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. Select Indiana-Purdue University as the Station Name.*	
On the Lefthand Menu Column: • Click on **Participants,** • Click on **Draft/Edit Particip. Info,** • and then click on **Draft New**	
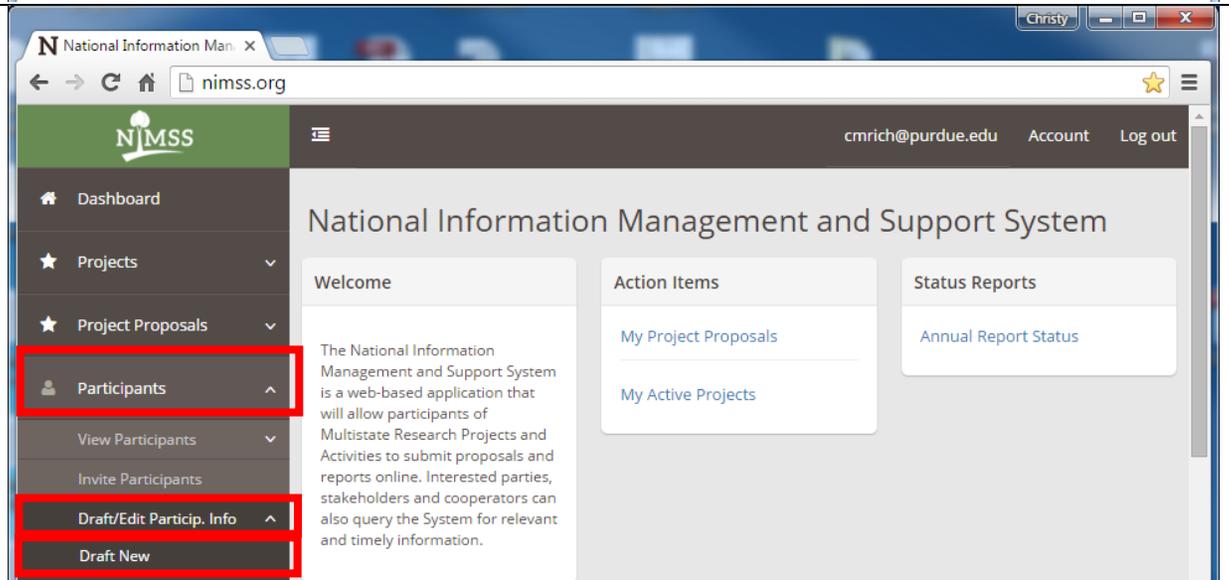
Create New Appendix E:

- **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 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.