

## How to enter an Appendix E in NIMSS

### What is NIMSS?

The National Information Management Support System (NIMSS) is a web-based application that allows participants of Multistate Research Projects to submit proposals and reports online and register to participate on projects. You can find a list of Multistate projects at <http://www.nimss.org>. Type Multistate into the search box.

A Multistate activity involves cooperative, jointly planned research employing multidisciplinary approaches in which a State Agricultural Experiment Station (SAES), working with other SAES, the Agricultural Research Service (ARS), non-land-grant colleges or universities, and industry, endeavors to solve problems that concern more than one state or region. To join an approved Multistate activity you must submit an Appendix E.

### Who enters Appendix E information?


- CALS participants with State Agricultural Experiment Station (Research) or Extension appointments who want to be part of a Multistate project. Typically, a PI would contact the lead PI on an existing project to indicate interest and discuss the project prior to applying to join the effort. If you are ready to submit the form, follow the instructions below – (if you have problems, Greg Lewis is the local contact in the CALS Business Office).

### Entering the Appendix E form

1. Go to the National Information Management Support System at <http://www.nimss.org> and log in with your email address and password:

**New User?**

If you are new to the NIMSS system and don't have a login and password, please look to the top right of the page and press **New User?**:

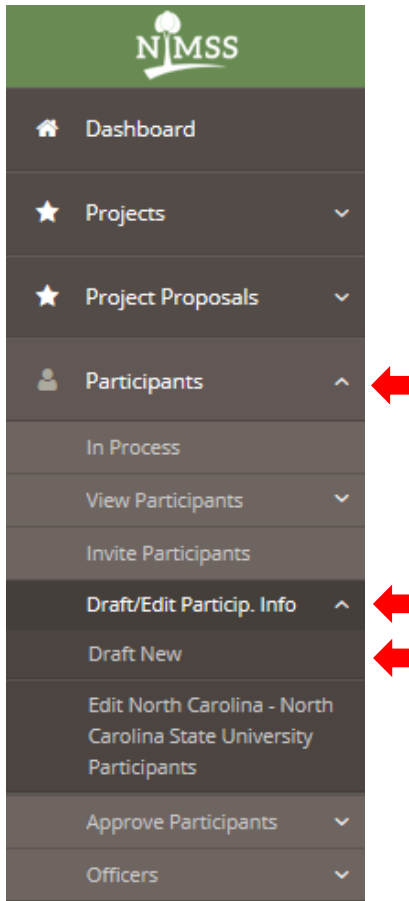


The login information for the NIMSS portal is **not** your NCSU Unity information, however, you can request (and it's preferred) that the email linked to you in the NIMSS portal be your NCSU unity ID email address. Once your information is submit, you will be notified by email of your password and your email address becomes your username.

As a point of note, when you select New User one of the questions is which Region do you want to be affiliated with and the question is referring to your physical region and not the region of the project in which you want to be a part of. Here are details for the options provided:

- NE – Northeast (NERA)
- NC – North Central (NCRA)
- S – South (SAAESD)
- W – West (WAAESD)
- Other

2. Once you have signed into the system, select from the left-hand side of the page **Participants > Draft/Edit Participant Info > Draft New**:



3. Enter the project/proposal number:

Project Number: **Note:** Please enter a project number or parts of a project name in the text box below and then select a specific project from the list provided.

- For active projects, enter the approved project number
- For a new/renewing proposal (not yet approved), be sure to use the correct "temp" designation for the proposal
- See 3a. below for details on how to search

### 3a. How to View Project/Proposal Materials after Logging In

#### Viewing Active Projects

1. Log into NIMSS at [www.nimss.org](http://www.nimss.org)
2. Select **Projects** and either **View All Projects** or **Project Search**. Each function will allow you to search by number or keyword. **Project Search** allows for a more detailed drilldown into project years, subject code, etc.

#### Viewing Proposals (not yet approved or active)

1. Log into NIMSS at [www.nimss.org](http://www.nimss.org)
2. Select **Project Proposals**
3. Select **View All Project Proposals**
4. Use the tabs to sort by region

#### 4. Enter your name for the User:

User: **Note:** Please enter the first name of the user you would like to assign in the text box below and then select a specific user from the list provided.

- If you do not find your name you will need to press the Submit user creation request button and complete the text fields:

**Submit user creation request**

#### 5. Do not select the Official Representative box; the only official representatives are in CALS Administration:

Official Representative(?)

#### 6. Enter your percentages for Scientific Year, Professional Year, or Technical year as values < 1.0, where 1.0 = 100%. **NOTE: if you don't know the FTE value, please enter 0.1 in the Scientific Year field.**

Research Commitments		
Scientist Year (?)	Professional Year (?)	Technician Year (?)
<input type="text"/>	<input type="text"/>	<input type="text"/>

- Scientist Year – FTE (entered as a decimal less than 1) for Assistant Professors, Assistant Scientist and above. This is for the PI on the AppE form and should not be more than 1
- Professional Year – FTE for persons who hold positions in professional categories and students that hold bachelors or masters degrees. Can be greater than 1, if the PI has several post-docs or graduate students on the project
- Technical Year – FTE for technicians, aids, and lab assistants. Can also be more than 1, if the PI has multiple technicians, etc. working on the project

7. Enter your KA – Knowledge Area, SOI – Subject of Investigation, and FOS – Field of Science codes:

The screenshot shows a form titled "Research" with three input fields: "KA - Knowledge Area (Find CRIS Code)", "SOI - Subject of Investigation (Find SOI Code)", and "FOS - Field of Science (Find FOS Code)". Below the fields is an "Add Row" button.

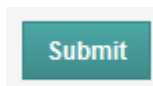
- If you don't know them, you can look them up by clicking the hyperlink above each box (Example: [\(Find CRIS Code\)](#) ).
- You must put a value in each box (i.e. if you have a KA, you must also have a SOI and FOS value or NIMSS will give you an error message)
- If you need to add more you can click the **Add Row** button.

8. If you have an Extension appointment, you should also enter your FTE (full time equivalent, as a percentage < 1.0, where 1.0 = 100%) and Knowledge Area codes:

The screenshot shows a form titled "Extension" with two input fields: "FTE (?)" and "Knowledge Area (Find CRIS Code)". Below the FTE field is a note "(Must be <= 1.0)". Below the fields is an "Add KA" button.

- To add additional Knowledge Area codes press the **Add KA** button

9. Finish by selecting the **Submit** button:



When submitted, the Appendix E is submitted to your Station Director for approval and then he/she notifies the Administrative Advisor (AA) and NIFA (REEport portal) that the participant needs final approval.

**Congratulations!** You are now ready to go to REEport to enter your Hatch Multistate project. Please note that the only Multistate projects you can choose in the dropdown menu when initiating a project in REEport are traditional Multistate Research Projects (MRPs) which start with “S, W, NC, NE or NRSP” and are followed by a number. If you are involved in an Education/Extension and Research Activity Committee (ERA), Advisory Committee (AC), Development Committee (DC), or Coordinating Committees (CC) Multistate project you cannot enter a Multistate Project request the REEport portal. **Engaging in an ERA, AC, DC or CC project means you do not get the full Multistate incentive, only the travel incentive.**

You can also view a tutorial video at:

<https://wisc.adobeconnect.com/a825758332/p20048jbdnj/?launcher=false&fcsContent=true&pbMode=normal>