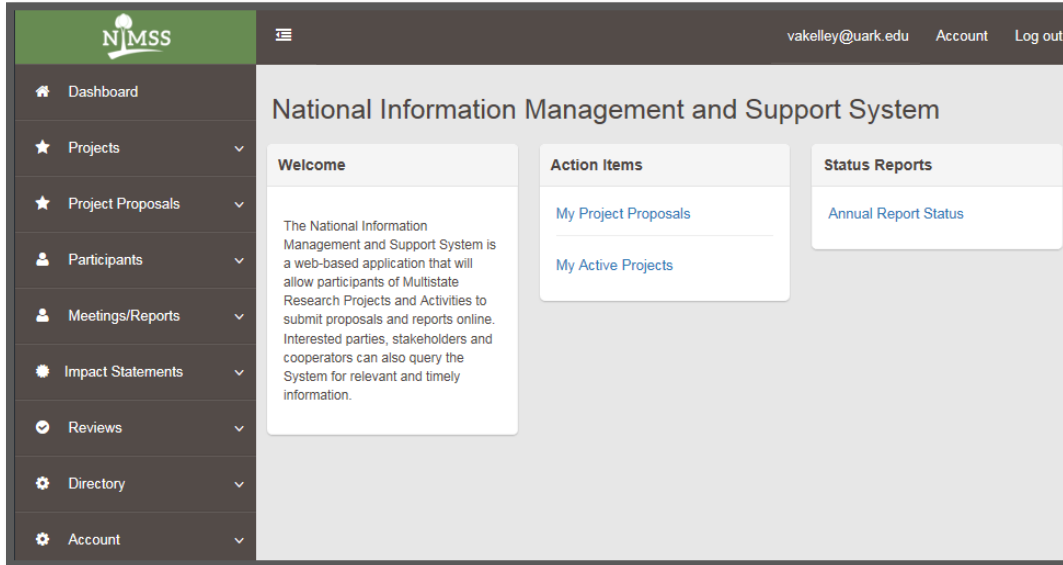
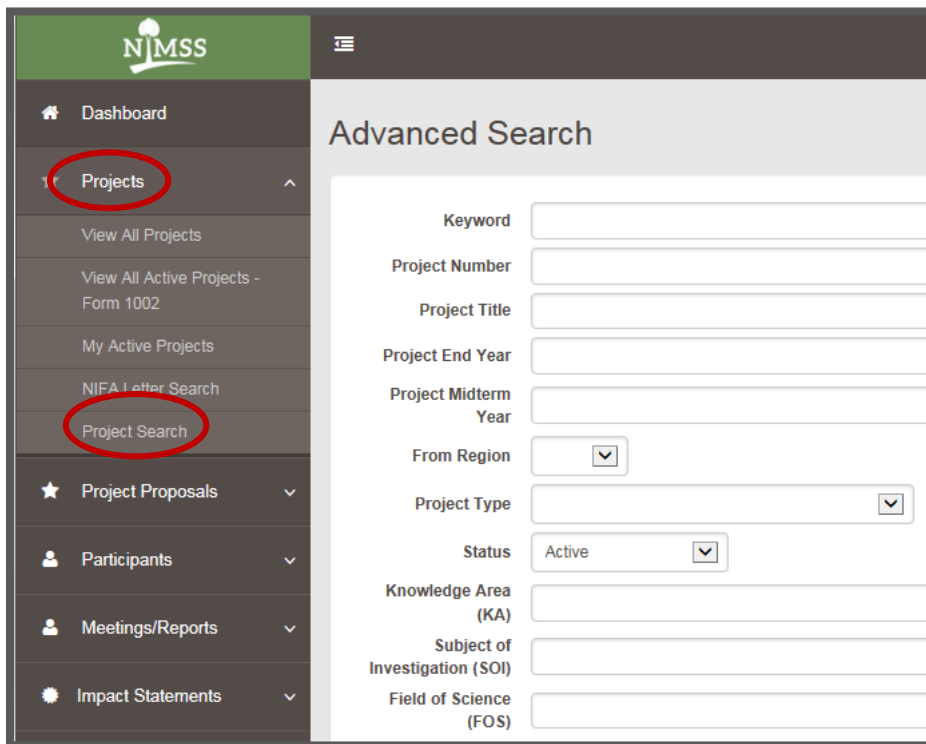


# NIMSS APPENDIX E QUICK REFERENCE

1. Go to the National Information Management Support System at <http://www.nimss.org> and log in to your NIMSS account with your email address and NIMSS password. If you are a new user, contact the AES Business Office at 479-502-9825 or [jabailey@uark.edu](mailto:jabailey@uark.edu) to request an account setup. You will be emailed a link to create your account.

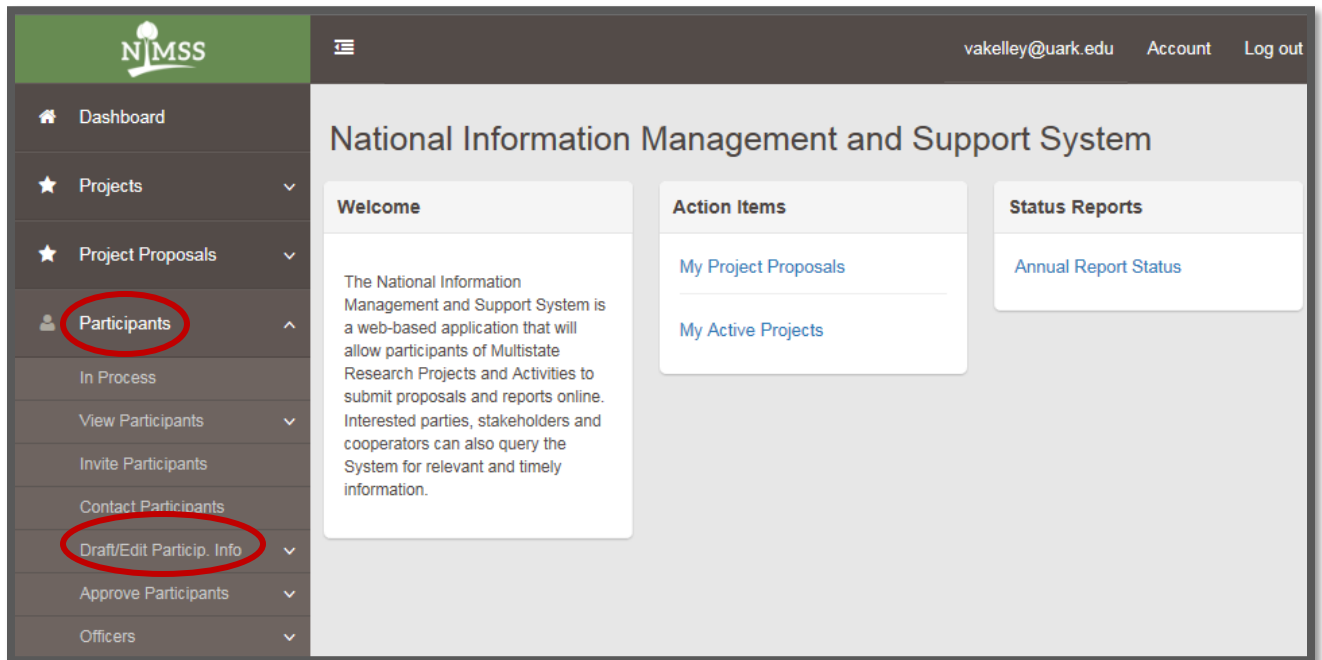


2. Skip this step if you know the project number. On the left Navigation bar, click to select "Projects" and then click to select "Project Search" to find the project you would like to join. Note the Project Number.

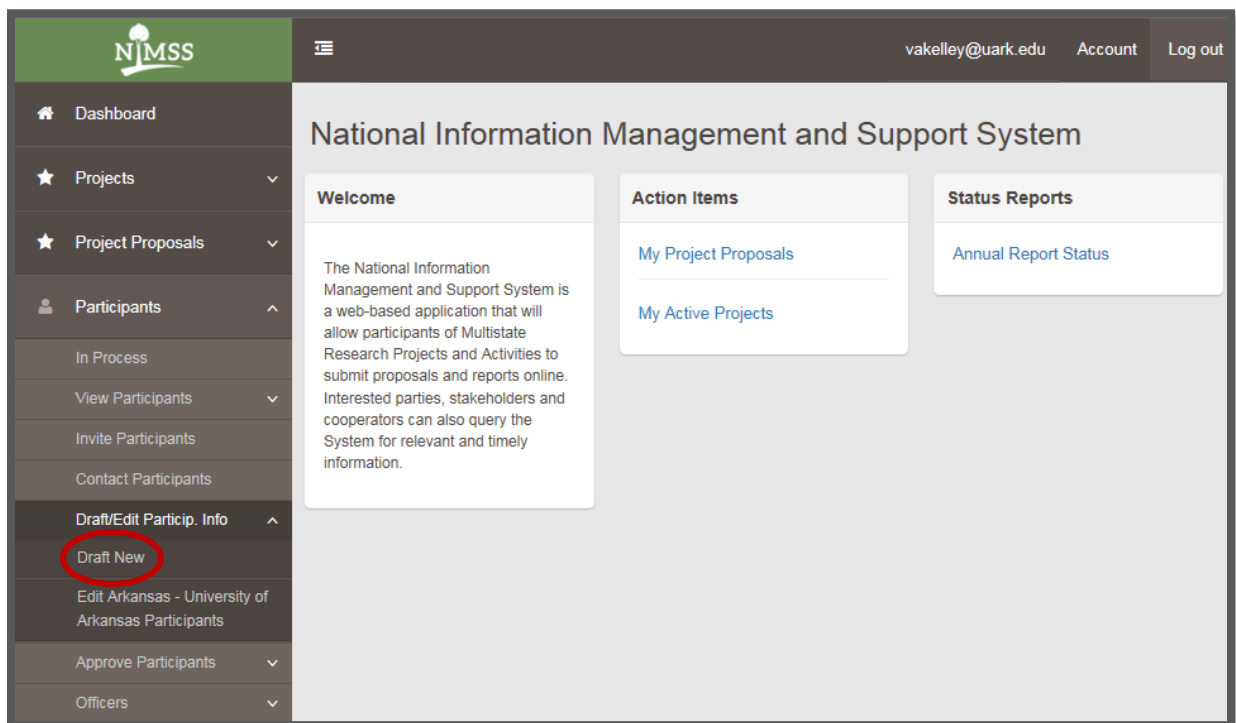


## NIMSS APPENDIX E QUICK REFERENCE

- Once you have found the project you would like to join, on the left Navigation bar, click to select “Participants” and then click to select “Draft/Edit Particip. Info.”



- Click to select “Draft New.”




# NIMSS APPENDIX E QUICK REFERENCE

5. Enter the project/proposal number.

The screenshot shows the 'Create New Appendix E' form in the NIMSS system. The 'Project Number' field is circled in red. The form includes sections for Objectives, Research Commitments, Research, and Extension. The 'Project Number' field has a note: '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.' The 'User' field has a note: '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.' There is a 'Submit user creation request' button and a checkbox for 'Official Representative(?)'. The 'Objectives' section has a note: 'Select a project above to choose objectives.' The 'Research Commitments' section has fields for 'Scientist Year (?)', 'Professional Year (?)', and 'Technician Year (?)'. The 'Research' section has fields for 'KA - Knowledge Area (Find CRIS Code)', 'SOI - Subject of Investigation (Find SOI Code)', and 'FOS - Field of Science (Find FOS Code)'. The 'Extension' section has fields for 'FTE (?)' and 'Knowledge Area (Find CRIS Code)'. There are 'Add Row' and 'Add KA' buttons. A 'Back' button is at the bottom left and a 'Submit' button is at the bottom right.

6. Click in the User search box. Enter your first name and then select from the drop-down list.

The close-up screenshot shows the 'User:' field with a dropdown list of user names. The 'User:' label is circled in red. The dropdown list includes the following names: Daniel Jones (NIFA), Daniel J. Decker (New York -Ithaca : Cornell University), Daniel Rossi (Northeastern Regional Association of State Agricultural Experiment Station Directors), Daniela Sharma (New Jersey - Rutgers University), Daniel De La Torre Ugarte (Tennessee - University of Tennessee), Daniel Hellerstein (USDA/ERS), Julie Danielle Carrier (Arkansas - University of Arkansas), Daniel Schaefer (Wisconsin - University of Wisconsin), Daniel Olk (USDA-ARS/Iowa), and Daniel Ball (Oregon - Oregon State University). There is a search icon on the left side of the dropdown list.

7. To read the help text associated with the fields that follow on the form, click the .

## NIMSS APPENDIX E QUICK REFERENCE

8. If you will be the Lead Project Investigator (PI) for the Arkansas Agricultural Experiment Station, check the "Official Representative" box. Otherwise, leave the box blank.

**Create New Appendix E**

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.

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.

Submit user creation request

Official Representative(?)

9. At least one Objective must be selected for Research Appendix E's.

**Objectives**

- Establish and strengthen relationships that can serve the missions of multiple organizations addressing nutrient movement and environmental quality.
- Expand the knowledge base for discovery of new tools and practices as well as for the continual validation of recommended practices
- Improve the coordination and delivering of educational programming and increase the implementation effectiveness of nutrient management strategies that reduce nutrient movement for agricultural and non-agricultural audiences

(Sample objectives)

10. Enter your percentages for Scientist Year, Professional Year and Technician Year as values < 1.0, where 1.0 = 100%. Scientist Year FTE is for the PI on the Appendix E form and should not be greater than 1. Professional Year FTE can be greater than 1 if the PI has several post-docs or graduate students on the project. Technical Year FTE can also be greater than 1 if the PI has multiple technicians, aids, or lab assistants working on the project. **The minimum entry for this section is 0.1 Scientist Year for Research Appendix E's.**

**Research Commitments**

Scientist Year (?) Professional Year (?) Technician Year (?)

## NIMSS APPENDIX E QUICK REFERENCE

11. At least one complete row of KA, SOI and FOS must be added for Research Appendix E's.

The image shows two sections of a web form. The top section is titled "Research" and contains 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 these fields is an "Add Row" button. The bottom section is titled "Extension" and contains two input fields: "FTE (?)" and "Knowledge Area (Find CRIS Code)". Below these fields is a note "(Must be <= 1.0)" and an "Add KA" button.

12. 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 KA codes.

The image shows a close-up of the "Extension" section of the form. It features two input fields: "FTE (?)" and "Knowledge Area (Find CRIS Code)". Below the "FTE" field is a note "(Must be <= 1.0)". An "Add KA" button is located at the bottom of the section.

13. Finish by clicking the "Submit" button on the bottom-right corner of the screen. This sends the Appendix E to the Arkansas Agricultural Experiment Station Director, Dr. Jean-François Meullenet, for approval and then notifies the project's Administrative Advisor and NIFA that the participant needs final approval.

14. For detailed instructions, see the [User Guide for the National Information Support System \[NIMSS\]](#).