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# Multistate Guidelines

## Virginia Agricultural Experiment Station (VAES)

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### 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.
  - It is possible to complete Appendix E/Phase I while the project is in temporary status.
  - PD cannot proceed to Phase II until the project is officially approved by NIFA and “TEMP” is removed from the project number.
  - 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.
  - Reports are entered *each* year by December 10<sup>th</sup>.

**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.**

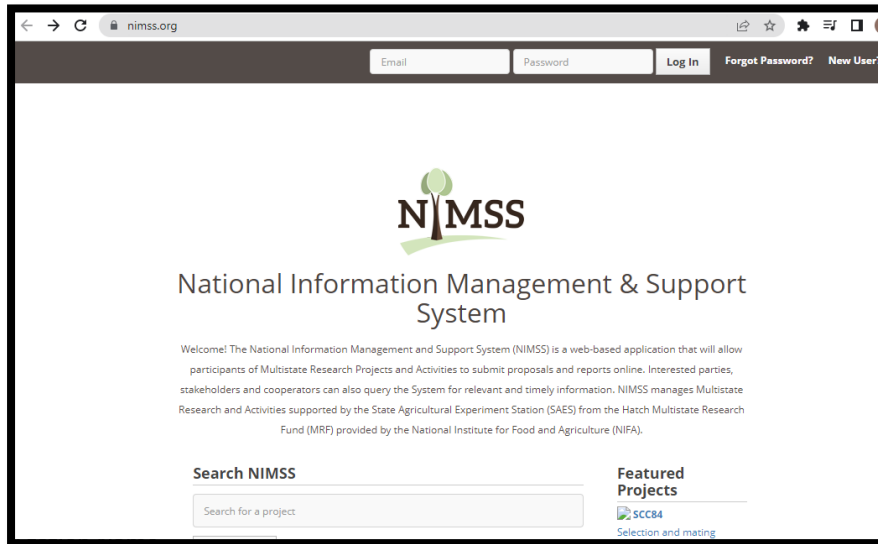
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# Account Creation Instructions

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## New User? (Create an account):

- 1) Go to NIMSS ([www.nimss.org](http://www.nimss.org))
- 2) At right side, click **New User?**



- 3) Complete New User information on the following screen.

- a) **IMPORTANT:**

- i) Station: **Virginia - Virginia Polytechnic Institute and State University (VA Tech): AES**
- ii) Region: **South**

A screenshot of the 'User Interest Form' on the NIMSS website. The form contains the following fields:

- First Name: Laura
- Last Name: Rasnick
- Phone Number: 540-231-6336
- Email Address: lrasnick@vt.edu
- Confirm email: lrasnick@vt.edu
- Station Name: Virginia - Virginia Polytechnic Institute and State University (
- Station Address: 250 Drillfield Drive, 104 Hutcheson Hall, Blacksburg, VA 240
- Region: South (dropdown menu)

At the bottom of the form, there are 'Clear form' and 'Submit' buttons.

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## Appendix E Instructions

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### Phase I – Appendix E Instructions (Participation request):

- 1) Log in to NIMSS ([www.nimss.org](http://www.nimss.org))
- 2) In the middle of the screen under the ACTION ITEMS box:
  - a) Click: **Join a Project (Appendix E)**
  - b) **Enter the Project Number** (*i.e. NE-1944 or NE\_TEMP1832*)
  - c) **Enter Username Information.**
  - d) **Submit User** Creation Request (*if needed*).
    - i) **Station Name:**  
(1) Virginia – Virginia Polytechnic Institute and State University (*VA Tech*)
    - ii) **Station Address:**  
(1) 104 Hutcheson Hall, Blacksburg, VA 24061
- 3) The Official Station Representative (SR):
  - a) If there are no other VT faculty names listed as participants on the project, please select the official station representative (OSR) box option.
  - b) If another VT employee's 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 00.10 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.**
    - i) If unsure about your FTE for this effort, please enter 00.10.
- 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](http://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.

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## Phase II: Proposal Instructions

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### Phase II – Individual proposal creation

- 1) Once Appendix E is approved in NIMSS, a brief proposal is created in Microsoft Word to address work to be accomplished by the Project Director at Virginia Tech in support of the Multistate Goals for the project.
  - a. For example, think of the larger multistate project like a prime award and your Virginia Tech proposal like a subcontractor supporting the larger effort.
- 2) Objectives in the Virginia Tech multistate proposal should match objectives in the approved Appendix E.
- 3) **Please use the Multistate Proposal Template (next page) for proposal development.**
- 4) Email the multistate proposal to Laura Rasnick ([lrasnick@vt.edu](mailto:lrasnick@vt.edu)) for review & suggestions.
- 5) Once approved internally, the Project Director will enter the proposal into the [NIFA Reporting System \(NRS\)](#).
  - a. A NIFA approved Virginia Tech proposal reflecting your plans to support the larger multistate project must be submitted and approved to meet the requirements for having an active multistate project.

### NRS Peculiarities:

- 1) NRS is a separate system from NIMSS.
- 2) NRS requires creation of an account using Login.gov for eAuthentication.
- 3) NRS is where annual reports are submitted to NIFA.
- 4) NRS and NIMSS systems do not communicate.
- 5) We encourage annual result entry in NRS first, followed by sharing a .pdf of that report with the Multistate group.

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# Multistate Proposal Template

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Project Director Name:

Multistate Number:

Title:

## **IMPORTANT:**

- **If your research has human or animal subjects, please forward the corresponding IRB or IACUC approval letters for the VAES file.**
  - NIFA *requires* an approval letter to be on file in the VAES office *BEFORE* we submit the proposal.
- Please keep in mind the multistate project can be synergistic to, but not exactly the same as another project. It also cannot utilize another *federal source* of funding.
- Do not copy & paste language directly from NIMSS.

## **Non-Technical Summary:**

*(NIFA limits this section to a 9,500-character limit, including spaces)*

In lay terms, briefly describe the following (create a sub-header for each section):

(1) the issue and why it is important,

(2) your goal and objectives,

(3) the target audiences and how they will benefit, and

(4) how your activities lead to the outcomes described in the goal statement or objectives.

## **Methodology:**

*(NIFA limits this section to a 9,500-character limit, including spaces)*

Describe the ways in which the project will be conducted, with emphasis on the general scientific methods and any unique aspects or significant departures from usual methods.

The Project Director must create an NRS account (via eAuthentication/Login.gov), 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](mailto:Lrasnick@vt.edu)) for the latest NRS Instructions, which update frequently.*