

How to Create and Submit an Appendix E to Join a Hatch-Multistate Project in NIMSS

1. Go to the National Information Management Support System at www.nimss.org
 2. Enter your login and password. If you don't have a login ID, you'll need to get an account by clicking "New User" at the top right of page (it may take a day or two for you to show up in the system):
 - Station: "Wyoming - University of Wyoming: AES".
 - Station Address: 1000 E. University Ave, Laramie, WY 82071
 - Region: West
- If you forgot your password, click the "Forgot Password" function on the login page. If you were registered at another institution, **please do not re-register**--instead contact the AES site administrator at aes@uwyo.edu.
3. From the NIMSS dashboard, select "Participants" then "Draft/Edit Particip. Info" then "Draft New"
 4. Project Number: Start typing in the project number then select from the dropdown list.
 5. User: Start typing your name then select from the dropdown list.
 6. Official Representative: If you are the only person on the project from UW then you are by default the Official Representative, so check the box. You will be the voting member and have the responsibility of completing all reporting requirements for University of Wyoming participants. If you're not sure if someone else is the station rep you can check the Project's Appendix E page in NIMSS and look in the "Is Head" column for any Wyoming participants to see if there is a "YES"--or you can contact us and we can look it up for you.
 7. Objectives: Check the objectives relevant to your research. For more detail, please see the project homepage in NIMSS.
 8. Research Commitments: Research faculty must enter a minimum of 10% of their time in the Scientist Year box (enter 00.10); Post-docs use Professional Year. If you also have an Extension appointment you can divide your time as 5% SY and 5% Extension FTE if you desire.
 9. Research: You must enter the KA+SOI+FOS triplets that best describe your research related to the project. Click on "Find CRIS Code" under each section to see your options. If you don't know where to start but you know of a project participant with research interests similar to your own, you can look up what they entered by going to the project home page and clicking "participants".
 10. Click "Submit" button.

Contact your station site administrator if you have questions or would like to walk through the process together.