National Information Management Support System
(NIMSS)

Entering the Appendix E form:

1. Go to the National Information Management Support System at http://www.nimss.org and log in with your email address and password.
   - FYI: You will not need to create an eAuthentication account through USDA to access NIMSS.
   - If you are unable to log into the system, contact ABR's site administrator Jackie Garcia at jdesande@msu.edu -or- (517) 884-3862. A user creation request will need to be submitted.

2. Once you have signed into the system, choose Participants>>Draft/Edit Participant>>Draft New.

3. Enter the project/proposal number. For a new/renewing proposal (not yet approved), be sure to use the correct "temp" designation for the proposal. For active projects, enter the approved project number.

4. If you are the official station representative, click on box (if not, leave blank).

5. Enter your percentages for Scientific Year, Professional Year, or Technical Year as values <1.0, where 1.0 = 100%.
   - SY: "Scientist Year" – FTE (entered as a decimal less than 1) for Assistant Professors, Assistant Scientist and above. This is for the PI on the AppE form and should not be more than 1.
   - PY: "Professional Year" – FTE for persons who hold positions in professional categories and students that hold bachelor or master degrees. Can be greater than 1, if the PI has several post-docs or graduate students on the project.
   - TY: "Technical Year" – FTE for technicians, aids and lab assistants. Can also be more than 1, if the PI has multiple technicians, etc. working on the project.
   - If you do not know, please enter 0.1 in the SY field.
   - Enter your KA, SOI, and FOS codes. If you do not know them, you can look them up by clicking the title/link above each box -or- see additional attachment which contains a color coded list. You must put a value in each box (i.e. if you have a KA, you must also have a SOI and FOS value or NIMSS will give you an error message).
   - If you have an Extension appointment, you should also enter your FTE (full-time equivalent, as a percentage <1.0, where 1.0 = 100%) and KA codes.
   - Finish by selecting "Submit". This sends the Appendix E to your site administrator for approval and is then forwarded to NIFA indicating the participant needs final approval.

6. Any questions, contact Jackie Garcia at jdesande@msu.edu -or- (517) 884-3862.