Creating a New Appendix E in NIMSS

Go to the NIMSS website: 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 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 ARGE, they will review and submit your Appendix-E in NIMSS. You will receive an email confirmation when the Appendix E is submitted and approved.

If you have any questions or concerns, please feel free to contact Julie Estrada at **estradaja@purdue.edu** or 765-494-6047.