
Multistate Guidelines

Virginia Agricultural Experiment Station (VAES)

Key Requirements:

- A proposal is required and 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 in addition to an active project.*
- Newly proposed projects, pending 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 is fully approved 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 – NIFA Reporting System (NRS)

1. Uses [NIFA Reporting System \(NRS\)](#).
2. The PD notifies Federal Project Coordinator, Laura Rasnick when Phase I is complete.
3. Laura provides PD information to complete NRS entries.
4. After PD completes multi-state proposal in NRS, 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. NRS is the NIFA reporting portal for both annual and final reports.
 - o Reports are entered *each* year in December.

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

Instructions

Phase I – Appendix E Instructions (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.

Phase II – NRS Proposal Entry

The Project Director must create an NRS account (via eAuthentication), complete Phase II - NRS proposal entry, and await NIFA project approval to have a recognized “active” Multistate project.

**Please contact Laura Rasnick (Lrasnick@vt.edu) for the latest NRS Instructions, which update frequently.*