection
  - g. Appropriate environment, budget, and time frame
2. A scoring of 1-10 (lowest is best) will be used to evaluate applications. Lower scores indicate greater likelihood of funding. Each proposal will be scored by more than one reviewer, and mean of reviewer scores will be used as the final score for the proposal.
3. The Research Grants Committee Chair will recommend recipient to the Board for action based upon best mean proposal score. Notification of award will be in writing from the SNRS President or Grants Committee chair by June 1st. Written critique of applications not selected for funding will be provided to applicants.
4. Prior to release of funds, the applicant must provide evidence of IRB approval of the project.

F. Associated Documents:

1. SNRS Application Form (DisGrantFace.doc)
2. DissertationScoringSheet.doc
3. GuidelinesForScoringOfDissertationProposals2008.doc

**II. Council for the Advancement of Nursing Science/Southern Nursing Research Society Nursing Science Advancement Dissertation Grant (CANS/SNRS Dissertation Award)**

- A. Goal: The goal of this policy is to establish procedures related to soliciting applications, selecting recipients, and administering the CANS/SNRS Dissertation Award.
- B. Purpose: The purpose of the CANS/SNRS Dissertation Awards is to support doctoral students in the Southern region (who are members of both SNRS and CANS) enrolled in research-focused programs as they initiate a program of nursing research to advance nursing science and practice.
- B. Policy:
  1. SNRS financial transactions and reporting will be handled in accordance with established policy.

2. Funds are available for quantitative and qualitative research on any topic relevant to the nursing profession.
  3. The amount awarded for the CANS/SNRS Dissertation Award can be up to the amount negotiated between CANS and SNRS by the Governing Boards of each organization.
- C. The recipients of the awards shall be selected in accordance with the established dissertation award criteria:
1. Significance to Nursing
  2. Scientific merit
  3. Innovation
  4. Appropriateness of methodology given the research question
  5. Qualifications of the investigator (research team) to conduct study
  6. Adequacy of human subjects/animal protection
- D. The recipient of the award must meet the following eligibility criteria:
1. Current SNRS and CANS member (student or regular) when the application is received.
  2. Currently enrolled in research-focused doctoral study at a School or College of Nursing in the southern region.
  3. Evidence that the proposed study has met the requirements for the dissertation (proposal has been successfully defended) and that it can be supported at the institution/facility proposed.
- E. Area of Responsibility: The SNRS Research Grants Chairperson is responsible for oversight of all provisions of this policy.
- F. Procedure:
1. Applications: The Research Grants Chair shall announce the availability of the CANS/SNRS Dissertation Award through venues available to members such as the SNRS website and newsletter.
  2. Applicants will submit an electronic copy of required materials by no later than September 1 with the subject line: CANS/SNRS Dissertation Funding Application. Electronic submissions are the only accepted format. A fee of \$50 for regular members (\$25 for student members), is required for submission of the application. Applications must conform to all requirements for format, style, content, length limitations, and required supporting materials. Only applications which conform to specifications and required documents and for which the application fee has been paid will be reviewed.
  3. Format and style for application:
    - a. Title file as Last Name First Initial Submission Year CANS/Dissertation Proposal (example: Smith S 2008 Dissertation Proposal).
    - b. All required materials must be submitted as ONE electronic document.
    - c. Use an Arial, Helvetica, Palatino Linotype or Georgia typeface and a font size of 11 points or larger. (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies).
    - d. Type density, including characters and spaces, must be no more than 15 characters per inch.
    - e. Type may be no more than six lines per inch.
    - f. Use at least one-half inch margins (top, bottom, left, and right) for all pages, including reference pages and appendices.
    - g. The application may be single-spaced, except as noted below.
    - h. Consecutively number pages throughout the application, beginning with the first page of the project narrative and include reference pages and appendices. Do not use

suffixes (e.g., 5a, 5b). Place page numbers in the top right hand corner of each page. Use bold or italics only for headings.

4. Components of proposal:

- a. Face Sheet; insert at the first page of the electronic file.
- b. Project narrative (limit to 5 pages for items 2-6; single space narrative with double spacing between paragraphs)
- c. Abstract (limit to 200 words)
- d. Specific aims and objectives
- e. Background and significance
- f. Research design:
  - i. Sampling method/subjects
  - ii. Measures/Instruments (if relevant)
  - iii. Methods/Data collection procedures
  - iv. Plan(s) for data analysis
  - v. Limitations/potential difficulties
  - vi. Protection of animal or human subjects
- g. Appendices (1-6 required)
  - i. References (limit reference list to six pages): Use APA or AMA format.
  - ii. 12-Month Time Frame/Schedule of Activities
  - iii. Budget Sheet (limit to one page)
  - iv. Itemize anticipated expenditures to conduct the project, including supplies and consultants. Indicate whether other funds have been obtained or applied for to support the conduct of the proposed research. Please note: Indirect (facilities and administration) costs are not provided.
  - v. Fiscal Restrictions:
    - Funds may not be used for salaries for the investigator/co-investigator, travel, tuition/registration, and construction.
    - Capital equipment is limited to a maximum of \$250 per item.
  - vi. Dissertation adviser letter: Letter with electronic signature included from dissertation chair, verifying current enrollment as a student in a doctoral program, stating that the proposed research meets the requirements for the dissertation, and, if appropriate, that the institutional facilities required for the conduct of the study are available.
  - vii. Environment (limit to two pages): A description of the site, setting, and sponsoring agency or institution necessary to conduct the project. Include a letter of support from institution/facility where project will be conducted.
  - viii. Biosketch: A biosketch for each investigator or consultant
  - ix. Research tools, instruments, or interview guides (if relevant)

G. Review Process and Criteria:

1. Research Grant Committee members will serve as primary and secondary reviewers; additional reviewers may be solicited if necessary to evaluate the application (for example, in cases where additional methodological or content expertise is desirable for review of a specific application). CANS/SNRS Dissertation Award recipients are selected through a peer review process using the established criteria:
  - a. Significance to Nursing
  - b. Scientific merit
  - c. Innovation

- d. Appropriateness of methodology given the research question
- e. Qualifications of the investigator (research team) to conduct study
- f. Adequacy of human subjects/animal protection
- g. Appropriate environment, budget, and time frame
- 2. A scoring of 1-10 will be used to evaluate applications. Lower scores indicate greater likelihood of funding. Each proposal will be scored by more than one reviewer, and mean of reviewer scores will be used as the final score for the proposal.
- 3. The Research Grants Committee Chair will recommend recipient to the Board for action based upon best mean proposal score. Notification of award will be in writing from the SNRS President or Research Grants Committee chair by December 1st. Written critique of applications not selected for funding will be provided to applicants.
- 4. Prior to release of funds, the applicant must provide evidence of IRB approval of the project.
- H. Associated Documents
  - 1. SNRS Application Form DisGrantFace.doc)
  - 2. DissertationScoringSheet.doc
  - 3. GuidelinesForScoringOfDissertationProposals2008.doc

### III. SNRS Research Grant

- A. Goal: The goal of the SNRS Research Grant policy is to establish procedures related to soliciting applications, selecting recipients, and administering the SNRS Research Grant Award.
- B. Purpose: Support and promote new investigators in initiating or building a program of research. This grant may NOT be used to support research conducted as part of an academic degree (not a student project or dissertation).
- C. Policy:
  - 1. SNRS financial transactions and reporting will be handled in accordance with established policy.
  - 2. Funds are available for quantitative and qualitative research on any topic relevant to the nursing profession.
  - 3. The SNRS Research Grant Award is for an amount up to \$7500.
- D. The recipients of the awards shall be selected in accordance with the established award criteria:
  - 1. Significance to Nursing
  - 2. Scientific merit
  - 3. Innovation
  - 4. Appropriateness of methodology given the research question
  - 5. Qualifications of the investigator (research team) to conduct study
  - 6. Adequacy of human subjects/animal protection
- E. The recipient of the award must meet the following eligibility criteria:
  - 1. Current SNRS member (student or regular) when the application is received.
  - 2. Persons who have received no more than a cumulative \$30,000 research funding during the past two years.
  - 3. Persons who have never served on a SNRS Research Grant as the Principal Investigator
- F. Area of Responsibility:

1. The SNRS Research Grants Chairperson is responsible for oversight of all provisions of this policy.
- G. Procedure:
1. Applications: The Research Grants Chair shall announce the availability of the SNRS Research Grants Award through venues available to members such as the SNRS website and newsletter.
  2. Applicants will submit an electronic copy of required materials by no later than October 1st with the subject line: SNRS Research Grant Funding Application. Electronic submissions are the only accepted format. A fee of \$50 for regular members (\$25 for student members), is required for submission of the application. Applications must conform to all requirements for format, style, content, length limitations, and required supporting materials. Only applications which conform to specifications and required documents and for which the application fee has been paid will be reviewed.
  3. Format and style for application
    - a. Title file as Last Name First Initial Submission Year Proposal (example: CraneP 2008 Research Grant Proposal).
    - b. All required materials must be submitted as ONE electronic document.
    - c. Use an Arial, Helvetica, Palatino Linotype or Georgia typeface and a font size of 11 points or larger. (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies).
    - d. Type density, including characters and spaces, must be no more than 15 characters per inch.
    - e. Type may be no more than six lines per inch.
    - f. Use at least one-half inch margins (top, bottom, left, and right) for all pages, including reference pages and appendices.
    - g. The application may be single-spaced, except as noted below.
    - h. Consecutively number pages throughout the application, beginning with the first page of the project narrative and include reference pages and appendices. Do not use suffixes (e.g., 5a, 5b). Place page numbers in the top right hand corner of each page. Use bold or italics only for headings.
  4. Components of proposal
    - a. Face Sheet; insert at the first page of the electronic file.
    - b. Project narrative (limit to 5 pages for items 2-6; single space narrative with double spacing between paragraphs)
    - c. Abstract (limit to 200 words)
    - d. Specific aims and objectives
    - e. Background and significance
    - f. Research design
      - i. Sampling method/subjects
      - ii. Measures/Instruments (if relevant)
      - iii. Methods/Data collection procedures
      - iv. Plan(s) for data analysis
      - v. Limitations/potential difficulties
      - vi. Protection of animal or human subjects
    - g. Appendices (1-6 required)
      - i. References (limit reference list to six pages): Use APA or AMA format.
      - ii. 12-Month Time Frame/Schedule of Activities

- iii. Budget Sheet (limit to one page)
- iv. Itemize anticipated expenditures to conduct the project, including supplies and consultants. Indicate whether other funds have been obtained or applied for to support the conduct of the proposed research. Please note: Indirect (facilities and administration) costs are not provided.
- v. Fiscal Restrictions:
  - Funds may not be used for salaries for the investigator/co-investigator, travel, tuition/registration, and construction.
  - Capital equipment is limited to a maximum of \$250 per item.
- vi. Environment (limit to two pages): A description of the site, setting, and sponsoring agency or institution necessary to conduct the project. Include a letter of support from institution/facility where project will be conducted.
- vii. Biosketch: A biosketch for each investigator or consultant
- viii. Research tools, instruments, or interview guides (if relevant)

#### H. Review Process and Criteria:

1. Research Grant Committee members will serve as primary and secondary reviewers; additional reviewers may be solicited if necessary to evaluate the application (for example, in cases where additional methodological or content expertise is desirable for review of a specific application). Research Grant Award recipients are selected through a peer review process using the established criteria:
  - a. Significance to Nursing
  - b. Scientific merit
  - c. Innovation
  - d. Appropriateness of methodology given the research question
  - e. Qualifications of the investigator (research team) to conduct study
  - f. Adequacy of human subjects/animal protection
  - g. Appropriate environment, budget, and time frame
2. A scoring of 1-10 will be used to evaluate applications. Lower scores indicate greater likelihood of funding. Each proposal will be scored by more than one reviewer, and mean of reviewer scores will be used as the final score for the proposal.
3. The Research Grants Committee Chair will recommend recipient to the Board for action based upon best mean proposal score. Notification of award will be in writing from the SNRS President or Research Grants Committee chair no later than January 1<sup>st</sup>. . Written critique of applications not selected for funding will be provided to applicants.
4. Prior to release of funds, the applicant must provide evidence of IRB approval of the project.

#### I. Associated Documents:

1. SNRS Application Form (DisGrantFace.doc)
2. Research Grant ScoringSheet.doc
3. GuidelinesForScoringOfResearchGrantProposals2008.doc

## IV. STTI/SNRS Research Grant

- A. Goal: The goal of the STTI/ SNRS Research Grant policy is to establish procedures related to soliciting applications, selecting recipients, and administering the STTI/ SNRS Research Grant Award.

- B. Purpose: The purpose of the Sigma Theta Tau International/Southern Nursing Research Society collaborative grant is to encourage qualified nurses to contribute to the advancement of nursing through research. Proposals for pilot and/or development research may be submitted for this grant. This grant may NOT be used to support research conducted as part of an academic degree (not a student project or dissertation).
- C. Policy:
1. SNRS financial transactions and reporting will be handled in accordance with established policy.
  2. Funds are available for quantitative and qualitative research on any topic relevant to the nursing profession.
  3. The STTI/SNRS Research Grant Award is for \$5000, with equal amounts provided by SNRS and STTI.
- D. The recipients of the awards shall be selected in accordance with the established award criteria:
1. Significance to Nursing
  2. Scientific merit
  3. Innovation
  4. Appropriateness of methodology given the research question
  5. Qualifications of the investigator (research team) to conduct study
  6. Adequacy of human subjects/animal protection
- E. The recipient of the award must meet the following eligibility criteria:
1. Be a member in good standing of both STTI and SNRS.
  2. Registered nurse with a current license.
  3. Hold at minimum a master's degree or its equivalent and/or be enrolled in a doctoral program.
  4. Submission of completed research application packet and a signed research agreement via our on-line submission system.
  5. Ready to implement research project when funding is received. Research may NOT be conducted as part of an academic degree.
  6. Submit to STTI a final report; submit completed abstract to STTI's Virginia Henderson International Nursing Library.
  7. Submit an abstract for publication to SNRS regarding the research done as a product of the grant, and credit research grant partners in all publications and presentations of the research.
- F. Area of Responsibility: The SNRS Research Grants Chairperson is responsible for oversight of all SNRS provisions of this policy. STTI is responsible for receipt and review of proposals, recommendation of recipient, and administrative oversight of the grant.
- G. Procedure:
1. Applications: The Research Grants Chair shall announce the availability of the STTI/ SNRS Research Grants Award through venues available to members such as the SNRS website and newsletter.
  2. Applicants will submit an electronic copy of required materials at the STTI website (information available at [http://www.nursingsociety.org/Research/SmallGrants/Pages/stti\\_snrs.aspx](http://www.nursingsociety.org/Research/SmallGrants/Pages/stti_snrs.aspx) by no later than April 1<sup>st</sup>.
  3. Format and style for application, content of application
    - a. All instructions published on the STTI website must be followed.

H. Review Process and Criteria:

1. All reviews will be administratively handled by STTI. Three (3) Research Grant Committee members will serve as primary and secondary reviewers on the STTI review panel. STTI/SNRS Research Grant recipients are selected through a peer review process using the established criteria published on the STTI website.
2. The Research Grants Committee Chair will recommend recipient to the Board for action based upon the recommendation of the STTI review committee. Notification of award will be from STTI.



# SNRS Research Interest Group Policies & Procedures

DRAFT, 2014\*

Last updated: August 24, 2016/SD; LLL. \*This draft is provided to assist RIG leaders and members with RIG activities. This document is currently a work *in-progress* and should be interpreted as such; please submit suggested revisions to the SNRS RIG Director.

# SNRS Research Interest Groups

## Table of Contents

<b>Research Interest Group Basic Information.....</b>	<b>3</b>
Developing a New Interest Group .....	3
<b>Research Interest Group Membership .....</b>	<b>3</b>
Nomination & Election Procedures.....	3
Research Interest Group Leadership: Chair & Chair-elect Position .....	4
Early Termination of Leadership.....	4
Budget & Expenditure Guidelines.....	4
Awards.....	5
Logo.....	5
<b>Director of the RIGs Responsibilities.....</b>	<b>5</b>
<b>Communication.....</b>	<b>5</b>
Interest Group Communications & E-Resources.....	5
Opportunities to Contribute to SNRS Publications.....	6
RIG Snapshots.....	6
RIG Calendar Guidelines.....	6
RIG Research Brief Guidelines.....	7
Internet Resource Links.....	8
<b>Pre-Conference Workshops (RIG Sponsored) .....</b>	<b>8</b>
Basics.....	8
Proposal Selection of Preconference Sessions.....	8
<b>SNRS Submission Information for RIG Research Symposia.....</b>	<b>9</b>
Basics.....	9
<b>Dissolving a RIG.....</b>	<b>10</b>
<b>Handbook Appendix.....</b>	<b>11</b>
Research Interest Group Snapshots.....	11
Research Interest Group Planning Form.....	12
RIG Calendar Examples.....	13
Expense Report.....	14

## Research Interest Groups: Basic Information

### Developing a New Research Interest Group

1. A representative of the proposed Research Interest Group (RIG) should discuss the proposal for the new Interest Group with the Director of Research Interest Groups
2. A representative of the proposed RIG will prepare a formal request for creation of a new Interest Group and submit it to the SNRS office to the attention of the Director of RIGs. The proposal should include:
  - a. A statement regarding the need for the new Interest Group, including why goals cannot be met through related, existing RIGs
  - b. Goals and objectives of the proposed Interest Group
  - c. A list of a minimum of 10 potential members
3. The Director of RIGs will review the proposal, provide consultation, and present the request to the SNRS Board of Directors for approval. The Director of RIGs will contact the individual submitting the formal request for a new RIG with the decision of the Board of Directors. If approved, a new number will be assigned to the new RIG. Numbers from RIGs dissolved will not be reassigned to a new RIG to facilitate historical clarity.

### RIG Membership

- A minimum group size of 10 members is required to maintain a Research Interest Group.
- Membership in the RIGs is open to all SNRS members.

### Nomination & Election Procedures

1. Qualifications for Chair and Chair-elect positions:
  - a. Active membership in SNRS
  - b. Expertise in theme area for RIG
2. Interested Chair and Chair-elect candidates should provide:
  - a. Member number & RIG memberships
  - b. RIG Leadership Position of interest
  - c. Biosketch
  - d. A statement outlining plans for leadership
  - e. Commitment to maintain membership and attend at least 2 annual conferences over the leadership term and to attend all RIG leadership meetings (unless excused).
3. Upon RIG membership request or leadership vacancy, the Director of RIGs and Resource Center Administration will facilitate the nomination part of the process and facilitate member voting.
  - a. The call for RIG leadership candidates will be sent out to all SNRS members via e-blast as positions need to be filled. The call will include the nomination deadline and all necessary candidate information.
  - b. If there are no candidates nominated for a position the RIG Director will work with the RIGs and with the Nominating committee to find candidates for the open position(s). If multiple qualified candidates apply, they will be placed on a ballot for voting along with any other RIG leadership candidates following procedures approved by the SNRS Governing Board.

## **RIG Leadership: RIG Chair, Co-Chair and Chair-elect**

1. Each RIG elects a Chair-and or/ Co-Chairs to a two year term (or if vacant position) through an electronic nomination and ballot among the RIG membership (see election procedures). Chairs serve a two-year term and may choose to serve a 2<sup>nd</sup> term, mirroring the SNRS Board terms.
2. Information on Chair, Co-Chairs, and Chairs-elect election processes is recorded on the SNRS RIG *Summary Form* and submitted via email to the RIG Director within 2 weeks of leader selection. All current and updated information is provided to the Membership via the SNRS RIG Director's Board Report which is submitted prior to the annual conference.
3. RIG Chairs and/or Co-Chairs and Chairs-elect are expected to attend the RIG Leadership Meeting that is held prior to the Business Meetings at the Annual Conference as well as all RIG leadership conference calls unless they request and receive permission to be excused prior to the conference.
4. Meetings of the RIGs occur during the Annual Conference of the Society. The RIG Chair is responsible for planning and conducting the annual RIG meeting and communicating information about the Interest Group meeting to the SNRS Board through direct reporting to the RIG Director. A RIG Meeting Planning Form is provided at the end of this document.
5. The RIG Chair is responsible for soliciting and facilitating the coordination of the selection of papers for presentation at RIG-sponsored symposia at the Annual Conference.
6. The RIG Chairs/Co-Chairs and Chair-elects act as liaisons between the Interest Group and the SNRS office. All telephone and written communication should come from the Chair or from the Chair-elect.
7. Upon termination of leadership, RIG leaders will receive an official letter recognizing their service to the organization. Leaders may request this letter as proof of professional service at any point in their term or at the end of their term if one is not automatically generated.
8. RIG Chairs and Co-Chairs are awarded Student Registration Costs for the Conference in which they actively serve in leadership.

## **Early Termination of Leadership**

Routine termination of Leadership duties and responsibilities to take place at the time of the Annual Conference is encouraged, but early termination may be considered under the following circumstances:

- a. The RIG leader has moved out of the Southern region or is unable to maintain the leadership role.
  - b. The RIG leader is otherwise unable to maintain SNRS membership and fails to attend at more than one annual conference over the leadership term and to attend regularly scheduled RIG leadership meetings (unless excused).
1. Early termination involves written communication on either the part of the initiating RIG leader or the RIG Director explaining the rationale for early termination.

## **Budget & Expenditure Guidelines**

1. The RIG may raise funds for Interest Group initiatives including, but not limited to, newsletters, mailings, certificates, plaques, or when bestowing an *Honor a Researcher Award* on an Interest Group member.
2. Procurement of plaques, certificates, etc., is the RIG's responsibility and associated expenses will be covered by RIG members.

## **Awards**

RIGs may elect to offer non-monetary student poster awards for their student members. The RIG chair will recruit judges (2 per poster) to evaluate and score the student posters at the annual conference. A scoring form is available for use. A certificate will be developed by the Resource Center on request and mailed to students after the conference (Please coordinate with the RIG Director).

## **Logo**

RIGs may choose to develop their own logo although this is not required. This logo must appear in a subordinate position to the SNRS logo. A preliminary sketch and final version of the logo in relationship to the SNRS logo should have Board of Directors approval (coordinate with RIG Director).

### **Director of RIGs Responsibilities**

(see SNRS Policy & Procedure manual for additional job description)

1. The Director of RIGs serves as the liaison between the Board of Directors and RIGs. The Director:
  - a. Communicates information and/or recommendations to and from RIGs to Board of Directors during the year.
  - b. Is available for consultation during RIG Meetings and throughout the year.
  - c. Maintains communication with RIG Chairs.
2. Facilitates the establishment of new RIGs as needed to meet the needs of the membership.
  - a. Provides consultation to individuals/groups seeking to develop a new RIG.
  - b. Presents proposals for development of new RIGs to the Board of Directors for approval.
  - c. Communicates Board of Directors' action to RIG.
3. Conducts the RIG Leadership Meeting at the Annual Conference.
  - a. Prepares agenda for the meeting.
  - b. Communicates information to RIG Chairs prior to the Annual Conference.
  - c. Works with staff to revise the RIG Chair Handbook as needed.
  - d. Orients new Chairs at the RIG Chairs Meeting during the Annual Conference.
  - e. Communicates with new Chairs following the Annual Conference.

### **Communication**

Each RIG Chair is expected to submit A RIG Snapshot (see forms in Appendix) for posting on the SNRS Web site and to the SNRS newsletter each year following the conference. This should be sent via e-mail to Ann Mehan Crosse: [AMCrosse@kellencompany.com](mailto:AMCrosse@kellencompany.com)

Communication with Interest Group members using email, the RIG websites, and the Interest Group's listserv is highly encouraged.

### **Interest Group Communications & E-Resources**

1. RIGs can request assistance with RIG e-blasts via e-mail through the SNRS Resource Center or RIG Director. Communications utilizing a variety of electronic resources (e-mail, listserv, website) are highly encouraged.
  - a. Electronic mailings are sent to all RIG members with e-mail addresses.
  - b. All members are responsible for submitting and updating their contact information in order to ensure they continue to receive all RIG and SNRS-related communications.

2. SNRS can process e-blasts to all membership when appropriate and requested, please go through the RIG Director.
3. SNRS Research Interest Group Listserv Networking Tool is how the RIG leadership can communicate with their RIG members. First and probably easiest, you can send emails directly to the appropriate lists by addressing them as below. The rules & regulations concerning use of the SNRS listserv can be accessed at the link on the SNRS website: Listserv Policy.

One of the most common problems concerning the listservs is that members want to use the REPLY function. As a result, mailboxes are bombarded with emails! Please DO NOT click on REPLY or REPLY TO ALL as everyone's mailbox will be filled with emails. If there is a question about the message, please address it directly to sender.

- a. Aging/Gerontology: snrsaging@lists.snrs.resourcenter.net
  - b. Biobehavioral: snrsbiobeh@lists.snrs.resourcenter.net
  - c. Community health/Public health/Health Promotion:snrscommhealth@lists.snrs.resourcenter.net
  - d. Education: snrsed@lists.snrs.resourcenter.net
  - e. Minority Health: snrsminority@lists.snrs.resourcenter.net
  - f. Parent Child: snrsparentchild@lists.snrs.resourcenter.net
  - g. Psych/Mental Health: snrspsyhealth@lists.snrs.resourcenter.net
  - h. Qualitative: snrsqualitative@lists.snrs.resourcenter.net
  - i. Research in Clinical Settings: snrsresearch@lists.snrs.resourcenter.net
4. Free resources may be available for telephone conferencing, discussion boards, and blogs. Please contact the RIG Director for assistance. SNRS staff may be able to provide assistance and instruction to RIG Chairs regarding how to access and use discussion boards, blogs and other devices on the SNRS website.

### **Opportunities to Contribute to SNRS Publications**

RIG snapshots, RIG calendar items, and Research Briefs may be posted to the SNRS Web site, newsletter, or Official Journal on request. Individual members are also invited to send items to the communication committee for the Member News page (please work through RIG Director or Newsletter Editor); RIG Chairs should encourage RIG members to contribute. Recognition of colleague's achievements, honors, etc. is highly encouraged and is aligned with our SNRS mission statement.

#### **RIG Snapshots**

A RIG snapshot is an opportunity for RIGs to share the highlights of their meetings held in conjunction with the Annual Conference. A snapshot form is distributed to all Interest Group Chairs at the conference. There is a sample copy in the appendix of this handbook. RIG Snapshots should be submitted by the **outgoing Chairs** to the RIG Director by the end of the SNRS Annual Conference. Chairs may also leave the snapshot form with the SNRS Staff at the registration counter on-site prior to leaving the conference.

#### **RIG Calendar Guidelines**

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 page of the SNRS Web site. A sample and a

submission form can be found in the appendix of this handbook. ***Each RIG Chair is asked to submit information for the calendar.***

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). If you have any questions, contact the SNRS office at [info@snrs.org](mailto:info@snrs.org)

### **RIG Research Brief Guidelines**

Your Interest Group is invited to submit a Research Brief to SNRS for posting to the Member News page of the Web site. A Brief is the perfect vehicle for informing other SNRS members about the highlights of completed or ongoing research. When your Interest Group submits a Research Brief to SNRS, it is important to follow these guidelines.

1. **Source:** A Research Brief can be based on research in progress or on completed research. A published article used as the source of a Research Brief should have been published no earlier than one year before submission of the research brief to SNRS.
2. **Focus:** A Research Brief should focus on (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. Similar works are published in *American Journal of Nursing and Research Activities*, a publication of the *Agency for Healthcare Research and Quality*.
3. **Copyright Issues:**
  - a. When the research brief is based on unpublished research: The author of a research brief continues to hold the copyright.
  - b. 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 for a purpose such as a Research Brief, providing the journal is cited. If not, the author should obtain permission from the journal publisher before submitting a research brief.
4. **Format:** The ideal length of a research brief is 300 words. The title should convey the methodological challenge or substantive issue that is the focus of the brief. The funding source should be mentioned as a footnote. The author's name and institutional affiliation should appear at the end, followed by a complete citation if the research has been published. Each author's telephone number and e-mail address should be included so that members can contact them for more information about the research.
5. **Submission and Publication:** Research briefs are to be submitted by e-mail to SNRS at [AMCrosse@Kellencompany.com](mailto:AMCrosse@Kellencompany.com)

At least one brief from every RIG is to be posted each year. Based on the research brief submission schedule as follows:

**May 1st** – Pain Management, Adolescent Health, Acute Care, Family Health, Pediatric Nursing, Unitary Being Perspectives, Genetics Research

**August 1st** – Public Health, Chronicity, Theory Development, Health Systems & Policy, Nursing Informatics, End of Life and Palliative Care, Stress and Coping Research

**November 1st** – Gerontological Nursing, Childbearing-Related Research, Qualitative Research, Curriculum and Education, Psychiatric-Mental Health Nursing, Decision Making, Research Utilization/Evidence Based Practice

**February 1st** – Health Seeking Behaviors, Women's Health, Ethnicity and Health, Physiological Phenomenon, Nursing Ethics Research, Addiction and Substance Abuse

RIG Chairs solicit briefs from RIG members and send them to SNRS staff **six weeks prior** to the on-line posting dates of May, August, November and February 1st. The associate editor for RIG news will make the final decisions about publication.

### **Internet Resource Links**

This SNRS Web site highlights:

- Search engines to help members find sources
- Keys to literature searches and bibliographic management
- Federal sources that can facilitate members' research efforts

RIGs and individual members are invited to submit items. Please include:

- The name and type of resource (see above examples)
- Two or three sentences about the resource and its potential value to nurse researchers

### **Pre-Conference Workshops**

Workshops are meetings 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. Workshops are offered as lectures and demonstrations by one or more presenters to provide didactic information on a particular topic. Half-day workshops are allotted 3 1/2 hours and are presented in two sessions with one 15-minute break. Full day workshops are allotted 7 hours and are presented in 4 Interest Groups with two 15-minute breaks and a break for lunch.

### **Basics**

1. The pre-conference workshop is held in conjunction (before the conference sessions begin) and at the same location as the SNRS Annual Research Conference.
2. RIGs may submit proposals separately or in collaboration with one another.
3. The program focus must be relevant to nursing with potential for generating nursing knowledge.
4. The RIG submits, electronically, a full proposal to the SNRS office by June 1<sup>st</sup> of the year preceding the conference at which the workshop would be presented.
5. Proposals for pre-conference workshops should be submitted separately. The RIG Chair should consult with the Program Committee under the direction of the SNRS Vice-President prior to submission of any proposal. These individuals should be consulted early in the Interest Group's planning in order to provide planning assistance to the Interest Group. Please visit the SNRS web site for further details, [www.SNRS.org](http://www.SNRS.org) or email [AMCrosse@kellencompany.com](mailto:AMCrosse@kellencompany.com) for information.
6. Pre-conference workshops have expenses or allotments based on the location/conference center contract. The preconference workshop must cover all fixed and variable expenses of conducting the workshop. Fixed expenses include: room rental, audio-visual equipment, handout duplication cost, workshop break cost, and promotional expenses. Variable expenses include: Speaker honoraria, speaker travel/hotel cost. SNRS Staff will advise the workshop coordinator of the estimated fixed expenses. The allocation of the variable expenses will be at the discretion of the workshop coordinator.

Allocations are based on expected attendance of 30 attendees. If the workshop coordinator believes there is a need for additional funding, requests for additional funding must be supported with a



formal letter to the SNRS Board of Directors, including a rationale and data to support an expectation of attendance over 30. The letter must accompany the proposal at time of submission.

7. The pre-conference workshop can be funded by charging a preconference registration fee or by finding external sponsorship, such as exhibitors or refreshment break sponsors.
8. Information regarding proposal guidelines, pre-conference workshop promotion and the speaker reimbursement policy can be found on the workshop submission document found on the SNRS web site, [www.SNRS.org](http://www.SNRS.org). This document is posted to the Web site following the close of the Annual Conference each year.

### **Proposal Selection of Preconference Sessions**

1. The Program Committee will review proposals and make recommendations to the Board of Directors for approval. The committee will consider space availability, ability of the program to be self-supporting, timeliness and significance of the proposed program, quality of the proposal and projected attendance.
2. The Board of Directors makes the final selection of pre-conference workshops. The SNRS President notifies the Research Interest Group chairs of the Board's decision in June of the year preceding the conference.

### **SNRS Submission Information for RIG Research Symposia**

#### **Basics**

3. The symposia offering is competitively peer-reviewed for selection for the Annual Conference program following the criteria listed in the general call for abstracts. See SNRS website for full information.
4. The RIG Chair coordinates the symposium abstract selection process based on a blind, peer review process. The sponsoring RIG Chair (s) will choose members of the review panel. Review panel members **must be doctorally prepared** in nursing or a related field and have expertise in the area(s) of the abstracts' research.
5. The sponsoring RIG Chair writes a "Call for Abstracts" with all pertinent information included (i.e. symposia title, subject/focus, request for related abstracts, email address of where or to whom the abstracts are to be submitted, submission deadline, acceptance/denial notification information). **A suggested submission deadline to the RIG Chair is no later than May 1<sup>st</sup>.**
6. The RIG Chair needs to inform the submitters of the email address of where or to whom the abstracts are to be submitted and request the following information:
  - 1 copy of the abstract with authors' names and contact information
  - 1 copy of the abstract blinded
7. Following the internal review process by RIG chair or appointed RIG membership group, the RIG Chair or designee then organizes the selected abstracts into a symposium and submits the entire packet electronically via the abstract submission system by the due date posted.
8. The competitive symposium submission must include: (see other information on website)
  - a listing of the moderator
  - a listing of the presenters
  - the focus of the symposium

- the name(s) and number(s) of the RIG
9. The Program Planning Committee will make selection of the accepted Symposia. Notification of acceptance will be provided only to the primary person in charge of the symposium (i.e. RIG chair). The Chair (or designee) is then responsible to notify the authors of the Program Planning Committee's decision. If the Competitive Symposium is not accepted for presentation, the authors are then eligible to submit their abstracts individually into the SNRS General Call for Abstracts using the on-line submission tool.

### **Dissolving a RIG**

1. The Board of Directors may dissolve a RIG that does not conduct a formal business meeting at the Annual Conference for two consecutive years.
2. The Board of Directors will discuss the continuation of a RIG with fewer than 10 members for two consecutive years.
3. A RIG may be also dissolved by submitting a formal letter with a rationale and indication of support of a majority of the Interest Group members.

### Research Interest Group Snapshots

The SNRS Web site's Member News page will now feature RIG Snapshots. This will give you an opportunity to communicate with all of your members right after the Annual Conference and allow all members to observe the happenings within other Interest Group to which they might not currently belong but are considering joining. We will highlight your Interest Group's conference activities and plans for the upcoming year.

Complete the following information for your RIG's Snapshot. Turn this form into SNRS Staff at the registration counter prior to leaving the conference. **This form is to be submitted to SNRS by the outgoing or current Chair of each Interest Group.**

Please direct questions to the Director of RIGs.

RIG Snapshot

RIG Name

Newly elected Chair or remaining Chair (if this is his/her second year in office) and full contact information please:

Name: \_\_\_\_\_ Affiliation: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name of Newly elected Co-Chair: \_\_\_\_\_

Affiliation: \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Number attending Interest Group meeting

List one or two highlights of the Interest Group meeting or one or two major activities planned for the upcoming year. Do not include calls for abstracts, etc., which you will submit for the RIG Calendar throughout the year.

1.

2.

List awards (if any) given by the Interest Group and the recipient(s):

Please turn in this form prior to leaving the Annual Conference. SNRS Staff will be happy to collect this form at the registration counter

## RIG Meeting Planning Form

Name of RIG

RIG Chair

1. Additional A/V Needs for Meeting (Please be aware that there is a charge for additional equipment). Please notify Ann Mehan Crosse at [AMCrosse@kellencompany.com](mailto:AMCrosse@kellencompany.com) prior to January 15th.

2. Meeting Agenda (Please attach a copy of your agenda for the meeting.)

- RIG will conduct annual business meeting
- Current chair will continue position or New chair will be elected
- Business Items (include photographs of RIG meeting and RIG Chair will submit to Ann Mehan Crosse for archival purposes)
- Research presented during the meeting

Topic(s) presented

Presenters

- Awards will be given during the meeting

Name of Award(s)

Name of Recipient(s)

- Planning for future Pre-conference Workshops/Synthesis Conference/Symposia will take place during the meeting

Pre-conference Workshop

Synthesis Conference

Guaranteed Symposium

Competitive Symposium

What year is this planned for?

- Describe any other projects or programs you will work on during the meeting

Information/Questions for Director of RIGs -

XX Interest Group Members:

Watch for the call for nominations for the Outstanding Researcher Award, to be presented by the XX at the XX conference. Details will follow in the SNRS newsletter. Contact XX.

XX Interest Group members:

“\_\_\_” the pre-conference proposal submitted by the XX RIGs was accepted for presentation. Please plan to attend [day, time].

Nominations for the XX Research Award are due [insert date], to [contact]. Please contact [insert info].

**EXPENSE REPORT**  
 (Please obtain preapproval for expenses)

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

**Business Reason for Expense:**

\_\_\_\_\_

Date						Total
# of miles @ ____/mile						
Rental Car Charges						
Air/Train/Bus Travel						
Local Transportation (include tips)						
Lodging						
Meals (Include tips)						
Breakfast						
Lunch						
Dinner						
Snack, Coffee, etc.						
Telephone Charges						
Postage						
Parking						
Tolls						
Miscellaneous						
Notes:						
Total						

Signature: \_\_\_\_\_

Approval: \_\_\_\_\_

Less: Travel Advance \_\_\_\_\_

Due Traveler \_\_\_\_\_

Check # \_\_\_\_\_

Date Paid \_\_\_\_\_