

## Creating a New Appendix E in NIMSS

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

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

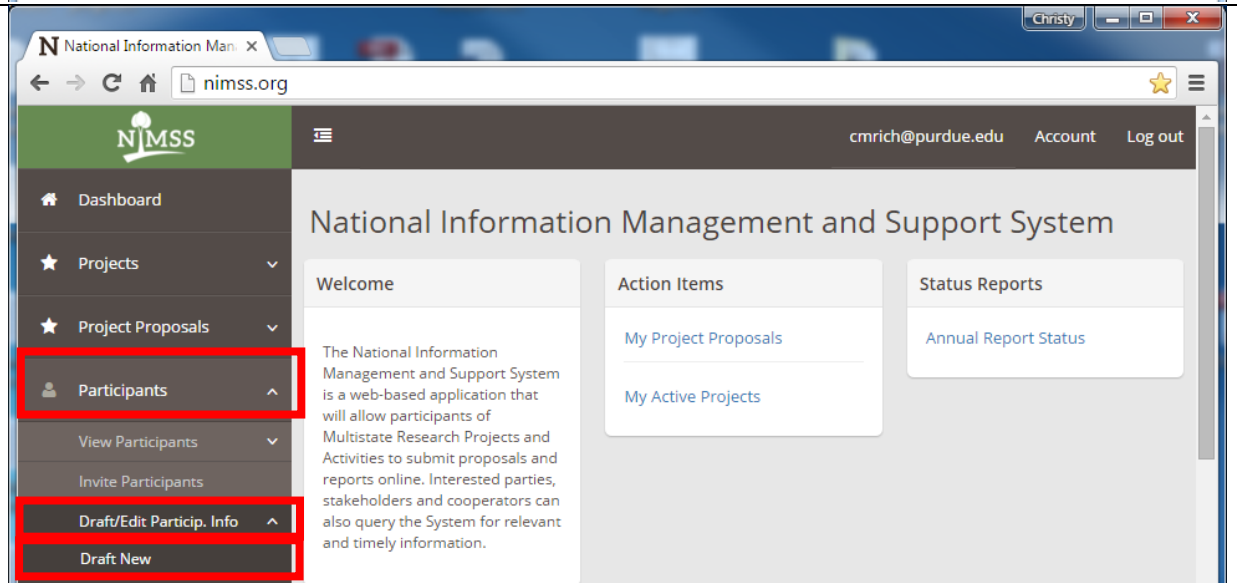
*If you do not know your password, click **Forgot Password?** and follow the directions on the next page.*

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



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).

The screenshot shows a web browser window with the URL [nimss.org/appendix\\_e/create](http://nimss.org/appendix_e/create). The page title is "Create New Appendix E". On the left is a navigation menu with items: Dashboard, Projects, Project Proposals, Participants, Meetings/Reports, Impact Statements, Reviews, Directory, and Account. The main content area contains the following sections:

- Project Number:** A text input field with a note: "Please enter a project number or parts of a project name in the text box below and then select a specific project from the list provided."
- User:** A text input field with a note: "Please enter the first name of the user you would like to assign in the text box below and then select a specific user from the list provided."
- Official Representative(?)**
- Objectives:** A section with the instruction "Select a project above to choose objectives." and a list of checkboxes for various objectives.
- Research Commitments:** Three input fields for "Scientist Year (?)", "Professional Year (?)", and "Technician Year (?)".
- Research:** Three input fields for "KA - Knowledge Area (Find CRIS Code)", "SOI - Subject of Investigation (Find SOI Code)", and "FOS - Field of Science (Find FOS Code)". An "Add Row" button is below.
- Extension:** Input fields for "FTE (?)", "Knowledge Area (Find CRIS Code)", and a note "(Must be <= 1.0)". An "Add KA" button is below.

At the bottom, there are "Back", "Report a Bug", and "Submit" buttons.

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 Julie Estrada at [estradaja@purdue.edu](mailto:estradaja@purdue.edu) or 765-494-6047.