Joining a Multistate Project

MISSION:

To enable research on high-priority topics among the State Agricultural Experiment Stations (SAES) in partnership with USDA/NIFA, other research institutions and agencies, and with the Cooperative Extension Service (CES). In this way, technological opportunities and complex problem solving activities which are beyond the scope of a single SAES, can be approached in a more efficient and comprehensive way. The National Information Management & Support System (NIMSS) is a web-based application that allows participants of Multistate Research Projects and Activities to join Multistate Research Projects.

Things to know before joining a Multistate Project:

- A proposal is required.
- Joining is a ***two-phase*** process.
- Project Director (PD) makes data entries for each phase, via two separate online systems.
- Up to four (4) Virginia Tech faculty can be named on one project.
- **Joining a project in the Coordinating Committee or "TEMP" status does not count as an active project. This project type does not meet the universities requirements of having an "active" Capacity Fund Project.**
    - a. *It is acceptable to have one of these projects <u>in addition to</u> an active project.*
- Newly proposed projects, pending NIFA approval, reflect "TEMP" in the project number and are in "temporary status" *(i.e. NE_TEMP1944)*.
    - a. It is possible to complete **Phase I** entries for a project in temporary status; however, **Phase II** cannot be completed until the project if fully approved by NIFA and moves out of temporary status. *(i.e. from NE_TEMP1944 to NE-1944)*
- Joining a multistate project does not negate the Virginia Tech requirement for new faculty to have an active Hatch project during their first five years of service at VT.
    - a. *It is acceptable to have both a Hatch and Multistate project simultaneously.*

Two Phase Synopsis:

Phase I — Appendix E

1. Uses National Information Management Support System (NIMSS) online system.
2. Virginia Tech faculty requests to join the Multistate project by completing Appendix E in NIMSS.
3. Approval of Appendix E allows the PD to proceed to Phase II.
    - o It is possible to complete Appendix E/Phase I while the project is in temporary status.
    - o PD cannot proceed to Phase II until the project is officially approved by NIFA and "TEMP" is removed from the project number.
    - o Projects in "TEMP" status do not fulfill VAES project requirements.

Phase II — REEport

1. Uses Report, Extension, and Education Project Online Reporting Tool (REEport) online system.
2. The PD notifies Federal Project Coordinator, Laura Rasnick when Phase I is complete.
3. Laura provides PD information to complete REEport entries.
4. After PD completes multi-state proposal in REEport, he/she emails Laura for final review and official submission to NIFA.
5. NIFA has 30 days to *begin review* of the submitted proposal.
6. Official approval from NIFA is emailed to the FPC, copying the PD.
7. REEport is the NIFA reporting portal for both annual and final reports.
    - o Reports are entered *each* year in December.

Joining a Multistate Project

Instructions

Phase I – Appendix E
This is the first of two phases to join a Multistate Project.

Approval of Appendix E *(by NIFA)* **authorizes participation on a project; however, the PD does not have an active project, until both Phase I and Phase II are complete**.

Steps to complete Appendix E (Participation request):
1) Log in to NIMSS (www.nimss.org)
2) At left side menu bar:
   a) Click: **Participants, Draft/Edit Participant. Info, and then Draft New.**
   b) **Enter the Project Number** *(i.e. NE-1944 or NE_TEMP1832)*
   c) **Enter User Name Information.**
   d) **Submit User** Creation Request *(if needed)*.
      (1) **Station Name**:
         (a) Virginia – Virginia Polytechnic Institute and State University *(VA Tech)*
      (2) **Station Address**:
         (a) 104 Hutcheson Hall, Blacksburg, VA 24061
3) The Official Station Representative (SR):
   a) If there are no other VT faculty names listed, please select the official station representative (OSR) box option.
   b) If another VT employee name is listed, it is likely they are the station representative.
   c) There is only ONE (1) Virginia Tech official representative per multistate project.
4) The Project Director (PD) enters percentages for **Scientific Year, Professional Year, and Technical Year**
   a) **Please note** Values should be reflected < 1.0, where 1.0 = 100%.
      i) If unknown, please enter 0.1 in the Scientific Year box, leaving others blank.
5) Enter **your KA, SOI, and FOS codes**.
   a) If unknown, look them up by clicking the "Find CRIS Code" beside each area.
   b) Each box *must* contain a value *(i.e. if a KA entry, there must also be an entry for SOI and FOS.)*
      i) Data in one box and not in others will result in a system error.
6) **Faculty with an Extension appointment**
   a) Please also enter **FTE** *(full time equivalent, as a percentage < 1.0, where 1.0 = 100%)* and **KA codes**.
7) Click **Submit** to finish.
   a) This sends the Appendix E to your Station Director, Laura Rasnick, for review & VT approval.
   b) After submission, the AA and NIFA are notified of the request to join and the need for approval.

To view a specific proposal:
1) Log in to NIMSS (www.nimss.org)
2) Insert your login and password.
   a) The system may require PD's to create a new login and/or password.
3) From the left side menu bar:
   a) Click on **Project Proposals**
   b) Then click **View all Project Proposals**.
4) Select the Region: **NC, NE, S, W, or NRSP** *(top of the page)*.
5) Click **View next** to the correct proposal.
6) Click **Outline** to view proposal.
7) Click **View Project** to see project outline.

Joining a Multistate Project

Phase II – REEport Proposal Entry

This phase must be completed to have an active Multistate project.
*Please contact Laura Rasnick (Lrasnick@vt.edu) *for detailed REEport Instructions.*

REEport – Annual Project and Final Report

- **VT faculty with an active Multistate Project are required to submit an annual progress report via the REEport system _each December_.**

- Projects with more than one faculty member on the same Virginia Tech project number *may* be able to submit one single report.

  - For example, if Drs. Smith and Jones are both named under Multistate S-9, and have the same VA Project number VA-136123, then only one annual report is required for Project VA-136123.

  - Alternatively, if Drs. Smith and Jones are both working on Multistate Project S-9, but have two separate VA Project numbers *(VA-136123 and VA-136124)* then separate annual reports are required.