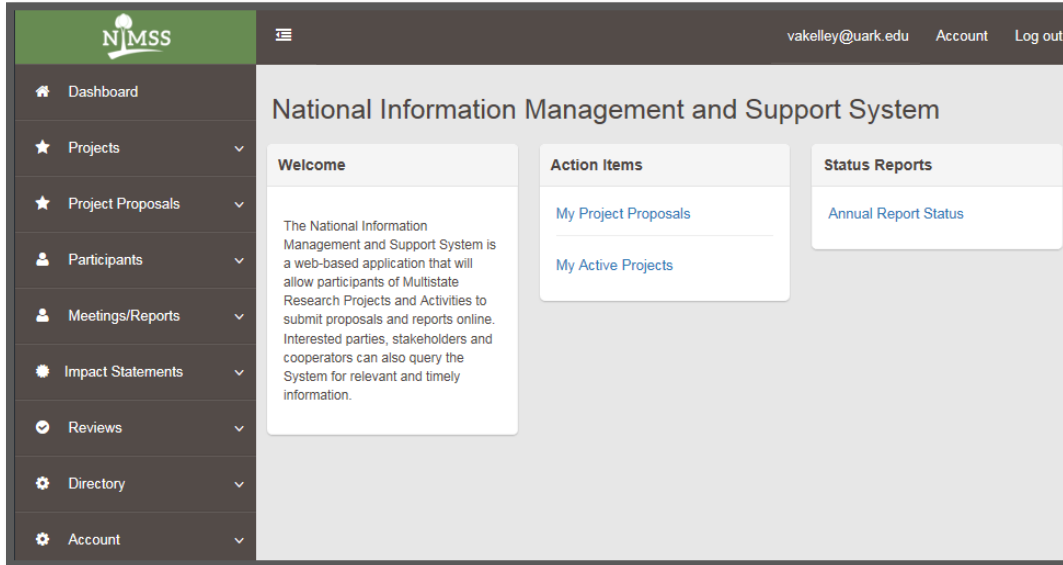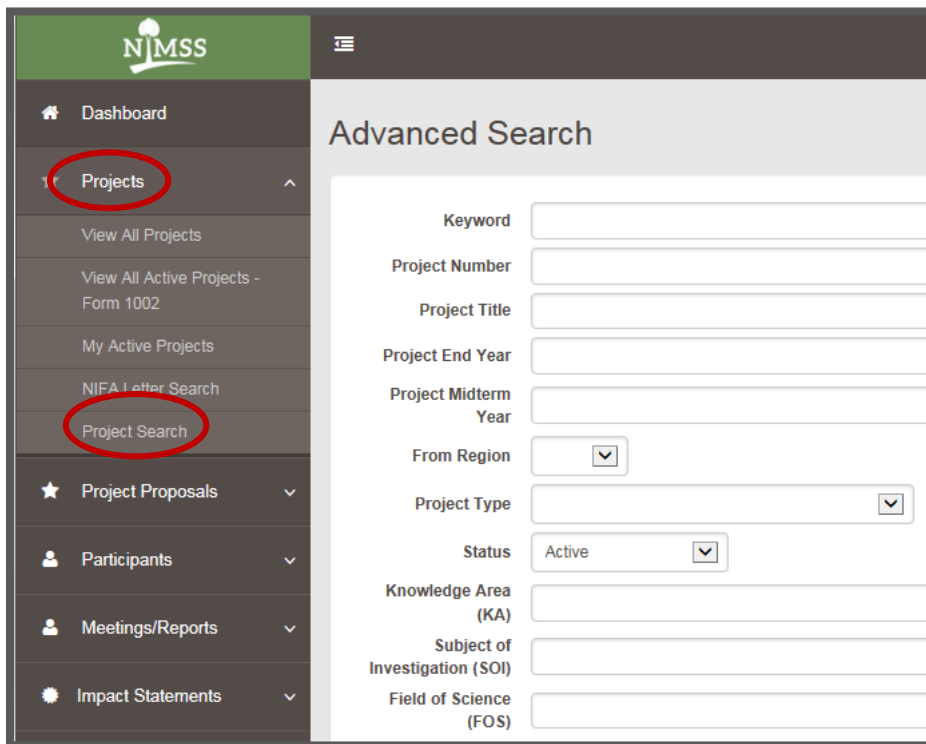# NIMSS APPENDIX E QUICK REFERENCE

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 to request an account setup. You will be emailed a link to create your account.
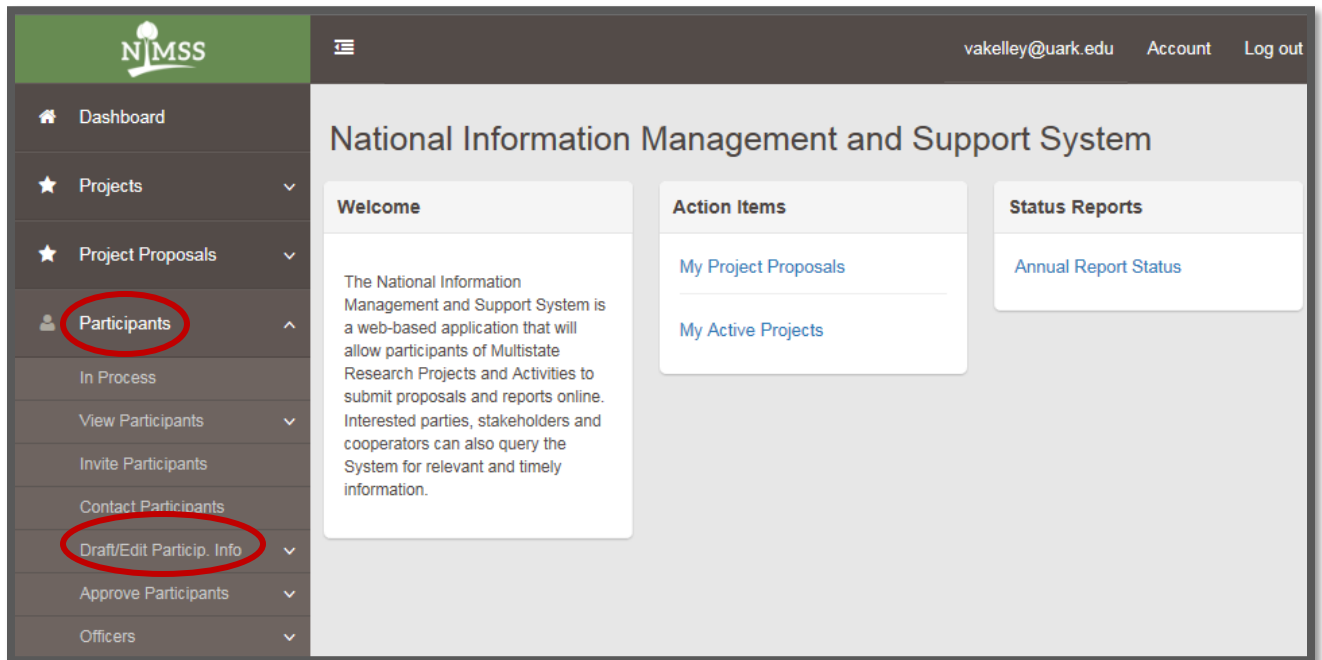

2. <mark>Skip this step if you know the project number</mark>. On the left Navigation bar, click to select "Projects" and then click to select "Project Search" to find the project you would like to join. Note the Project Number.
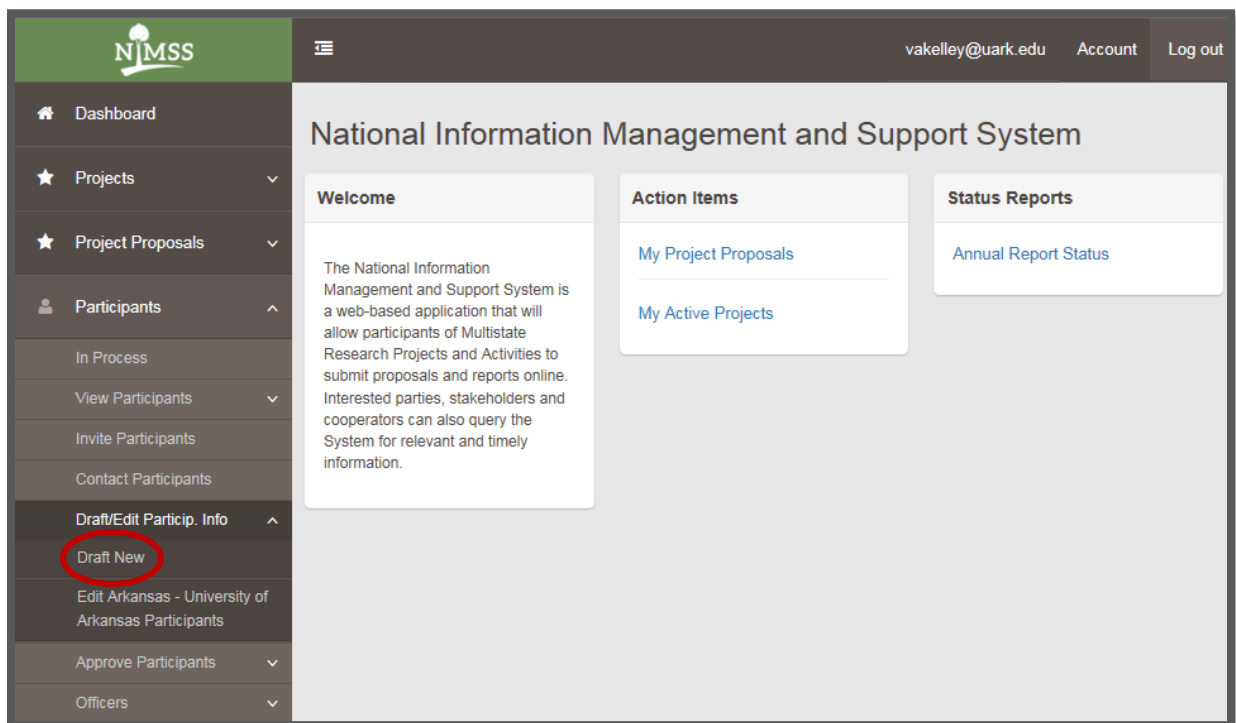
3. Once you have found the project you would like to join, on the left Navigation bar, click to select "Participants" and then click to select "Draft/Edit Particip. Info."

4. Click to select "Draft New."

5. Enter the project/proposal number.

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

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

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.

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

(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.**

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

Research

KA - Knowledge Area (Find CRIS Code) | SOI - Subject of Investigation (Find SOI Code) | FOS - Field of Science (Find FOS Code)

Add Row

Extension

FTE (?) | Knowledge Area (Find CRIS Code)

(Must be <= 1.0)

Add KA

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.

Extension

FTE (?) | Knowledge Area (Find CRIS Code)

(Must be <= 1.0)

Add KA

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].