Creating a New Appendix E in NIMSS

Go to the [NIMSS website: nimss.org](http://nimss.org)

Enter your **Email Address** and **Password** and click **Log In**.

*If you do not know your password, click **Forgot Password?** and follow the directions on the next page.*

*If you are a new user, click **New User?** and follow the directions on the next page.*

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On the Lefthand Menu Column:
- Click on **Participants**,  
- Click on **Draft/Edit Particip. Info**,  
- and then click on **Draft New**
Create New Appendix E:

- **Project Number:** Begin typing the project number and select the full name of the project when it appears (*copy and paste does not work well in this field*).
- **User:** Begin typing your first name. Select your name and correct station when it appears.
- **Official Representative?** Check this box as you are the official representative from Purdue University for this project.
- **Objectives:** Check which of the objectives for the project you will be working on. You must select **at least one** objective, but you may select as many as all of the them.
- **Research Commitments:** In decimal form, please indicate how much research effort will be committed to this project (typically, 0.1 for you as the scientific year faculty if you’ll be spending 10% or less of your time on this project) Use the PY and/or TY if you have students or assistants working on the project.
- **Research:** Enter the KA, SOI, and FOS codes that correspond with the research you will be conducting. Add more rows if necessary.
  - **Click on the Find Code links to select the codes.**
- **Extension:** Enter the Extension FTE and KA(s) (if any).

Click **Submit**.

An email will be sent to Marshall Martin, the Administrative Advisor for the AES station, and he will review and submit your Appendix-E in NIMSS. You will receive an email confirmation when the project is submitted and approved.

If you have any questions or concerns, please feel free to contact Christy Rich at cmrich@purdue.edu or 765-494-6047.