NIMSS User Manual

Introduction

NIMSS is the acronym for the National Information Management and Support System. It is a joint project of the four Regional Associations:

- NCRA - North Central Regional Association of State Agricultural Experiment Station Directors
- NERA - Northeastern Regional Association of State Agricultural Experiment Station Directors
- SAAESD - Southern Association of State Agricultural Experiment Station Directors
- WAAESD - Western Association of State Agricultural Experiment Station Directors

NIMSS was designed to facilitate the work of the Agricultural Experiment Station Director in managing the station's Multistate Research portfolio. NIMSS is purely designed as a web-based application to allow submission and search of information online, anytime, anywhere.

This User Manual is organized according to the functions that can be performed online. Detailed instructions are provided specifically for forms to be completed and submitted in fulfillment of the requirements of the National Guidelines for Multistate Research Activities that was approved at the National Experiment Station Section meeting on September 24, 2000. This is why the forms are referred to as Appendices.

To view ONLY the topic that you are interested in, click the appropriate section in the Table of Contents. To print instructions for that particular topic, simply click the print button on your browser.

If you have comments or questions regarding this User Manual, contact your Regional System Administrator:

North Central - Nicole Nelson (nnelson@cals.wisc.edu)
Northeast - Rubie Mize (rm167@umail.umd.edu)
South - Donna Pearce (donna_pearce@ncsu.edu)
West - Harriet Sykes (sykes@lamar.colostate.edu)

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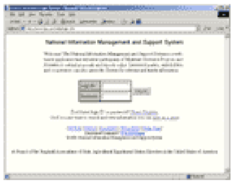
Logging On



To your left is the snapshot of the screen that you will see when you go to the NIMSS URL: http://www.lgu.umd.edu/

To be able to submit forms through NIMSS you will need to register. Click here for instructions on how to complete the Registration form.

If you forget your ID and password contact your Regional System Administrator:

North Central - Nicole Nelson (nnelson@cals.wisc.edu)
Northeast - Rubie Mize (rm167@umail.umd.edu)
South - Donna Pearce (donna_pearce@ncsu.edu)
West - Harriet Sykes (sykes@lamar.colostate.edu)

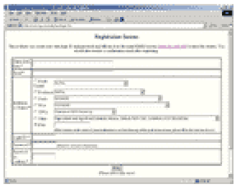
If you choose not to register and are just planning to browse or search through NIMSS, you may enter as a "guest". The link is below the login boxes.

When you log on as a registered user or guest, some cookie variables are set, so be sure to allow your browser to accept/enable cookies.

For Netscape version 4.01 or higher:
Go to edit, preferences, advanced, and check "accept cookies".

For MS Explorer version 5.0 or higher:
Go to tools, internet options, security, and custom level, scroll down to cookies, and check "enable".

Registration



On the registration screen, all fields (*) are required to be completed. It is important that you register under the Experiment Station where you belong. If you are not affiliated to a station/institution indicated in the pull down menus, choose "New" and enter the name of your institution, group, organization, or association. Before doing this, check the pull down menu for "Other" to make sure that your institution has not been entered. Entries under "New" are automatically added into the "Other" pull down menu.

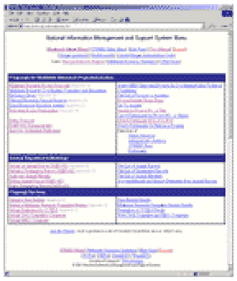
After you register, a confirmation e-mail is sent to the Regional System Administrator and the e-mail address provided in the registration. For example, if the user indicates he/she is from a station in the West, the Western Regional System Administrator will also get the registration e-mail confirmation. The Regional System Administrator will then assign the access to the user depending on the user's designation, e.g. as Administrative Advisor or Station Director. If, when you go into the system, you still do not have the access you need, contact your Regional System Administrator. If the user is registered and is not from one of the four regions (North Central, Northeast, South, West) then by default the e-mail is sent to the Northeast Regional System Administrator who is currently serving as the Central NIMSS Administrator.

The Regional System Administrator will assign your access according to the following categories:

- Station Director
- Administrative Advisor
- Regional Review Committee Member
- Project Coordinator or Technical Committee Member
- Executive Director
- Chair person

General users are not assigned any of the above categories and will not be allowed to perform any functions except search.

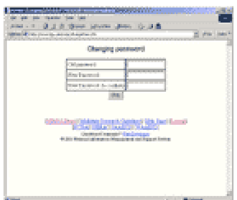
NIMSS Main Menu



To your left is the snapshot of the NIMSS Main Menu. You should see this screen after you login. Items on the left side of the Main Menu are used to complete and submit information, while items on the right side are to search and view information.

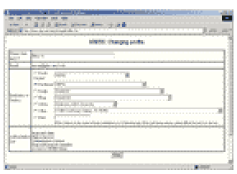
Note: depending on the access level assigned to you by the Regional System Administrator, you may not be able to see/use some of the functions listed in the Main Menu.

Personal Settings: Password, Profile, and Authorization Code

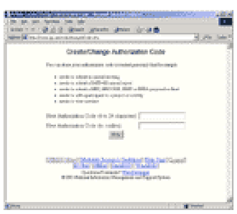


This section deals with some of the links found at the top of the NIMSS menu: Change Password, Update Profile, and Change Authorization. Note that only those given access as Administrative Advisors or Station Directors will see a "Change Authorization" link.

Change Password



Use this to change your login password. Type in your old password and type in a new password twice and then click okay. Try to make your password hard for others to guess. For example use a combination of letters symbols and numbers and make the password at least 8 characters.



Update Profile

Here you can change your name, and to which station/institution you belong. You can also see what type of authorization you have within NIMSS.

Change Authorization

An authorization code will allow any User to submit forms on behalf of the Administrative Advisor or Station Director. The authorization code serves as the Administrative Advisor or Station Director's electronic signature to documents being submitted into the system. If you are an Administrative Advisor or Station Director you must create an authorization code. You can share this authorization code with your Station's Project Coordinator or the person(s) you trust to help you enter information into NIMSS. You may want to change your authorization code occasionally, especially if there has been a change in your project's leadership or your support staff.

Links: Special Forms, Multistate Research Guidelines, and CRIS Forms

Special forms

Link to forms used specifically by the different regions. These may include forms for the pre-proposal stage or additional review forms. Contact your Regional System Administrator if you have questions about the special forms for your region.

North Central - Nicole Nelson (nnelson@cals.wisc.edu)
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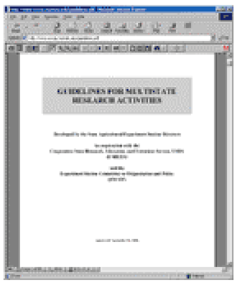
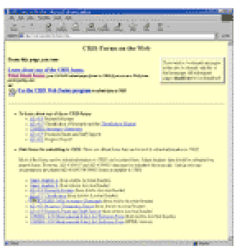
West - Harriet Sykes (sykes@lamar.colostate.edu)



Multistate Research Guidelines

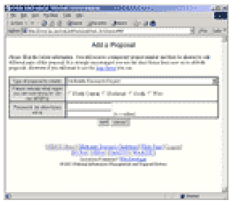
Link to the pdf file that contains the National Multistate Research Guidelines. The Guidelines are the basis for the creation of NIMSS.



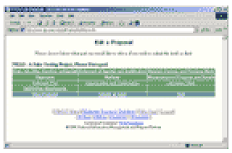
CRIS forms

Link to the CRIS website where online forms can be found.

Multistate Research Project Proposals (Appendix A)



To be able to edit a proposal you should have access as an Advisor, Project Coordinator or Member of Technical Committee. NIMSS will not allow you to perform this function if you do not belong to any of these categories. You will also need the password assigned by the original writer. If you're not sure about your access level, contact your Regional System Administrator:



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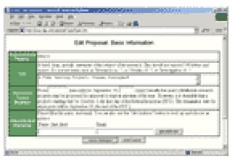
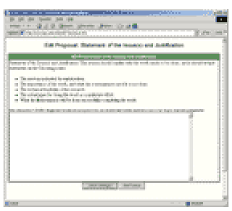
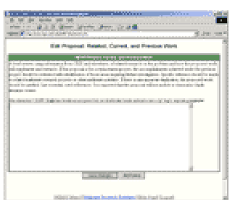


Please read the instructions at the top of the page. Notice that there is a link to the "Long Form." This means that you will be able to view all of the proposal sections (listed below) instead of just one section at a time (known as the "Short Form"). The default screen is the Short Form screen. It is HIGHLY recommended that you use the short form screen to ensure that no pieces of the proposal are lost in the submission process. However, if you choose to use the long form, click on the "Long Form" link in the page instructions. The directions below also apply to the long form.

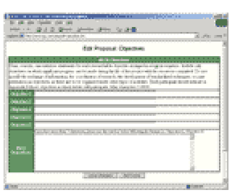


Type of Proposal to Create: Click on the drop down arrow to view the types of proposals that may be submitted to the system.

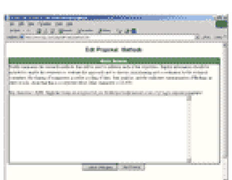


Indicate what region you are submitting for: Fill in the circle next to your region (if you are not submitting the proposal for an NRSP).

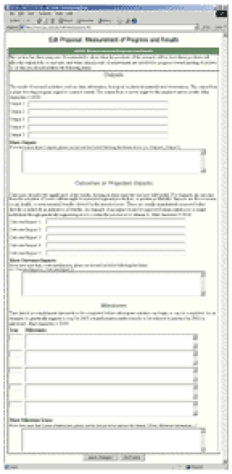
Password: Assign a password so you can go back and edit your proposal. You may share the URL with your colleagues so they can view the proposal in NIMSS. If participants are allowed to edit the proposal, they should be authorized as a Project Coordinator or Technical Committee member. Your system administrator can assign this special authorization. AAs should share the project password with these people after authorization so they can access the proposal in NIMSS (Go to the NIMSS Menu and click on **Edit Proposal** functions).

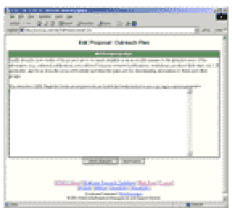


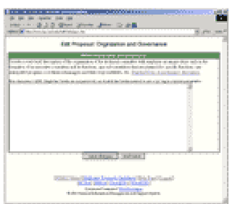
After entering the above, the system will assign the project a **temporary number** (NC_temp888, S_888, etc.). **Take note of this number for future reference!** It will be at the top of the screen on every form.

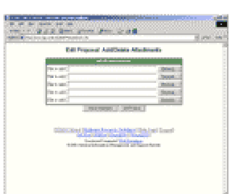


Once you pass this page you can choose which specific section you would like to submit. Click on the specific piece of the proposal and it will take you to that screen.









It is recommended that the writing committee should write the proposal in its entirety as a word-processing document so that a backup copy is available. Next, after the proposal has been finalized in the word-processing document, submit it to NIMSS.

If there is no special formatting (no bold or italic characters, bulleting, or tables), **the proposal can be copied and pasted directly from the word-processing document into NIMSS.**

If there is special formatting (bold or italic characters, bulleting, tables), **html tags must be entered to preserve such formatting (see Attachment 1). Alternatively, the document could be saved as an html document. (In the word-processing document, click on "file," then "save as." Click on the "save as type" dropdown arrow and locate the html type. You can then access the html document (with the tags) by opening the file in WordPad, and copying/pasting the document parts into NIMSS.) If you need help understanding html, the computer experts at your university or business may be able to assist you.**

When you are entering information into a textbox, the single line breaks are not preserved, so to separate paragraphs use a double line break or an html tag such as <p>. There is a list of basic html tags in Attachment 1 that you can use to help format your text. This applies to all succeeding text boxes.

Character counts may differ in your word processing software than that found in NIMSS due to html formatting.

Basic Info: Title, Duration, Advisors:

Project Title: This is limited to 140 characters. Use only alphanumeric characters. Do not use quotes or other special characters.

Requested Project Duration: The correct format should be used for the date (the first date should be a month/year pair in the format mm-yyyy and the second date is just a four-digit year).

Administrative Advisor: This can be kept blank, as long as the user will only save the proposal as a working copy. If submitting as final, the Advisor has to be identified and his/her authorization code entered into the designated box.

Statement of the Issue(s) and Justification: Limited to 20,000 characters. Single line breaks are not preserved, so use either a double line break (pressing enter twice) or html tags such as <p> to separate paragraphs.

Related, Current, and Previous Work: Limited to 20,000 characters. Single line breaks are not preserved, so use either a double line break (pressing enter twice) or html tags such as <p> to separate paragraphs.

Objectives: Limited to 4000 characters. If you have more than five objectives use the textbox area and separate the objectives with a double semi-colon (;;). Formatting this way will allow additional objectives to be numbered accordingly. For example, objectives 6 and 7 should be entered as follows:

> Determine the impact of different crop rotations on weed abundance;; Evaluate productivity and weed suppression by commercially available cultivars;;

The system will automatically take care of the numbering so you don't need to number each objective.

Methods: Limited to 20,000 characters. Single line breaks are not preserved, so use either a double line break (pressing enter twice) or html tags such as <p> to separate paragraphs.

Measurement of Progress and Results:

> *Outputs:* Limited to 4000 characters. If you have more than five output statements use the textbox area and separate the outputs with a double semi-colon (;;). Formatting this way will allow the additional outputs to be bulleted correctly.
>
> *Outcomes or Projected Impacts:* Limited to 4000 characters and has the same rules as Objectives and Outputs in that you should use a double semi-colon (;;) to separate different outcomes or projected impacts.
>
> *Milestones:* Limited to 5000 characters. If you have more than five milestone years, use the textbox area and the format (year): milestone;;. For example, (2006) Field tests of subterranean clover hardiness repeated;; (2007) All data analysis completed;; (2008) Manuscripts prepared for publication

Outreach Plan: Limited to 2000 characters. Single line breaks are not preserved, so use either a double line break (pressing enter twice) or html tags such as <p> to separate paragraphs.

Organization and Governance: Limited to 4000 characters. You will need to indicate if the governance is standard or non-standard. If it is non-standard provide the information in the textbox area. If it is standard, just click on the "standard" link and the system will type in the description for a standard organization as follows:

```
"The recommended Standard Governance for
multistate research activities include the
election of a Chair, a Chair-elect, and a
Secretary. All officers are to be elected for at
least two-year terms to provide continuity.
Administrative guidance will be provided by an
assigned Administrative Advisor and a CSREES
Representative."
```

Literature Cited: Limited to 50,000 characters. This is a required section that should be completed before submission.

Add/Delete Attachments: All required sections have been incorporated into the form so adding attachments is discouraged. Note that attachments are not accepted by CSREES; thus do not attach charts, graphs, or other material essential to understanding the intent of the activity. However, when appropriate there is an allowance for up to five attachments to be uploaded as part of the proposal. Use discretion in deciding what attachments to include. Only those that are needed to support the proposal should be included. You can click on the browse button to add an attachment that is located on your hard drive. The system will then keep a permanent copy of the uploaded attachments. Attachment file names are limited to 45 characters, must not contain spaces, hyphens, or capital letters.

View Proposal and Submit as Final: When you are done entering any revisions, you can choose to "View the Proposal" and/or "Submit as Final." View the proposal to see how the information you submitted appears as a website. Use “Submit as Final” ONLY when your draft is ready for review. To submit as final, give the project “temp” number (found at the top of the screen (i.e. NC_tempXXX, S_tempXXX, NE_tempXXX, W_tempXXX)) and the proposal password to your Advisor so he/she could go into NIMSS and submit the proposal as final with their authorization code.

You may also ask the Advisor to give you his/her authorization code so you can submit the final proposal. An e-mail notification is sent to the Regional System Administrator after a proposal is submitted as final. The notification is as follows:

```
This email is to notify that a project/activity has been
Submitted as Final, and is now ready for review.
Project Number:
Project Title:
Submit Date:
```

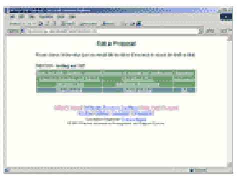
```
URL: http://www.lgu.umd.edu/showInfo.cfm?trackID=
(you need to log on first at www.lgu.umd.edu)
```

If you have questions regarding the directions above, contact your Regional System Administrator.

Quit: Use this function to save your work and return to the main menu.

Multistate Research Coordinating Committee and Information Exchange Group (Appendix B)

To be able to edit a proposal you should have access as an Advisor, Project Coordinator or Member of Technical Committee. NIMSS will not allow you to perform this function if you do not belong to any of these categories. You will also need the password assigned by the original writer. If you're not sure about your access level, contact your Regional System Administrator:



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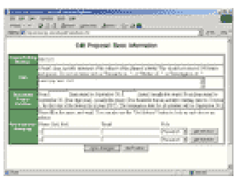

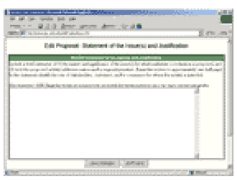

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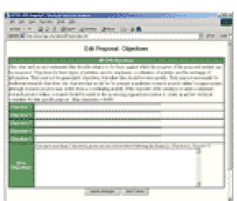
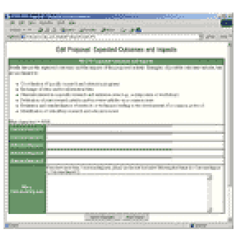
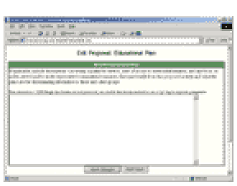
Type of Proposal to Create: Click on the drop down arrow to view the types of proposals that may be submitted to the system.



Indicate what region you are submitting for: Fill in the circle next to your region (if you are not submitting the proposal for an NRSP).



Password: Assign a password so you can go back and edit your proposal. You may share the URL with your colleagues so they can view the proposal in NIMSS. If participants are allowed to edit the proposal, they should be authorized as a Project Coordinator or Technical Committee member. Your system administrator can assign this special authorization. AAs should share the project password with these people after authorization so they can access the proposal in NIMSS (Go to the NIMSS Menu and click on **Edit Proposal** functions).



After entering the above information, the system will assign the project a **temporary number** (NC_temp888, S_888, etc.). **Take note of this number for future reference!** It will be at the top of the screen on every form.

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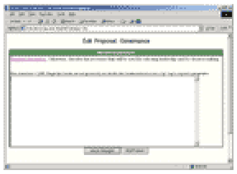

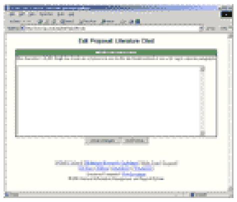

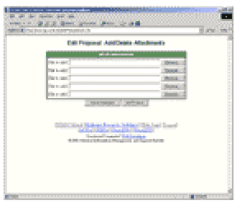

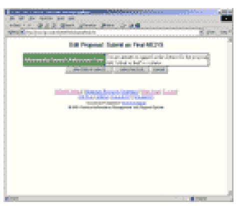

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If there is no special formatting (no bold or italic characters, bulleting, or tables), **the proposal can be copied and pasted directly from the word-processing document into NIMSS.**

If there is special formatting (bold or italic characters, bulleting, tables), **html tags must be entered to preserve such formatting (see Attachment 1). Alternatively, the document could be saved as an html document. (In the word-processing document, click on "file," then "save as." Click on the "save as type" dropdown arrow and locate the html type. You can then access the html document (with the tags) by opening the file in WordPad, and copying/pasting the document parts into NIMSS.) If you need help understanding html, the computer experts at your university or business may be able to assist you.**

When you are entering information into a textbox, the single line breaks are not preserved, so to separate paragraphs use a double line break or an html tag such as <p>. There is a list of basic html tags in Attachment 1 that you can use to help format your text. This applies to all succeeding text boxes.

Character counts may differ in your word processing software than that found in NIMSS due to html formatting.

Basic Info: Title, Duration, Advisors:

Project Title: This is limited to 140 characters. Use only alphanumeric characters. Do not use quotes or other special characters.

Requested Project Duration: The correct format should be used for the date (the first date should be a month/year pair in the format mm-yyyy and the second date is just a four-digit year).

Administrative Advisor: This can be kept blank, as long as the user will only save the proposal as a working copy. If submitting as final, the Advisor has to be identified and his/her authorization code entered into the designated box.

Statement of the Issue(s) and Justification: Limited to 20,000 characters. Single line breaks are not preserved, so use either a double line break (pressing enter twice) or html tags such as <p> to separate paragraphs.

Objectives: Limited to 4000 characters. If you have more than five objectives use the textbox area and separate the objectives with a double semi-colon (;;). Formatting this way will allow additional objectives to be numbered accordingly. For example, objectives 6 and 7 should be entered as follows:

> Determine the impact of different crop rotations on weed abundance;; Evaluate productivity and weed suppression by commercially available cultivars;;

The system will automatically take care of the numbering so you don't need to number each objective.

Outcomes or Projected Impacts: Limited to 4000 characters and has the same rules as Objectives and Outputs in that you should use a double semi-colon (;;) to separate different outcomes or projected impacts.

Education Plan: Limited to 2000 characters. Single line breaks are not preserved, so use either a double line break (pressing enter twice) or html tags such as <p> to separate paragraphs.

Governance: Limited to 4000 characters. You will need to indicate if the governance is standard or non-standard. If it is non-standard provide the information in the textbox area. If it is standard, just click on the "standard" link and the system will type in the description for a standard organization as follows:

```
"The recommended Standard Governance for
multistate research activities include the
election of a Chair, a Chair-elect, and a
Secretary. All officers are to be elected for at
least two-year terms to provide continuity.
Administrative guidance will be provided by an
assigned Administrative Advisor and a CSREES
Representative."
```

Literature Cited: Limited to 50,000 characters. This is a required section that should be completed before submission.

Add/Delete Attachments: All required sections have been incorporated into the form so adding attachments is discouraged. Note that attachments are not accepted by CSREES; thus do not attach charts, graphs, or other material essential to understanding the intent of the activity. However, when appropriate there is an allowance for up to five attachments to be uploaded as part of the proposal. Use discretion in deciding what attachments to include. Only those that are needed to support the proposal should be included. You can click on the browse button to add an attachment that is located on your hard drive. The system will then keep a permanent copy of the uploaded attachments. Attachment file names are limited to 45 characters, must not contain spaces, hyphens, or capital letters.

View Proposal and Submit as Final: When you are done entering any revisions, you can choose to "View the Proposal" and/or "Submit as Final." View the proposal to see how the information you submitted appears as a website. Use “Submit as Final” ONLY when your draft is ready for review. To submit as final, give the project “temp” number (found at the top of the screen (i.e. NC_tempXXX, S_tempXXX, NE_tempXXX, W_tempXXX)) and the proposal password to your Advisor so he/she could go into NIMSS and submit the proposal as final with their authorization code.

You may also ask the Advisor to give you his/her authorization code so you can submit the final proposal. An e-mail notification is sent to the Regional System Administrator after a proposal is submitted as final. The notification is as follows:

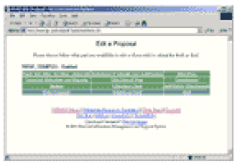
```
This email is to notify that a project/activity has been
Submitted as Final, and is now ready for review.
Project Number:
Project Title:
Submit Date:
URL: http://www.lgu.umd.edu/showInfo.cfm?trackID=
(you need to log on first at www.lgu.umd.edu)
```

If you have questions regarding the directions above, contact your Regional System Administrator.

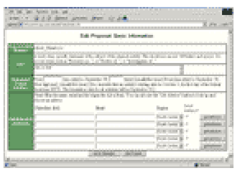
Quit: Use this function to save your work and return to the main menu.

National Research Support Projects, NRSP (Appendix B)

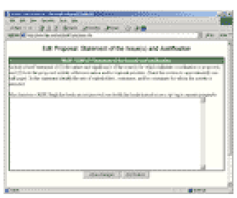
To be able to edit a proposal you should have access as an Advisor, Project Coordinator or Member of Technical Committee. NIMSS will not allow you to perform this function if you do not belong to any of these categories. You will also need the password assigned by the original writer. If you're not sure about your access level, contact your Regional System Administrator:



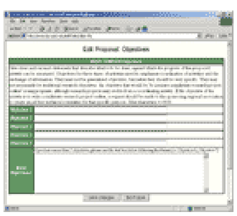
North Central - Nicole Nelson (nnelson@cals.wisc.edu)
Northeast - Rubie Mize (rm167@umail.umd.edu)
South - Donna Pearce (donna_pearce@ncsu.edu)
West - Harriet Sykes (sykes@lamar.colostate.edu)



Please read the instructions at the top of the page. Notice that there is a link to the "Long Form." This means that you will be able to view all of the proposal sections (listed below) instead of just one section at a time (known as the "Short Form"). The default screen is the Short Form screen. It is HIGHLY recommended that you use the short form screen to ensure that no pieces of the proposal are lost in the submission process. However, if you choose to use the long form, click on the "Long Form" link in the page instructions. The directions below also apply to the long form.

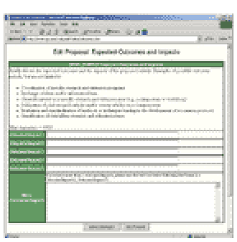


Type of Proposal to Create: Click on the drop down arrow to view the types of proposals that may be submitted to the system.

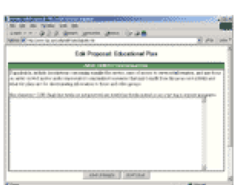


Indicate what region you are submitting for: Fill in the circle next to your region (if you are not submitting the proposal for an NRSP).

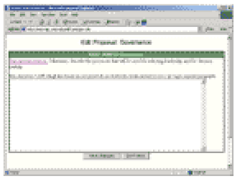
Password: Assign a password so you can go back and edit your proposal. You may share the URL with your colleagues so they can view the proposal in NIMSS. If participants are allowed to edit the proposal, they should be authorized as a Project Coordinator or Technical Committee member. Your system administrator can assign this special authorization. AAs should share the project password with these people after authorization so they can access the proposal in NIMSS (Go to the NIMSS Menu and click on **Edit Proposal** functions).

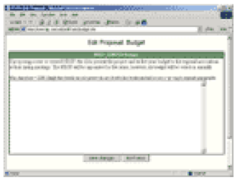


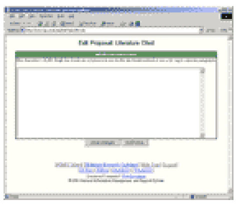
After entering the above information, the system will assign the project a **temporary number** (NC_temp888, S_888, etc.). **Take note of this number for future reference!** It will be at the top of the screen on every form.

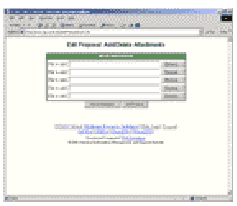


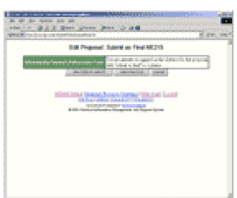
Once you pass this page you can choose which specific section you would like to submit. Click on the specific piece of the proposal and it will take you to that screen.











It is recommended that the writing committee should write the proposal in its entirety as a word-processing document so that a backup copy is available. Next, after the proposal has been finalized in the word-processing document, submit it to NIMSS.

If there is no special formatting (no bold or italic characters, bulleting, or tables), **the proposal can be copied and pasted directly from the word-processing document into NIMSS.**

If there is special formatting (bold or italic characters, bulleting, tables), **html tags must be entered to preserve such formatting (<u>see Attachment 1</u>). Alternatively, the document could be saved as an html document. (In the word-processing document, click on "file," then "save as." Click on the "save as type" dropdown arrow and locate the html type. You can then access the html document (with the tags) by opening the file in WordPad, and copying/pasting the document parts into NIMSS.) If you need help understanding html, the computer experts at your university or business may be able to assist you.**

When you are entering information into a textbox, the single line breaks are not preserved, so to separate paragraphs use a double line break or an html tag such as <p>. There is a list of basic html tags in <u>Attachment 1</u> that you can use to help format your text. This applies to all succeeding text boxes.

Character counts may differ in your word processing software than that found in NIMSS due to html formatting.

Basic Info: Title, Duration, Advisors:

> *Project Title:* This is limited to 140 characters. Use only alphanumeric characters. Do not use quotes or other special characters.
>
> *Requested Project Duration:* The correct format should be used for the date (the first date should be a month/year pair in the format mm-yyyy and the second date is just a four-digit year).
>
> *Administrative Advisor:* This can be kept blank, as long as the user will only save the proposal as a working copy. If submitting as final, the Advisor has to be identified and his/her authorization code entered into the designated box.

Statement of the Issue(s) and Justification: Limited to 20,000 characters. Single line breaks are not preserved, so use either a double line break (pressing enter twice) or html tags such as <p> to separate paragraphs.

Objectives: Limited to 4000 characters. If you have more than five objectives use the textbox area and separate the objectives with a double semi-colon (;;). Formatting this way will allow additional objectives to be numbered accordingly. For example, objectives 6 and 7 should be entered as follows:

> Determine the impact of different crop rotations on weed abundance;; Evaluate productivity and weed suppression by commercially available cultivars;;

The system will automatically take care of the numbering so you don't need to number each objective.

Outcomes or Projected Impacts: Limited to 4000 characters and has the same rules as Objectives and Outputs in that you should use a double semi-colon (;;) to separate different outcomes or projected impacts.

Educational Plan: Limited to 2000 characters. Single line breaks are not preserved, so use either a double line break (pressing enter twice) or html tags such as <p> to separate paragraphs.

Governance: Limited to 4000 characters. You will need to indicate if the governance is standard or non-standard. If it is non-standard provide the information in the textbox area. If it is standard, just click on the "standard" link and the system will type in the description for a standard organization as follows:

```
"The recommended Standard Governance for
multistate research activities include the
election of a Chair, a Chair-elect, and a
Secretary. All officers are to be elected for at
least two-year terms to provide continuity.
Administrative guidance will be provided by an
assigned Administrative Advisor and a CSREES
Representative."
```

Budget: Limited to 5000 characters. Single line breaks are not preserved so use a double line break to separate paragraphs or the HTML tag <p>.

Literature Cited: Limited to 50,000 characters. This is a required section that should be completed before submission.

Add/Delete Attachments: All required sections have been incorporated into the form so adding attachments is discouraged. Note that attachments are not accepted by CSREES; thus do not attach charts, graphs, or other material essential to understanding the intent of the activity. However, when appropriate there is an allowance for up to five attachments to be uploaded as part of the proposal. Use discretion in deciding what attachments to include. Only those that are needed to support the proposal should be included. You can click on the browse button to add an attachment that is located on your hard drive. The system will then keep a permanent copy of the uploaded attachments. Attachment file names are limited to 45 characters, must not contain spaces, hyphens, or capital letters.

View Proposal and Submit as Final: When you are done entering any revisions, you can choose to "View the Proposal" and/or "Submit as Final." View the proposal to see how the information you submitted appears as a website. Use “Submit as Final” ONLY when your draft is ready for review. To submit as final, give the project “temp” number (found at the top of the screen (i.e. NC_tempXXX, S_tempXXX, NE_tempXXX, W_tempXXX)) and the proposal password to your Advisor so he/she could go into NIMSS and submit the proposal as final with their authorization code.

You may also ask the Advisor to give you his/her authorization code so you can submit the final proposal. An e-mail notification is sent to the Regional System Administrator after a proposal is submitted as final. The notification is as follows:

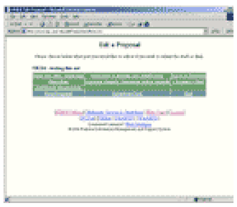
```
This email is to notify that a project/activity has been
Submitted as Final, and is now ready for review.
Project Number:
Project Title:
Submit Date:
URL: http://www.lgu.umd.edu/showInfo.cfm?trackID=
(you need to log on first at www.lgu.umd.edu)
```

If you have questions regarding the directions above, contact your Regional System Administrator.

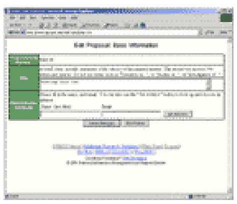
Quit: Use this function to save your work and return to the main menu.

Rapid Response Research Activity (-500 level projects) (Appendix F):

To be able to edit a proposal you should have access as an Advisor, Project Coordinator or Member of Technical Committee. NIMSS will not allow you to perform this function if you do not belong to any of these categories. You will also need the password assigned by the original writer. If you're not sure about your access level, contact your Regional System Administrator:



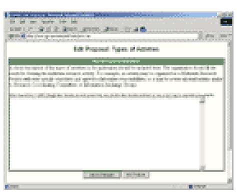
North Central - Nicole Nelson (nnelson@cals.wisc.edu)
Northeast - Rubie Mize (rm167@umail.umd.edu)
South - Donna Pearce (donna_pearce@ncsu.edu)
West - Harriet Sykes (sykes@lamar.colostate.edu)



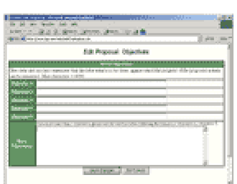
Please read the instructions at the top of the page. Notice that there is a link to the "Long Form." This means that you will be able to view all of the proposal sections (listed below) instead of just one section at a time (known as the "Short Form"). The default screen is the Short Form screen. It is HIGHLY recommended that you use the short form screen to ensure that no pieces of the proposal are lost in the submission process. However, if you choose to use the long form, click on the "Long Form" link in the page instructions. The directions below also apply to the long form.

Type of Proposal to Create: Click on the drop down arrow to view the types of proposals that may be submitted to the system.

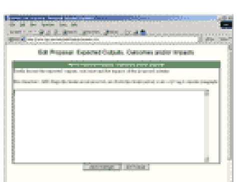
Indicate what region you are submitting for: Fill in the circle next to your region (if you are not submitting the proposal for an NRSP).



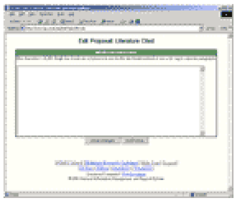
Password: Assign a password so you can go back and edit your proposal. You may share the URL with your colleagues so they can view the proposal in NIMSS. If participants are allowed to edit the proposal, they should be authorized as a Project Coordinator or Technical Committee member. Your system administrator can assign this special authorization. AAs should share the project password with these people after authorization so they can access the proposal in NIMSS (Go to the NIMSS Menu and click on **Edit Proposal** functions).

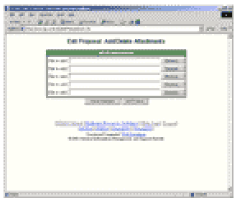


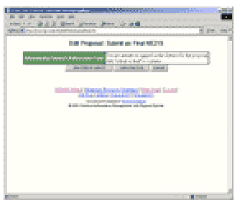
After entering the above information, the system will assign the project a **temporary number** (NC_temp888, S_888, etc.). **Take note of this number for future reference!** It will be at the top of the screen on every form.



Once you pass this page you can choose which specific section you would like to submit. Click on the specific piece of the proposal and it will take you to that screen.







It is recommended that the writing committee should write the proposal in its entirety as a word-processing document so that a backup copy is available. Next, after the proposal has been finalized in the word-processing document, submit it to NIMSS.

***If there is no special formatting (no bold or italic characters, bulleting, or tables),* the proposal can be copied and pasted directly from the word-processing document into NIMSS.**

***If there is special formatting (bold or italic characters, bulleting, tables),* html tags must be entered to preserve such formatting (see Attachment 1). Alternatively, the document could be saved as an html document. (In the word-processing document, click on "file," then "save as." Click on the "save as type" dropdown arrow and locate the html type. You can then access the html document (with the tags) by opening the file in WordPad, and copying/pasting the document parts into NIMSS.) If you need help understanding html, the computer experts at your university or business may be able to assist you.**

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Character counts may differ in your word processing software than that found in NIMSS due to html formatting.

Basic Info: Title, Duration, Advisors:

Project Title: This is limited to 140 characters. Use only alphanumeric characters. Do not use quotes or other special characters.

Requested Project Duration: The correct format should be used for the date (the first date should be a month/year pair in the format mm-yyyy and the second date is just a four-digit year).

Administrative Advisor: This can be kept blank, as long as the user will only save the proposal as a working copy. If submitting as final, the Advisor has to be identified and his/her authorization code entered into the designated box.

Statement of the Issue(s) and Justification: Limited to 20,000 characters. Single line breaks are not preserved, so use either a double line break (pressing enter twice) or html tags such as <p> to separate paragraphs.

Types of Activities: Limited to 4,000 characters. Single line breaks are not preserved, so to separate paragraphs use a double line break or an HTML tag such as <p>.

Objectives: Limited to 4000 characters. If you have more than five objectives use the textbox area and separate the objectives with a double semi-colon (;;). Formatting this way will allow additional objectives to be numbered accordingly. For example, objectives 6 and 7 should be entered as follows:

> Determine the impact of different crop rotations on weed abundance;; Evaluate productivity and weed suppression by commercially available cultivars;;

The system will automatically take care of the numbering so you don't need to number each objective.

Expected Outputs, Outcomes and/or Impacts: Limited to 4000 characters and has the same rules as Objectives and Outputs in that you should use a double semi-colon (;;) to separate different outcomes or projected impacts.

Literature Cited: Limited to 50,000 characters. This is a required section that should be completed before submission.

Add/Delete Attachments: All required sections have been incorporated into the form so adding attachments is discouraged. Note that attachments are not accepted by CSREES; thus do not attach charts, graphs, or other material essential to understanding the intent of the activity. However, when appropriate there is an allowance for up to five attachments to be uploaded as part of the proposal. use discretion in deciding what attachments to include. Only those that are needed to support the proposal should be included. You can click on the browse button to add an attachment that is located on your hard drive. The system will then keep a permanent copy of the uploaded attachments. Attachment file names are limited to 45 characters, must not contain spaces, hyphens, or capital letters.

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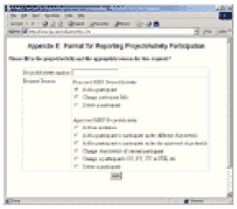
You may also ask the Advisor to give you his/her authorization code so you can submit the final proposal. An e-mail notification is sent to the Regional System Administrator after a proposal is submitted as final. The notification is as follows:

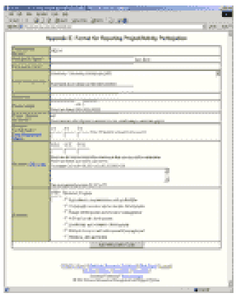
```
This email is to notify that a project/activity has been
Submitted as Final, and is now ready for review.
Project Number:
Project Title:
Submit Date:
URL: http://www.lgu.umd.edu/showInfo.cfm?trackID=
(you need to log on first at www.lgu.umd.edu)
```

If you have questions regarding the directions above, contact your Regional System Administrator.

Quit: Use this function to save your work and return to the main menu.

Reporting Projected Participation (Appendix E)





To be able to use this form you should have access as an Experiment Station Director, Advisor or Project Coordinator. Participants for proposed or approved projects will not be able to submit the form online. Contact your Regional System Administrator if you have questions about your access:

North Central - Nicole Nelson (nnelson@cals.wisc.edu)
Northeast - Rubie Mize (rm167@umail.umd.edu)
South - Donna Pearce (donna_pearce@ncsu.edu)
West - Harriet Sykes (sykes@lamar.colostate.edu)

Also, for more information on Appendix E requirements for each region in the NCRA, please see the chart below:

Y = Yes, this information is required
N = No, this information is not required
Also, see footnotes.

Information in Appendix E Required for NC Committee Participation							
Project Type	**Name**	**Email**	**RPA/SOI/FOS**	**SY/PY/TY**	**Objectives**	**FTE[a]**	**Program[a]**
NC	Y	Y	Y	Y	Y	.	.
NCR	Y	Y	Y	N	Y	.	.
NCA	Y	Y	N	N	N	.	.
NCT	Y	Y	Y	Y	Y	.	.
NRSP	Y	Y	Y	Y	Y	.	.
NC-500	Y	Y	Y	Y	Y	.	.
[a]Fill in this info if Extension participant							

Information in Appendix E Required for NE Committee Participation							
Project Type	**Name**	**Email**	**RPA/SOI/FOS**	**SY/PY/TY**	**Objectives**	**FTE**	**Program**
NE	Y	Y	Y	Y	Y	Y	Y
NEC	Y	Y	Y	N	Y	N	Y
NEREC	Y	Y	Y	Y	Y	Y	Y
NEREAP	Y	Y	Y	Y	Y	Y	Y
NRSP	Y	Y	Y	Y	Y	Y	Y
NE-500	Y	Y	Y	Y	Y	Y	Y
NOTE: We no longer have NEAs or advisory groups under the multistate research framework.							
These have become NERA committees called Administrative Advisory Committees for the 14 discipline areas.							

Information in Appendix E Required for W Committee Participation							
Project Type	Name	mail	RPA/SOI/FOS	SY/PY/TY	Objectives	FTE[a]	Program[a]
W	Y	Y	Y	Y	Y	Y	Y
WCC	Y	Y	Y	Y	Y	Y	Y
NRSP	Y	Y	Y	Y	Y	Y	Y
[a]Fill in this info if Extension participant							

Information in Appendix E Required for SAAESD Committee Participation							
Project Type	Name	Email	RPA/SOI/FOS	SY/PY/TY	Objectives	FTE[a]	Program[a]
S	Y	Y	Y	Y	Y	.	.
IEG, SERAS*	.	.	.	.	.	.	.
AC*	.	.	.	.	.	.	.
DC*	.	.	.	.	.	.	.
NRSP	Y	Y	Y	Y	Y	.	.
Rapid Response	Y	Y	Y	Y	Y	.	.
* Southern Region doesn't require use of Appendix E for these activities.							
[a]Fill in this info if Extension participant							

Participants for each project *must* be made aware of the region their project belongs to (for instance, a participant from Florida (in the southern region) may participate in a NC project, despite the fact that they live in a different region). Each of the four regions has different requirements.

For Proposed Project Participation:

- The participant's Station Director must submit the form for those persons from an Agricultural Experiment Station (AES).

- The project's Administrative Advisor must submit the form for any non-AES participants. Advisors should contact these participants to tell them what information is needed from them (name, email, CRIS codes, etc.).

- **All participants should be added to proposed projects BEFORE the proposal goes before the MRC for review. If added after this point, the committee runs the risk of people being added to the project without having any record of their participation in the outline.**

For Existing Project Participation:

- ♦ To replace a participant who is the only representative from an AES, first add the new representative by using Appendix E - "Add a participant"; then delete the old representative (see p. 32). This sequence ensures that the station isn't deleted and then when added back, would require CSREES approval.

Fields with asterisks (*) are required. Refer to the region's guidelines to determine the remaining required fields.

Part 1: Enter the project number to which you are adding the participant: enter the "temp number" (i.e. NC_temp302, NRSP_temp601) for proposed projects or the approved project number for projects that have already been approved (S314, W1133, NRSP2). Note that you should not place a dash (-) between the prefix and the number (NC216, not NC-216).

Choose the reason for completing Appendix E. There is a section to add participants to proposed projects as well as a section to add participants to projects that have already been approved. Choosing to "Add" a participant to a proposed project or approved project will take you to Part 2. If you select "Change" or "Delete" the system will take you to a different set of forms.

Part 2: Fields with asterisk (*) are required.

Project/Activity Number:* The project/activity number that the participant is joining.

Participant Name:* Use the format Last name, First name. If there is more than one participant for a station, indicate an official voting representative with an asterisk (*) AFTER the name (i.e. Doe, John*).

Participant Email:* The participant's email address.

Institution/Organization:* Choose from the pull down menu which institution/organization the participant is from. If it is not listed, use the text box below to fill in the institution/organization name.

Department: Limited to 60 characters.

Phone Number: Use the format XXX-XXX-XXXX and fill in the extension number if there is one.

Project Objective Number(s):* List which objectives the participant is involved with, for ex. 1, 2, 5. If all, simply write all.

Research Commitments: For the SY, PY and TY the default value is zero if no argument is provided. Make sure that for the SY, PY and TY the values you provide are valid numbers. Also, note that SY should not be less than 0.1. Any values lower than this will default to 0.1. (See chart above for more information on regional requirements.)

Research: Use the RPA, SOI, FOS boxes to list the first RPA-SOI-FOS combination. For more than one RPA-SOI-FOS combination, use the textbox area below and use the format: RPA-SOI-FOS, RPA-SOI-FOS, RPA-SOI-FOS and so on. Make sure that values given for RPA, SOI and FOS are valid numbers. Do not leave the RPA-SOI-FOS blank if you are entering SY, PY or TY. The RPA, SOI or FOS, and any combination thereof are used frequently in searches, and are found very useful when locating scientists conducting research in similar areas or field of science. Click on "CRIS Codes" (the link to the left of the box) to go to the CRIS Classification Manual to find the correct RPA, SOI and FOS codes for your participant. (See chart above for more information.)

Extension: If no FTE is provided it defaults to zero. Participants can be involved in more than one extension program, so you can check all relevant programs. (See chart above for more information.)

After completing the required boxes, click on **Add Authorization Code**

Part 3: Add Authorization Code . You will see the information you entered earlier and will be asked to enter the proper authorization code.

Participants from AES must have their station's permission before participating. Thus, they will be required to ask their station to enter their name into the system. The station director will have an authorization code to enter participants ONLY from their own station.

Non-AES will need to be entered by the Administrative Advisor. The Administrative Advisors will have their own authorization code.

If the project/activity already exists, an AES participant will need authorization from the Station Director and the Advisor consecutively. After a station director approves a participant, an email notification will go to the Administrative Advisor asking him/her to add their approval of the participant. (The participant's info becomes part of the project/activity's Appendix E summary ONLY after the Advisor has approved.) Below is the email message that the Advisor will receive:

```
Please login to the NIMSS site at
```

```
http://www.lgu.umd.edu; then go to:
lgu.umd.edu/addendumP2new.cfm?pID=23242&therequest=2
to add your approval of this participant.

If there is more than one Advisor for this
project/activity only one Advisor needs to add their
approval.
```

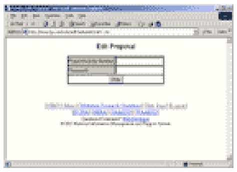
The email notification sent after a participant has been successfully submitted and approved is as follows:

```
This is to notify you that a new participant has been
added to NIMSS project/activity number:  NE215

Reason for this request: Add a participant to a
proposed project/activity.

Name (email): Kildove, Patricia (patty@someemail.com)
Station: University of Arkansas
Dept:
Objective:
Phone Number:
RPA-SOI-FOS:

                        111-111-222
                        222-333-444

Resource Commitments: SY(.2) PY(.1) TY(.3)
FTE: .15
Program(s): Community resource and economic
development

If this participant should be removed from the
project contact your regional system administrator so
that we can correct this.  Thank you.
```

For proposed projects, the email above is sent to the Advisor and the Regional System Administrator. For approved projects, the email is sent to the CRIS, Regional System Administrator, Advisor and Station Director. It will only be sent to CSREES if an institution was added.

If you have questions regarding the directions above, contact your Regional System Administrator.

Edit Proposal



To be able to edit a proposal you should have access as an Advisor, Project Coordinator or Member of Technical Committee. NIMSS will not allow you to perform this function if you do not belong to any of these categories. You will also need the password assigned by the original writer. If you're not sure about your access level, contact your Regional System Administrator:

North Central - Nicole Nelson (nnelson@cals.wisc.edu)
Northeast - Rubie Mize (rm167@umail.umd.edu)
South - Donna Pearce (donna_pearce@ncsu.edu)
West - Harriet Sykes (sykes@lamar.colostate.edu)

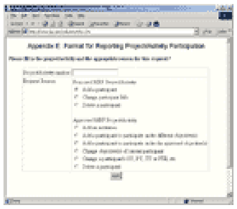
Project/Activity number: Fill in the temporary project/activity number you would like to edit (NC_temp302, W_temp213). If the project/activity is already approved you cannot edit it.

Password: This is the password you or the original writer created when the project/activity was first drafted.

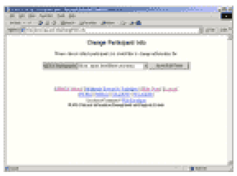
Once you pass this page you can choose which specific section you would like to edit. Select the piece of the proposal that need to be changed and it will take you to that screen. **Before making any changes, look over the document to make sure the section that you are editing is complete and current. If it is not complete and current, refresh/reload your browser and the most recent edited material should re-appear. This will ensure that the most current information appears on your screen and that it is all submitted with the document.** You may then save it again as a **Working Copy** or **Submit as Final**. Note that you will need the Advisor's authorization code to Submit as Final.

For more information, see the previous appendix types that you are editing (Appendix A, B, B(NRSP) or F).

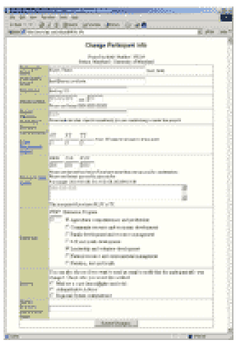
Edit Participant Info



Part 1 Enter the project or temporary number you would like to edit. Next, select one of the "change" functions from the appropriate list below the project/activity number (or temp number) and click "next."



Part 2 A list of participants from the institution/organization selected in **Part 1** will be displayed. Select by clicking on the highlighted participant and then on "Go to Edit Form."



Part 3 The participant's info will be displayed, and you can edit the appropriate box.

Participant's Name:* Use the format last name, first name.

Participant's Email:* The participant's email address.

Department: Limited to 60 characters.

Phone Number: Use the format XXX-XXX-XXXX and fill in the extension number if there is one.

Project Objective Number(s):* List which objectives the participant is involved with, for ex. 1, 2, 5. If all, simply write all.

Research Commitments:* For the SY, PY and TY the default value is zero if no argument is provided. Make sure that for the SY, PY and TY the values you provide are valid numbers. Also, note that SY should not be less than 0.1. (See chart in Appendix E section, page 24)

Research: Use the RPA, SOI, FOS boxes to list the first RPA-SOI-FOS combination. For more than one RPA-SOI-FOS combination, use the textbox area below and use the format: RPA-SOI-FOS, RPA-SOI-FOS, RPA-SOI-FOS and so on. Make sure that values given for RPA, SOI and FOS are valid numbers. do not leave the RPA-SOI-FOS blank if you are entering SY, PY or TY. The RPA, SOI or FOS, and any combination thereof are used frequently in searches, and are found very useful when locating scientists conducting research in similar areas or Field Of Science. Click on "CRIS Codes" (the link to the left of the box) to go to the CRIS Classification Manual to find the correct RPA, SOI and FOS codes for your participant. (See chart in Appendix E section, page 24)

Extension: If no FTE is provided it defaults to zero. Participants can be involved in more than one extension program, so you can check all relevant programs. (See chart in Appendix E section, page 24)

Send to: You may choose to send a notice to yourself, the administrative advisor(s), and/or the regional system administrator that the participant info has changed.

Station Director's Authorization Code: The system will automatically recognize a station director if he/she is signed in under his or her own name. Therefore they do not need to add their authorization code. However, you need to fill this in if you are not the participant's Station Director.

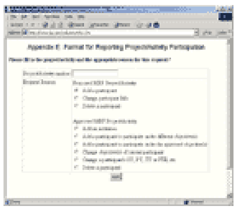
After filling in their authorization code, Station Directors can choose whether or not to send notification to the project's Administrative Advisor. If a significant change is made to the participant information, the AA should definitely be notified. However, if a smaller change is made (i.e. a typo is corrected, etc…) then it may not be necessary to notify the AA.

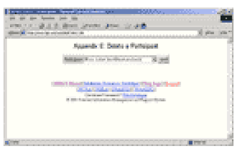
Below is a sample email sent to those specified in the "Send to" section:

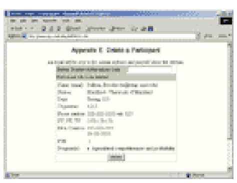
```
Reason for this request: Change a participant's profile,
objective(s), SY, PY, TY, or FTE.

This is to notify you that a participant's information has
changed for the Multistate Research project/activity number:
NE_temp001

  Name (email): Smith, Mister (smith@ark.edu)
  Station/Institution: University of Arkansas
  RPA-SOI-FOS:

           111-111-111
           222-222-222

  Commitments: SY(.2) PY(.2) TY(.1)
  FTE:  0
  Program(s):
   not specified

---- OLD INFORMATION ---
  Name: Smiths, Mister
  Email: smith@ark.edu
  Phone No:
  Objectives: 1-4
  RPA-SOI-FOS: 111-111-111

   Commitments: SY(.3) PY(0) TY(0)
   FTE:  0
   Program(s): not specified

If this participant should be removed from the project
contact your regional system administrator so
that we can correct this.

    Thank you.
```

If you have questions regarding the directions above, contact your Regional System Administrator.

Delete a Participant







In order to delete a participant who is from an AES, you need to be the station director or have their authorization code. For deleting a non-AES participant you need to be the administrative advisor or have their authorization code.

To replace a participant from a station who is the only representative from that station, first add the new representative by using Appendix E - "Add a participant" (see page 24); then delete the old representative. This sequence ensures that the station isn't deleted and then when added back, would require CSREES approval.

Project/Activity Number: On the first screen you will need to fill in which project/activity you want to delete a participant from. This can be an approved project or a temporary project number.

Participant: The second screen will create a list of names and email addresses that are listed as participants for the previously entered project/activity number. Click "next" after you have made your selection.

Authorization Code: On the third screen you will need to provide either the station director authorization code or administrative advisor code depending on if the participant belongs to an AES or not.

When the participant is deleted, an email message is sent out to the administrative advisor to notify them of the change. Below you will see an example email.

```
The participant below was deleted from project/activity NE1000.

Below is the removed participant info.

Name and email: Smith, Pat (psmith@temp.edu)

Station: University of Nebraska

Dept: Forestry and Natural Resources

Obj: 1-3
```

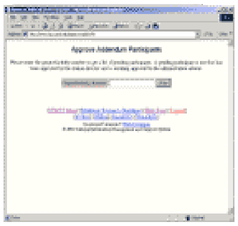
Phone no.: 111-222-3333

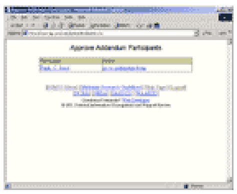
SY, PY, TY: (.2)(.1)(.1)

RPA combo(s): 111-111-1111
222-222-2222

FTE: 0
Programs(s): not specified

Approve Addendum Participant





The Administrative Advisor is the only person who can authorize final approval for adding a participant to a project. After a station director adds a participant to Appendix E, a letter is sent to the Administrative Advisor stating that he or she needs to add their approval. Administrative Advisors have the option of simply clicking on the link in the email notification to take them to the approval form, or they can use the "Approve Addendum Participant" link on the main menu. The following instructions refer to the link on the main menu:

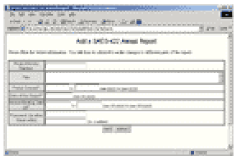
On the first form, fill in the project/activity that has pending participants. A pending participant is one that has been approved by the station director but still needs approval of the administrative advisor. Do NOT place a hyphen between the prefix and the number (i.e. NC100 *not* NC-100).

The next form will have a list of participant names. If there are no participants to approve, the screen will state this. If there are participants to approve, next to each name there will be a link allowing you to " Go to Addendum form." Clicking on the "Go to Addendum form" link will show the participant information and a place to fill in the advisor's authorization code. Once the authorization code is submitted successfully, an email is sent to the Administrative Advisor, Regional System Admin, Station Director, and CRIS about the participant addition/change. If the participant being added is the only participant from an AES station, CSREES will also receive an email notification to add the institution. Also the participant will be added to the Appendix E.

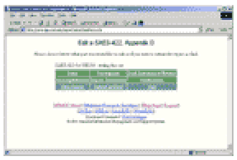
Below is a sample email:

```
Action Taken: Add a participant from an institution/agency that
is NOT already approved for an existing activity

Project/activity number: NE215

Name: Jones, Howard
Email: hjones@temp.umd.edu

Station: Test Institution 123
Phone No: 111-111-1111 ext. 12345

Objectives: all
RPA-SOI-FOS:
      111-111-1111
      222-222-2222

Commitments: SY (0) PY(.2) TY(.1)
FTE: .3

Program(s): Family Development and resource management
```

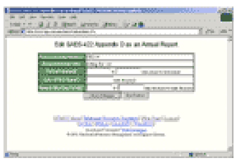
Submit an Annual Report: SAES-422 (Appendix D):



To edit this form you should be the Advisor or the Project Coordinator/member of the Technical Committee. To submit this form, you will need the Administrative Advisor's authorization code . If you need help, contact your Regional System Administrator:

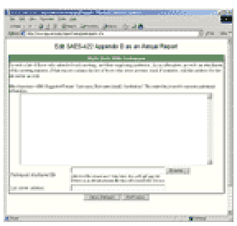


North Central - Nicole Nelson (nnelson@cals.wisc.edu)
Northeast - Rubie Mize (rm167@umail.umd.edu)
South - Donna Pearce (donna_pearce@ncsu.edu)
West - Harriet Sykes (sykes@lamar.colostate.edu)

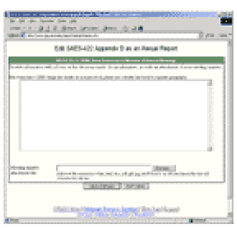


For more information on the format for a SAES-422 report, see "Preparing an Effective SAES-422 Report," developed by David R. MacKenzie, Thomas J. Helms, Daryl Lund and H. Michael Harrington.

Project/Activity Number: The project/activity number you want to add an annual report for.



Title: The title of the project/activity will show up after the project/activity number is typed in. If the project/activity number doesn't exist or has not yet been approved then this box will say "undefined". You will not be able to complete the form if the project/activity does not exist.



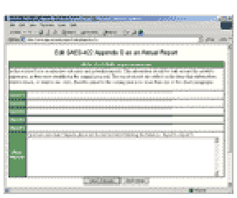
Period Covered: The year the annual report covers. Use the format mm-yyyy (not mm/yyyy) when entering the date.

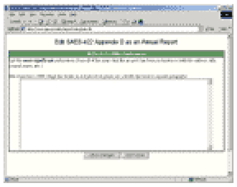
Date of this Report: Use the correct format mm-dd-yyyy.

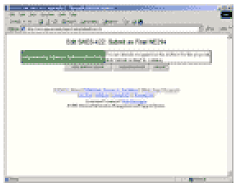
Annual Meeting Dates: Use the correct format mm-dd-yyyy to mm-dd-yyyy.

Password: Choose a password to later access the edit form for the report. Take note of this password for future reference. Others will be able to view the draft of the report but there will automatically be the word "draft" to indicate it has not been submitted as final yet.

Once you pass this page you can choose which specific section you would like to submit. Click on the specific piece of the SAES-422 form and it will take you to that screen.







It is recommended that the writing committee should write the proposal in its entirety as a word-processing document so that a backup copy is available. Next, after the proposal has been finalized in the word-processing document, submit it to NIMSS.

If there is no special formatting (no bold or italic characters, bulleting, or tables), **the proposal can be copied and pasted directly from the word-processing document into NIMSS.**

If there is special formatting (bold or italic characters, bulleting, tables), **html tags must be entered to preserve such formatting (see Attachment 1). Alternatively, the document could be saved as an html document. (In the word-processing document, click on "file," then "save as." Click on the "save as type" dropdown arrow and locate the html type. You can then access the html document (with the tags) by opening the file in WordPad, and copying/pasting the document parts into NIMSS.) If you need help understanding html, the computer experts at your university or business may be able to assist you.**

When you are entering information into a textbox, the single line breaks are not preserved, so to separate paragraphs use a double line break or an html tag such as <p>. There is a list of basic html tags in Attachment 1 that you can use to help format your text. This applies to all succeeding text boxes.

Character counts may differ in your word processing software than that found in NIMSS due to html formatting.

**Indicates required information.*

Participants:* Limited to 4,000 characters. Follow the suggested format of: "Last name, First name (e-mail) - Institution;." The semi-colon at the end tells the system where one participant's information ends and where another begins. If the participants' list is very long and is more than 4000 characters, click on the "browse" button to find the file or type the web address into the URL box. It will take files with extensions = htm, html, doc, pdf, gif or jpg. The system will then save a permanent copy. If the group has a listserve, provide that info as well. The box for the listserve address is limited to 100 characters.

Brief Summary of Minutes of Annual Meeting:* Limited to 12,000 characters. It is strongly preferred that a summary of the Minutes be included. If you want to submit the detailed Minutes that may include reports from each of the participating stations, enter the URL or browse to find the file name. The system will save a permanent copy of the file. You can also save the minutes on the project's homepage (see page 49).

Accomplishments and Impacts:* Limited to 12,000 characters. Single line breaks are not preserved, so to separate paragraphs, use double line breaks or the HTML tag, <p>. For more help on formatting large text areas using HTML tags see Attachment 1.

For the *Impacts*, fill in an impact statement. Click on the "add impact" button to add another text box area. If you have blank impact statement boxes and try to use the "add impact" button, it will ignore the empty boxes and only show one blank impact field.

Publications: Limited to 50,000 characters. Single line breaks are not preserved, so to separate paragraphs, use double line breaks or the <p> HTML tag.

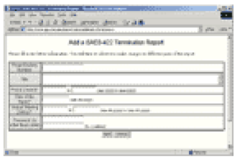
When you are done entering any revisions, you can choose to "**View Report**" and/or "**Submit as Final**." If you choose **Submit as Final** you will need to fill in the authorization code if you are not the administrative advisor. The SAES-422 can be submitted without the code if the AA submits it while signed in under their login name. An email notification is then sent to CRIS, CSREES, all the US-AES Station Directors; the Regional System Administrator; the Project/Activity Participants; CSREES Representative and the Administrative Advisor, as follows:

```
Admin Advisor(s): [admin advisor(s)]

This is to inform you that a SAES-422 annual report has been
submitted for project/activity [project/activity number],
"[project/activity title]".
It covers the period from [period start] to [period end]

URL: http://www.lgu.umd.edu/showReport.cfm?trackID=

(You will need to log onto NIMSS at www.lgu.umd.edu
 before you're able to access the link.)
```

If you have questions regarding the directions above, contact your Regional System Administrator.

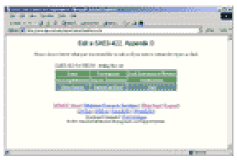
Quit: Saves your work and takes you back to the main menu.

Submit a Termination Report: SAES-422 (appendix D)



Project/Activity Number: The project/activity number you want to add an annual report for.

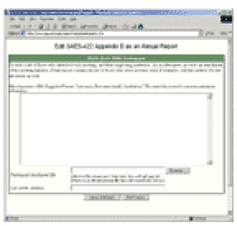
Title: The title of the project/activity will show up after the project/activity number is typed in. If the project/activity number doesn't exist or has not yet been approved then this box will say "undefined". You will not be able to complete the form if the project/activity does not exist.



Period Covered: The year the annual report covers. Use the format mm-yyyy (not mm/yyyy) when entering the date.

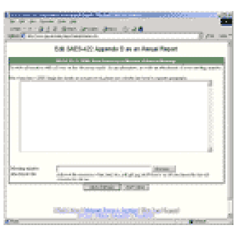
Date of this Report: Use the correct format mm-dd-yyyy.

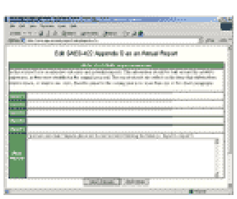
Annual Meeting Dates: Use the correct format mm-dd-yyyy to mm-dd-yyyy.

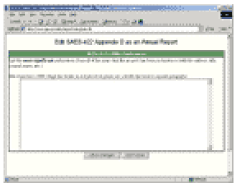


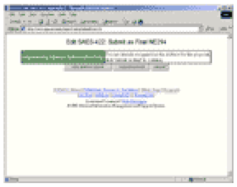
Password: Choose a password to later access the edit form for the report. Take note of this password for future reference. Others will be able to view the draft of the report but there will automatically be the word "draft" to indicate it has not been submitted as final yet.

Once you pass this page you can choose which specific section you would like to submit. Click on the specific piece of the SAES-422 form and it will take you to that screen.









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If there is no special formatting (no bold or italic characters, bulleting, or tables), **the proposal can be copied and pasted directly from the word-processing document into NIMSS.**

If there is special formatting (bold or italic characters, bulleting, tables), **html tags must be entered to preserve such formatting (see Attachment 1). Alternatively, the document could be saved as an html document. (In the word-processing document, click on "file," then "save as." Click on the "save as type" dropdown arrow and locate the html type. You can then access the html document (with the tags) by opening the file in WordPad, and copying/pasting the document parts into NIMSS.) If you need help understanding html, the computer experts at your university or business may be able to assist you.**

When you are entering information into a textbox, the single line breaks are not preserved, so to separate paragraphs use a double line break or an html tag such as <p>. There is a list of basic html tags in Attachment 1 that you can use to help format your text. This applies to all succeeding text boxes.

Character counts may differ in your word processing software than that found in NIMSS due to html formatting.

**Indicates required information.*

Participants:* Limited to 4,000 characters. Follow the suggested format of: "Last name, First name (e-mail) - Institution;." The semi-colon at the end tells the system where one participant's information ends and where another begins. If the participants' list is very long and is more than 4000 characters, click on the "browse" button to find the file or type the web address into the URL box. It will take files with extensions = htm, html, doc, pdf, gif or jpg. The system will then save a permanent copy. If the group has a listserve, provide that info as well. The box for the listserve address is limited to 100 characters.

Brief Summary of Minutes of Annual Meeting:* Limited to 12,000 characters. It is strongly preferred that a summary of the Minutes be included. If you want to submit the detailed Minutes that may include reports from each of the participating stations, enter the URL or browse to find the file name. The system will save a permanent copy of the file. You can also save the minutes on the project's homepage (see page 49).

*Accomplishments and Impacts**:* Limited to 12,000 characters. Single line breaks are not preserved, so to separate paragraphs, use double line breaks or the HTML tag, <p>. For more help on formatting large text areas using HTML tags see Attachment 1.

For the *Impacts*, fill in an impact statement. Click on the "add impact" button to add another text box area. If you have blank impact statement boxes and try to use the "add impact" button, it will ignore the empty boxes and only show one blank impact field.

NOTE: *Accomplishments* and *Impacts* for Termination Reports should be comprehensive from over the entire project existence.

Publications: Limited to 50,000 characters. Single line breaks are not preserved, so to separate paragraphs, use double line breaks or the <p> HTML tag. For the Termination Report, the publications should be the most significant ones over the entire project existence.

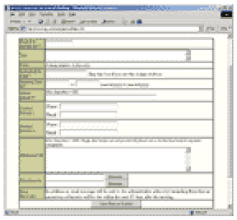
When you are done entering any revisions, you can choose to "**View Report**" and/or "**Submit as Final**." If you choose **Submit as Final** you will need to fill in the authorization code if you are not the administrative advisor. The SAES-422 can be submitted without the code if the AA submits it while signed in under their login name. An email notification is then sent to CRIS, CSREES, all the US-AES Station Directors; the Regional System Administrator; the Project/Activity Participants; CSREES Representative and the Administrative Advisor, as follows:

```
Admin Advisor(s): [admin advisor(s)]

This is to inform you that a SAES-422 annual report has been
submitted for project/activity [project/activity number],
"[project/activity title]".
It covers the period from [period start] to [period end]

URL: http://www.lgu.umd.edu/showReport.cfm?trackID=

(You will need to log onto NIMSS at www.lgu.umd.edu
 before you're able to access the link.)
```

If you have questions regarding the directions above, contact your Regional System Administrator.

Quit: Saves your work and takes you back to the main menu.

Authorize an Annual Meeting



To be able to use this form you should have the authorization code for the Advisor. If you need help, contact your Regional System Administrator:

North Central - Nicole Nelson (nnelson@cals.wisc.edu)
Northeast - Rubie Mize (rm167@umail.umd.edu)
South - Donna Pearce (donna_pearce@ncsu.edu)
West - Harriet Sykes (sykes@lamar.colostate.edu)

Note: If your project or activity wants to hold more than one meeting per year, NIMSS can be used to authorize all meetings since each will be dated differently.

Fields with asterisks (*) are required.

Project/Activity Number:* enter the project number for which you want to post a meeting.

Title: This is automatically filled in when the project/activity number is filled. If the project/activity number doesn't exist or has not yet been approved then this box will say "undefined". You will not be able to complete the form if the project/activity does not exist.

From: This is automatically filled in.

Authorization Code:* You only need to fill this in if you are not the Administrative Advisor. If the AA is logged in under his or her own name, the system will recognize it automatically.

Date:* This is the meeting date, NOT the project duration. Use the correct date format: mm/dd/yyyy to mm/dd/yyyy. If the meeting is only for one day enter the same date twice using this format, e.g. 02/08/2002 to 02/08/2002. Only one date will appear in the meeting authorization.

Venue:* This is limited to 200 characters.

Contacts: These are the people responsible for setting up the meeting arrangements.

Contact Person 1: If no contact is provided, it will default to the Administrative Advisor as the contact person. Text boxes are limited to 100 characters each.
Contact Person 2: Use this if there is a second contact person. Text boxes are limited to 100 characters each.

Additional Info: Limited to 2,000 characters. Single line breaks are not preserved so use a double line break or the HTML tag <p> to separate paragraphs. See Attachment 1 for help on using HTML tags to format text. Use this box for additional instructions about meeting registration, hotel reservation, agenda and other information you want the participants to know prior to the meeting.

Attachments: You may also include up to two attachments to the meeting announcement. Valid attachment types are pdf, doc, html, gif or jpg files. Use the "Browse" button to search for these files or type in a URL.

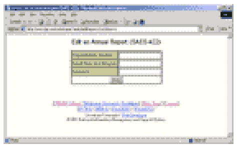
View before submit: This takes you to the next page to allow you to view the authorization before it is submitted. If there are other changes or corrections you wish to make, click the back arrow on the top left side of your browser. Otherwise click the submit button.

Submit: After clicking the submit button, the meeting authorization is sent as an e-mail to all the US-AES Directors, CSREES, the Administrative Advisor, the Regional System Administrator, the CSREES Representative and the Participants of the project/activity, as follows:

```
This authorizes the annual meeting of the [type of
project/activity]
[project/activity number], "[project/activity title]".

The meeting will be held [date of meeting] in [place of
meeting].

Contact: [contact names and info]

Admin Advisor(s): [admin advisor(s)]

Additional Info: [additional info if there is any]
```

If you have questions regarding the directions above, contact your Regional System Administrator.

Edit an Annual Report SAES-422

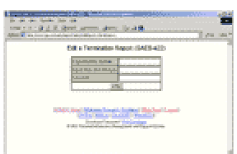


You can only edit reports that have not yet been submitted as final and if you are one of the following: a Project Coordinator, Administrative Advisor or Regional System Administrator. After you fill the project/activity number, date of the report, and password to edit the report it will take you to the next form that contains the information you can edit.

If, when you get to the edit screen, you notice that information you had previously submitted is missing, you may have to refresh or reload your browser so that the most recent information is brought to your screen. Do this BEFORE you start editing or save your document. You may want to type the annual report in a word processing document first, and then copy and paste it into NIMSS. This will allow you to have a hard copy, in case any information is lost in the editing process.

Just like the original form to Submit an Annual Report, you will have the option to "Save as Working Copy" or "Submit as Final". If you decide to save as working copy you can come back to the report to edit it. Otherwise if you choose "Submit as Final" the report will be marked as final and email will be sent out to notify of the report's submission.

Edit a Termination Report SAES-422

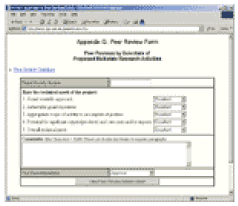


You can only edit reports that have not yet been submitted as final and if you are one of the following: a Project Coordinator, Administrative Advisor or Regional System Administrator. After you fill the project/activity number, date of the report, and password to edit the report it will take you to the next form that contains the information you can edit.

If, when you get to the edit screen, you notice that information you had previously submitted is missing, you may have to refresh or reload your browser so that the most recent information is brought to your screen. Do this BEFORE you start editing or save your document. You may want to type the annual report in a word processing document first, and then copy and paste it into NIMSS. This will allow you to have a hard copy, in case any information is lost in the editing process.

Just like the original form to Submit an Annual Report, you will have the option to "Save as Working Copy" or "Submit as Final". If you decide to save as working copy you can come back to the report to edit it. Otherwise if you choose "Submit as Final" the report will be marked as final and email will be sent out to notify of the report's submission.

Submit a Peer Review (Appendix G)



To be able to use this form you should be assigned and given access as a reviewer. NIMSS will not allow you to view, complete and submit the form if you are not a Reviewer. You also need to be a registered NIMSS User. Click here for instructions on how to complete the Registration Form.

If you are a Reviewer and unable to submit the form successfully, contact your Regional System Administrator:

North Central - Nicole Nelson (nnelson@cals.wisc.edu)
Northeast - Rubie Mize (rm167@umail.umd.edu)
South - Donna Pearce (donna_pearce@ncsu.edu)
West - Harriet Sykes (sykes@lamar.colostate.edu)

Peer Review Guidelines: This is a link to the Peer Review Guidelines: Performance Standards and Operational Guidelines for State Agricultural Experiment Stations. After, reading or printing the guidelines, simply click the back arrow on your browser or click on Peer Review Form to go back to the form.

Project/Activity Number: Fill in the correct project/activity number. Do NOT place a hyphen between the prefix and the number (NC100 *not* NC-100).

Rate the technical merit of the project: For each question choose from the pull down menu and choose one from the following: Excellent, Good, Fair or Unacceptable.

Comments: Limited to 1,200 characters. Single line breaks are not preserved, so to separate paragraphs use a double line break or an html tag such as <p>. There is a list of basic html tags in Attachment 1 that you can use to help format your text.

Your Recommendation: Do you approve, approve with revision or disapprove?

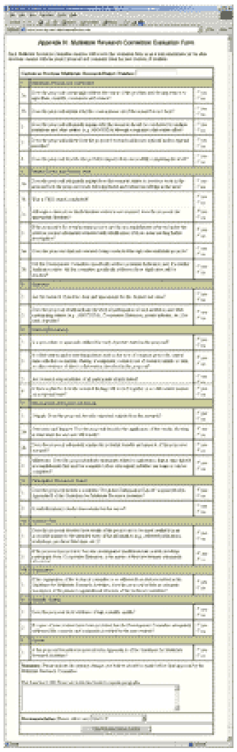
Submit Peer Review Form: Once you click on "Submit Peer Review Form", an e-mail notification is sent to the Regional System Administrator that a Review has been submitted. If the project/activity is a NRSP then all four Regional System Administrators will receive the email. Identity of the Reviewer remains anonymous throughout the system except to the Regional System Administrator.

A summary of the Peer Review (generated by NIMSS) is shared with the Advisor and the Region's Multistate Review Committee.

The email notification sent to the Regional System Administrator is as follows:

```
The peer review for project/activity number: [project/activity
number]has been submitted.
Reviewer name: [reviewer name]

Location of review: [URL of review location]
```

Submit a Multistate Research Committee Review (Appendix H)



To be able to use this form you should be assigned and given access as a Member of your Region's Review Committee. NIMSS will not allow you to view, complete and submit the form if you are not a member of this committee. You also need to be a registered NIMSS User. Click here for instructions on how to complete the Registration Form.

If you are a member of your Region's Review Committee and unable to submit the form successfully, contact your regional system administrator:

North Central - Nicole Nelson (nnelson@cals.wisc.edu)
Northeast - Rubie Mize (rm167@umail.umd.edu)
South - Donna Pearce (donna_pearce@ncsu.edu)
West - Harriet Sykes (sykes@lamar.colostate.edu)

Multistate Research Project Number: Enter the correct project/activity number. Do NOT place a hyphen between the prefix and the number (i.e. NC100 *not* NC-100).

Questions: Mark yes or no. If neither is marked, it will be reported as "no".

Summary: is limited to 1,200 characters. Single line breaks are not preserved, so to separate paragraphs use a double line break or an html tag such as <p>. There is a list of basic html tags in Attachment 1 that you can use to help format your text.

Recommendation: Do you approve, approve with minor revision, approve with major revision or disapprove?

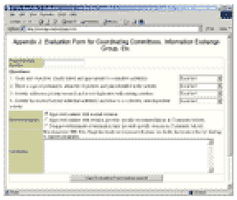
Submit Review Form: Once you click on "Submit Review Form", an e-mail notification is sent to the Regional System Administrator that a Regional Review has been submitted. A summary of the Regional Review (generated by NIMSS) is shared with other members of the Region's Review Committee.

The e-mail sent to the Regional System Administrator is as follows:

```
The Multistate Research Committee Evaluation Form for
project number: [project/activity number]
has been submitted.
Reviewer name: [review name]
```

Location of review:
http://www.lgu.umd.edu/admin/showRegional.cfm?projectID

Appendix J: Submit an Evaluation for CC/IEG



To be able to use this form you should be assigned and given access as a Reviewer. NIMSS will not allow you to view, complete and submit the form if you are not a Reviewer. You also need to be a registered NIMSS User.

Project/Activity Number: The project/activity that is to be evaluated. Do NOT place a hyphen between the prefix and the number (i.e. NC100 *not* NC-100).

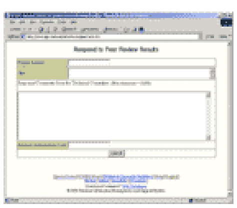
Questions: Choose from the pull down options to rate the project: Excellent, Good, Fair or Needs Improvement for each question.

Recommendation: Choose one and if necessary use the comment box below to include specific recommendations.

Comments: Are limited to 3000 characters. Single line breaks are not preserved so use either a double line break or the <p> HTML tag to separate paragraphs.

After you click the "submit evaluation form" button an email message will be sent to the regional system administrator to let them know it was submitted.

Submit Tech Committee Comments



To be able to use this form you should be assigned and given access as a Reviewer. NIMSS will not allow you to view, complete and submit the form if you are not a Reviewer. You also need to be a registered NIMSS User.

Project Number: The project/activity that is to be evaluated. Do NOT place a hyphen between the prefix and the number (i.e. NC100 *not* NC-100).

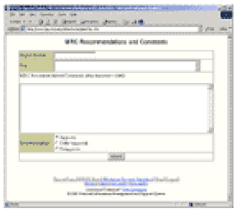
Title: Type in the project/activity.

Response/Comments from the Technical Committee: Max characters = 15,000

Authorization Code: Enter the Administrative Advisor's Authorization Code.

Click "*Submit"* when all information is entered. A letter will be sent to the system administrator.

Submit MRC Comments



To be able to use this form you should be assigned and given access as a Reviewer. NIMSS will not allow you to view, complete and submit the form if you are not a Reviewer. You also need to be a registered NIMSS User.

Project Number: The project/activity that is to be evaluated. Do NOT place a hyphen between the prefix and the number (i.e. NC100 *not* NC-100).

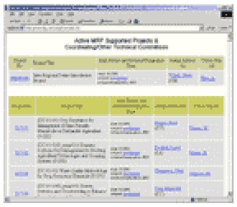
Title: Type in the project/activity.

MRC Recommendations/Comments: Max characters = 10,000

Recommendation: Click on the circle next to your recommendation choice.

Click "*Submit"* when all information is entered. A letter will be sent to the system administrator.

Search/View Actions



Active MRP Supported Projects & Coordinating/Other Technical Committees

This table follows the format of the CSREES OD-1002. Information is automatically updated when data is added/edited/deleted in NIMSS. This table contains the following:

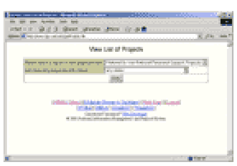
Project Number: The list shows all project/activities that are approved, and are arranged alphabetically and numerically by region. Click on the project number to go to the Project/Activity Outline.

Project Title: Title of multistate research project or activity.

Start, Revise and Revision/Termination Date: Click on "see history" to view revision dates and other related information about the project/activity's history.

*Admin Advisor(s):*You can send an email to the Advisor by clicking on his/her name.

*CSREES Rep(s):*You can send an email to the CSREES Representative by clicking on his/her name.



Get List of Projects or Activities

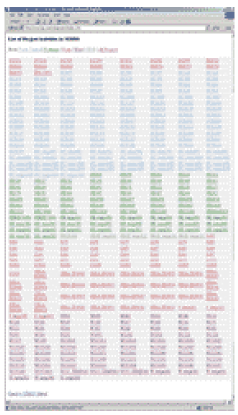
You can organize your search by Region or Status of the project/activities. Use the pull down menu to make your choice. After specifying what information you would like to see, the information will appear in a table with the following fields:

Project Number (Status): This is the list of projects for your search. Click on the project/activity number to see the outline. You will also see a letter in parentheses below the project/activity number. This indicates the current status of the project. (A) indicates an "active" project; (AP) indicates approved by the region, pending CSREES acceptance; (D) indicates a "draft" currently under revision.

Project Title and Info: This field contains the project/activity title, its duration, the Administrative Advisor, and the CSREES Representative. By clicking on the names of either the Advisor or the Representative, an email can be sent to them. Also included in this field, if it is available, is the "Next Meeting Info." This link will only show up if the committee has scheduled an annual meeting using NIMSS. Clicking on this link will take you to information about the meeting.

See page 41 for more information on Annual Meetings.

Annual Report (Date of Annual Report): This field contains the dates of annual reports that have been submitted through NIMSS. Clicking on the date the annual report was submitted will take you to that year's report. See page 35 for more information about submitting a SAES-422 Annual Report form.



Project/Activity Homepages

A homepage for each of the projects/activities in NIMSS has been created. The project/activity numbers are color-coded by Region. Simply click on the number to go to the homepage. Each project/activity link contains: Homepage, Outline, History, SAES-422, Meeting Info, Participants, Publications, Minutes, Photo Album, and Links.

Homepage: This is the "Statement and Justification of Issues" from the project/activity outline. It provides an overview of a project's purpose and activities.

Outline: This is the entire proposal as it has been entered into NIMSS. At the top of the page, you will see the duration of the project, as well as the Advisor and the CSREES Representatives. By clicking on their names, an email may be sent to them. Within the outline, you will see the required pieces of a proposal.

Some notes on these required pieces:

> Under "Project Participation" or "Internal/External Linkages," there is a link to Appendix E. Click on this link to see the complete list of participants (as it appears in NIMSS). If the list is incomplete, see the instructions regarding data entry in Appendix E (p. 24).
>
> Under "Attachments," Committees can attach documents associated with their project and NIMSS will keep a copy within the system. Valid attachment types are pdf, doc, html, gif or jpg files. Click on the attachment link to view a document.

History: This section gives the history of a project/activity. For instance, if a project were renewed, it would be noted under this link. The system administrator is responsible for entering this information.

SAES-422: This section provides a list of all of the annual reports submitted for a project. By clicking on the date a report was submitted, you will be taken to the corresponding report for that year. For more information on submitting SAES-422 Annual Report forms, see page 35.

Meeting Info: This section takes you to a list of the annual meetings for a project, as they are scheduled in NIMSS. For more information on authorizing an annual meeting, see page 41.

Participants: This section will take you to a complete list of participants and their contact information for that project/activity, as they have been entered into NIMSS. Clicking on a participant's name allows you to send he or she an email. For more information on entering names into Appendix E, see page 24.

Publications: This section lists all of the publications for a project/activity as listed on their SAES-422 reports. The information is sorted by "year."

Minutes: This section provides links to meeting minutes. To upload minutes to this section, simply click on "upload minutes," browse for the attachment you'd like to add, add that date (in mm-yyyy format), and add the Advisor's authorization code. To delete minutes, click on the link, then click on the checkmark box that appears to the right of the minutes you'd like to delete. Finally, add the Advisor's authorization code.

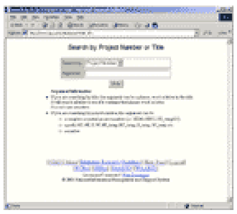
Photo Album: This section allows a committee to provide photos of project activities. You can upload or delete photos by clicking on the "upload/delete" link. Click the checkbox next to the image(s) you want to delete. Or to add, simply browse for your photo to attach the link, and provide a caption and thumbnail width. If you already have five pictures you can't add any more. Note: the thumbnail size should not exceed 300 and not be less than 10 otherwise it will default to 110 pixels in width. Finally, add the Advisor's authorization code.

Links: This function only "links" a user to external project homepages hosted by other servers. To add, edit or delete a link to an external webpage, click on "Add/Edit/Delete Link" and adjust the information by typing or pasting the characters in the fields provided: URL and/or Link Description. Note that it will ONLY accept ".htm" or ".html" files (NOT ".pdf," etc…). Finally, add the Advisor's authorization code.

Contact Participants: Emails can be sent to CSREES Representatives, Administrative Advisors, the total list of participants, or to all three entities by using NIMSS. Place a checkmark in the box next to the people you would like to email, fill in the subject line, and type in your message. You can view it before submitting, or submit it directly. You will automatically get a copy of your message.

Go to Archive

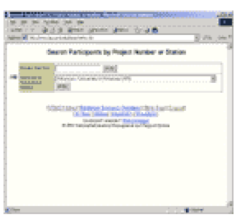
Archived project/activities in zip format by the year they were archived. Click on a year to see the list of projects/activities that were archived that year. The projects/activities will be in a .zip file that can be unzipped using WinZip (for PC), StuffIt Expander (MACs) or the command unzip (UNIX). Projects/activities that have terminated are transferred and saved in the Archive.



Search by Project No. or Title

You can search by number or title. If you are searching by title, the argument can be a phrase, word or letter in the title, and the system will display all titles containing that argument. It is not case sensitive.

If you are searching by project/activity number, the argument can be a complete or partial project number (i.e. NE260, NEC2, NE_temp101). You can enter a prefix NC, NE, S, W, NE_temp, NC_temp, S_temp, W_temp, NC-, S-, or just a number. The system will display all projects/activities satisfying that particular argument. You may then click on the project/activity number to go to the outline. Click the back arrow to go back to the search display.



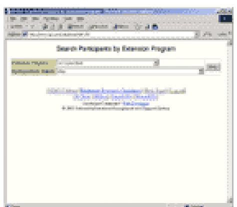
List of Participants by Project No. or Station

You can get a list of participants by Project/Activity Number or by Station. Note that this is NOT by number and station. If you select by Number, all participants from the different stations will be displayed. If you select by Station, all participants in all the active projects from that particular station will be displayed.

A calculation of the percentage of Integrated Activity (Extension participation) by project or station is available as a NIMSS feature, but only the Regional System Administrator has access to this information. If you are interested in this calculation, contact your Regional System Administrator. Note that NIMSS only calculates participation for active projects/activities that are in the NIMSS database

Search Participant RPA-SOI-FOS

A link to the CRIS Classification Manual is provided to help you decide what RPA-SOI-FOS to look for. RPA is the Research Program Area, SOI is the Subject of Investigation and FOS is the Field of Science. Searches can be made by one category only or any combination thereof. Using two or three will help narrow down the search. The search result will display the participant name, station, the RPA-SOI-FOS combination, and the project/activity number. You can send an email to the participant by clicking on his/her name. Click on the project number to view the project's outline.

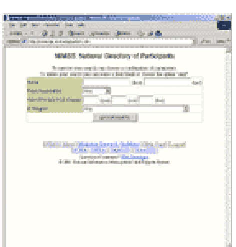


Search Participants by Extension Program

There are seven extension programs to choose from:

- Agricultural competitiveness and profitability
- Community resource and economic development
- Family development and resource management
- 4-H and youth development
- Leadership and volunteer development
- Natural resource and environmental management
- Nutrition, diet and health

The result will display a list of all participants with their names, email addresses, phone numbers, department, station affiliation, and the project/activity number(s). Click on the project/activity number to go to the outline.



Directory

A directory is provided for contact information available in the NIMSS database. There is a directory for: Station Directors, Administrative Advisors, CSREES Representatives and Participants.

Search by Station Directors can be narrowed down by region. Click on the column title (Name, Email, Station) and the list will be arranged alphabetically. Search by Administrative Advisors can be narrowed down by region. Click on the column title (Name, Email, Station, Project/Activity Number) and the list will be arranged alphabetically. Click on the project/activity number to go to the outline.

Search by CSREES Representatives can be narrowed down by region. Click on the column title (Name, Email, Project/Activity Number) and the list will be arranged alphabetically. Click on the project/activity number to go to the outline.

Search in the NIMSS National Directory of Participants can be accomplished in different ways. The more fields you fill in the more you narrow down your search.

Name: You can enter either a first or a last name, or parts of it. The result will display names that match any character you entered. For example if there are participants with the first name Sara and you just put "ara" in the first name field it would return participants with the first name Sara~~.~~ (and any other participants that have "ara" in the first name.)

From Association: Use the pull down menu if you know the association to which the participant's station belongs. If you choose 1890's then it would return participants whose institution is considered an 1890. If you choose SAAESD it would return participants from AES institutions in the southern region.

With RPA-SOI-FOS Combo: If you want to find participants that match a specific RPA-SOI-FOS combination use these boxes to fill in the requirements.

In Program: Use the pull down menu if you are searching participants for a specific Extension program.

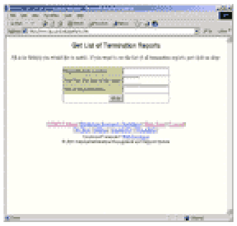
Get List of Annual Reports

Select the search criteria you want. You may enter criteria in more than one field, and the system will display results that satisfy all criteria.

By project/activity number: Narrow your search by entering a project prefix or a number, otherwise it will display all the projects' annual reports. When you get to the search results, click on the date to display the annual report.

By year from the date of the report: Provide a 4-digit year. It will display all annual reports matching that year.

By project/activity title: Enter a word or phrase. It will look for annual reports where the project/activity title contains that word or phrase.



Get List of Termination Reports

Select the search criteria you want. You may enter criteria in more than one field, and the system will display results that satisfy all criteria.

By project/activity number: Narrow your search you by entering a project prefix or a number, otherwise it will display all the projects' annual reports. When you get to the search results, click on the date to display the annual report.

By year from the date of the report: Provide a four-digit year. It will display all annual reports matching that year.

By project/activity title: Enter a word or phrase. It will look for annual reports where the project/activity title contains that word or phrase.

Get List of Annual Meetings

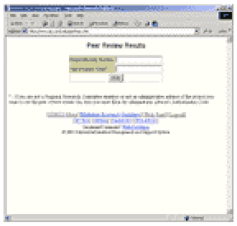
Information on Annual Meetings can be searched by region (NCRA, NERA, SAAESD, WAAESD) or NRSP. The regional category refers to the project/activity prefix (ex. S-1000), and not the geographical location of the meeting. The search result will display the date of the meeting, project/activity number, time, place, and contact person. You can arrange the meetings by date or committee by clicking on the title at the top of each respective column. Click on "more info" to get additional information about the meeting. The upper lightly shaded area includes meetings that have not yet taken place. They are arranged by date, with the most recent being listed first. The lower darker shaded area lists past meetings. These are also arranged by date.

Accomplishment and Impact Statements from Annual Reports

Project/Activity Number: Enter the project/activity from which you would like to pull the accomplishment and impact statements. You may also leave it blank if you want to search by year instead.

Year of the Report: This should be a 4-digit year.

Results displayed will include the project/activity number, date of report, and the accomplishments and impact statements taken from the SAES-422 annual reports. You can click on the number/date on top of the table and it will take you to that specific section.



Peer Review Results

You have to be an Administrative Advisor, a Member of the Regional Research Committee or the Regional System Administrator to have access to this search feature.

Project/Activity Number: Fill in the project/activity number.

Authorization Code: You need an authorization code to view the peer review results if you are not an Advisor or a Regional Research Committee member.

Multistate Research Committee Review Results

You have to be a Member of the Regional Research Committee or the Regional System Administrator to have access to this search feature.

Project/Activity Number: Fill in the project/activity number.

Authorization Code: You need an authorization code to view the peer review results if you are not an Advisor or a Regional Research Committee member.

Evaluation of CC/IEG Results

You have to be a Member of the Regional Research Committee or the Regional System Administrator to have access to this search feature.

Project/Activity Number: Fill in the project/activity number.

Authorization Code: You need an authorization code to view the peer review results if you are not an Advisor or a Regional Research Committee member.

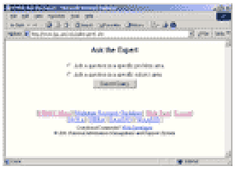
View Tech Committee and MRC Comments

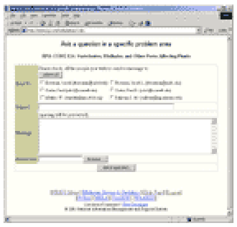
You have to be a Member of the Regional Research Committee or the Regional System Administrator to have access to this search feature.

Project/Activity Number: Fill in the project/activity number.

Authorization Code: You need an authorization code to view the peer review results if you are not an Advisor or a Regional Research Committee member.

Ask the Experts





Any registered users can use this series of forms. The first screen will ask if you want to

- Ask a question in a specific research problem area OR
- Ask a question in a specific subject area.

Next will be a series of screens, each one to help narrow down the area until you get a specific RPA or SOI number. Once the specific RPA or SOI code is known the screen after it will have a list of "experts" and fields to fill for your question. You will be able to choose to which "experts" to send the message, what the subject line of the message will be, the message and also possibly an attachment file for the email.

Attachment 1: Some HTML Tags

Lots of forms will use a text area box in which you can input information. To help with formatting issues below are a few html tags you might consider using when entering data. Note that when you cut and paste from another file (i.e. word document) you will lose some formatting (i.e. italics and bolded text), so the below tags might be helpful.

Tag	What it Does	Example Code	Example Output
<p>	Double Line break.	paragraph 1<p>paragraph 2	paragraph 1 paragraph 2
 	Single Link break.	this is line one this is line two	this is line one this is line two
 	Bold	this is bolded text	this is **bolded text**
<i> </i>	Italicize	this is <i> italicized text</i>	this is *italicized text*
	Unordered list	the ul tag indicates the beginning list item one list item two list item three and the /ul indicates the end	the ul tag indicates the beginning • list item one • list item two • list item three and the /ul indicates the end

HTML 4.0 Reference if you are interested in learning more HTML tags.

Special Characters

Sometimes browsers will not recognize special characters. (And since the less than and greater than signs are used to delimit html tags you will need to use an alternate code). So below is a table of codes you could use in place of a special character.

Code	Description
<	< Less than symbol
>	> Greater than symbol
&	& Ampersand
"	" Quotation mark
°	° Degree sign

ISO 8859-1 character set overview which contains more codes for more special characters.

Frequently Asked Questions (Add to "Help Page?")

1. **What is the difference between logins, authorization codes, and passwords?**

   Login: The name you use to get into NIMSS. You assign this yourself when you register.

   Authorization Code: Station Directors and Administrative Advisors are the only people who have authorization codes. These serve as their electronic signatures to authorize submissions to NIMSS.

   Passwords: Passwords are used for two functions: (1) to enter NIMSS on the login page, and (2) for editing purposes. Only those authorized as Administrative Advisors, Project Coordinators or Technical Committee members will use the passwords for editing. The AA of the project/activity should contact the system administrator to give a member this special authorization. The password can be distributed among these people for editing access.

2. **What are my responsibilities in NIMSS if I am a Station Director, Administrative Advisor, or project participant (but neither an AA or Station Director)?**

   Station Directors add SAES participants to projects since this represents a commitment of Station resources. Their offices must make sure that participant information is up to date and correct, especially email addresses.

   Administrative Advisors add participants to projects who are *NOT* SAES participants. Advisors must approve any final proposal or report submissions that are put into NIMSS (SAES-422 Reports, Meeting Authorization, adding information to the project activity homepages, etc.). Advisors also approve addendum participants (participants added after a proposal has been approved).

   Project Participants are not allowed to submit any items into NIMSS unless they are authorized as a project coordinator. However, they are welcome to use the search resources available in the system (most items listed on the right side of the main menu).

3. **What is the proposal writing and/or approval process for projects in my region?**
   Click on the links below to see the process for each region:
   North Central Region (http://www.wisc.edu/ncra/NewProjectApprovalProcess.htm)

   Northeastern Region (http://www.agnr.umd.edu/users/NERA/nesupguidelines.html)

   Southern Region (http://www.msstate.edu/org/saaesd/NIMSS.htm)

   Western Region (http://www.colostate.edu/Orgs/WAAESD/Supman/SuppMan.PDF)