National Information Management Support System (NIMSS): Instructions for National Research Support Projects (NRSPs)

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Uploading a New/Renewal NRSP Proposal

General Notes on NRSP New/Renewal Proposals

- Please follow the guidance provided in the NRSP Guidelines posted at https://escop.info/resources/ for official policies, deadlines, and procedures for requesting or renewing NRSP projects.
- Establishment and renewal of an NRSP project must be approved by the NRSP Review Committee (NRSP-RC) prior to the creation of a NIMSS project template. The NRSP-RC will provide you with the proposal number in NIMSS and you will use that to access the template and upload text and materials.
- All NRSP text, budget materials, and peer reviews must be completed using the existing NIMSS text boxes and forms. Graphs/figures may be allowed as attachments, however.
- NRSP budgets must use the existing NRSP budget fillable form within the proposal outline, not included as an attachment. View-only version of this form to help with preparation: https://nimss.org/forms/appendix_f_nrsp_budget.pdf
- NRSP Administrative Advisors (AAs): The sponsoring regional association assigns the lead AA and solicits names of additional AAs from each of the other regional Executive Directors.

Typing/Uploading Your Proposal Text

1. Anyone wishing to upload proposal or project materials in NIMSS needs to be granted editing access to the proposal. Please contact your regional NIMSS system administrator (RSA) at www.nimss.org/directory/regional_offices to be granted editing/uploading access to the NRSP proposal. Details on expectations for each NRSP proposal section are outlined in the NRSP Guidelines posted at https://escop.info/resources/.
2. Once you have been assigned as a project editor (also known as a technical lead), log into NIMSS and under Action Items, select My Project Proposals. You'll see several tabs here.
3. Go to the **Draft Proposals** tab and find your NRSP proposal number – it will likely be something like NRSP_tempXX. Click Edit next to the proposal and click on Outline from the proposal homepage.
4. From Outline, you can navigate between sections via the links on the left. Be sure to click the save button between each section or you will lose your work.
5. Formatting Tips: We strongly recommend you paste sections in as text, then use the text formatting options to add bold, underline, etc. Alternatively, you can paste directly from MS Word, but you may need to do a little extra editing to take out extra line breaks, etc. Be sure to click on the View Project occasionally to check formatting and edit sections as needed. Again, don't forget to save between sections or you will lose your work.

6. Figures, charts, and graphs may be attached to proposals using the "Attachments" link on the left side of the screen, as they may not display correctly in the text boxes.

7. The NRSP budget should be added for each FFY (federal fiscal year, 10/1 to 9/30) in the NRSP budget section of the Outline. Please include the requested off the top (OTT) Ag Experiment Station (AES) Multistate Research Funding (MRF) as well as any other sources for reference. Including all funding helps the NRSP-RC see how the project has or will leverage additional resources.

8. When you have uploaded all sections and you are ready to Submit as Final, go to Project Homepage and click the Submit as Final button (right side of screen, below the list of AAs, NIFA reps, RSA, and Editors/Technical Leadership). This action sends a notice to the RSAs and AAs informing them that the proposal is ready for review. If you can't find it, feel free to just email your RSA.

NRSP Reviews

Peer Reviews: For NRSP proposals, the required 3-5 peer reviewers are determined by the NRSP AAs. Reviewer names are sent to the NRSP-RC leadership and assigned review forms in NIMSS by a regional system administrator. It is the responsibility of the NRSP project leadership to make sure the reviews are completed on-time.

AA Review: Led by the lead AA, all NRSP AAs review the proposal, then a single, combined review is submitted to NIMSS by the lead AA. The regional system administrator supporting the NRSP-RC will assign the AA review form.

Adding Participants to an NRSP (submitting the Appendix E/Participation Form)

Who Enters Appendix E Information?
- Land-Grant University participants with Experiment Station or Extension (AES or EXT) Appointments: Contact your Station Director's office before completing an Appendix E form in NIMSS, since stations often have different procedures for adding participants. Once you are ready to submit the form, follow the instructions below.
- Non-AES/EXT participants (ARS, Industry, other university, etc.): Please complete the AppE form as described below and/or contact a NIMSS RSA for assistance (http://www.nimss.org/directory/regional_offices).

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.

2. Once you have signed into the system, choose Participants >> Draft/Edit Participant Info >> Draft New or from the Dashboard, just click Join a Project (Appendix E).
3. Start typing the NRSP project/proposal number, then select it from the list when it appears. For a new/renewing proposal (not yet approved), be sure to use the correct "temp" designation for the proposal. For active projects, use the approved project number.
4. Start typing your name in the User box and select your name when it appears.
5. If you are the official station representative click on box (if not, leave blank)
6. Enter your percentages for Scientific Year, Professional Year, or Technical year as values < 1.0, where 1.0 = 100%.
   a. 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. If you don't know, default to 0.1.
   b. PY: "Professional Year" – FTE for persons who hold positions in professional categories and students that hold bachelor's or master's degrees. Can be greater than 1, if the PI has several post-docs or graduate students on the project.
   c. 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.
   d. If you don't know, please enter 0.1 in the SY field
   e. Enter your Knowledge Area (KA), SOI (Subject of Investigation), and FOS (Field of Science) codes. If you don't know them, you can look them up by clicking the title/link above each box, then click on the number that best matches your field of study as it relates to the project/proposal for each KA, SOI, and FOS box – NIMSS will auto fill each when you click on the number. 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)
   f. 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.
   g. Finish by selecting "Submit." This sends the Appendix E to your Station Director for approval.
   h. **Note: For participants listed in NIMSS as "AES," the following fields are required or NIMSS will give you an error: At least one Objective selected, at least 0.1 SY, and one full row of KA, SOI, and FOS codes.**

NRSP Annual Meetings and Reporting

Requirements
Once an NRSP is approved and active, the project is required to hold annual meetings and submit annual reports. Planning and hosting meetings, as well as preparation and upload of the annual report, is the role of the NRSP technical leadership, not AAs. The project AA reviews and approves the report.

Annual Meetings
- The lead AA should remind the project members of the meeting requirement annually, while project technical leads are responsible for meeting planning and hosting.
- The AA should officially authorize fully planned meetings in NIMSS via Meetings/Reports >> Meetings >> Authorize an Annual Meeting.
- If a report from the previous year is missing, NIMSS will not allow another meeting to be authorized. The AA should request the report from the committee and have it uploaded for approval as soon as possible.

Annual Reports
- Reports must be uploaded to NIMSS (see NIMSS report template at https://www.nimss.org/forms/appendix d.pdf) and then approved by the Lead AA within 60 days following the NRSP's annual meeting.
- Reports are uploaded by NRSP editor/technical leads by selecting Meetings/Reports >> Reports >> Draft/Edit Report.
- AAs should then review and approve the submitted report in NIMSS by selecting Meetings/Reports >> Reports >> Approve an Annual Report.

From the NRSP Guidelines, reports should include the following information:

1. Participants: Provide a list of those who attended each meeting and their employing institution. A description of the interaction and engagement with the stakeholders during the past year and brief description of plans for next year.
2. Summary of Minutes: Provide information with a focus on the decisions made during the NRSP annual meeting.
3. Accomplishments: This section focuses on activities, outputs, and short-term outcomes. Committees should build on information around the milestones identified in the original proposal. Describe how the project contributes to and supports related research programs and multistate projects nationwide. Indicate evidence of linkages both internal to the project/ committee and to external peer groups, stakeholders, clientele, and other multistate activities. This should also reflect on the items that stakeholders want to know; has there been a change in stakeholders' techniques, knowledge, or action for the past year. Describe the communications plan.

4. Impact Statements: This section focuses on actual or intended potential long-term outcomes and impacts. The NRSP should build on information around the project milestones as identified in the original proposal.
5. Publications: List the publications for the current year only (with the authors, title, journal series, etc.). If the list exceeds the maximum character limit below, an attachment file may be used.