

NRSP1/NIMSS Redesign Team Call Notes

April 13, 2015

11 am ET

Call-in: 215-446-3656, ACCESS CODE: 1442561

NIMSS Redesign Team Members	NRSP1 Members
Jeff Jacobsen, NCRA Steve Loring, NM Chris Hamilton, NCRA Sarah Lupis, WAAESD Rubie Mize, NERA Donna Pearce, SAAESD Shelley Whitworth, OH Angie Dangerfield, MT Rachel Unger, PSU Katelyn Sellers, NIFA Bart Hewitt, NIFA Vacant: S Region state-level admin Email list: nimss-redesign@lists.wisc.edu	Jeff Jacobsen (lead AA), NCRA Bill Brown (Chair), TN Mike Harrington, WAAESD Dan Rossi, NERA Eric Young, SAAESD Carolyn Brooks, ARD Chris Hamilton, NCRA Sarah Lupis, WAAESD Rubie Mize, NERA Donna Pearce, SAAESD Adel Shirmohammadi, MD Sara Delheimer, WAAESD & ESCOP Impact Writer Shirley Hymon-Parker, NCAT & ARD Steve Loring, NM Shelley Whitworth, OH Bart Hewitt, NIFA Katelyn Sellers, NIFA Email list: nrsp1@lists.wisc.edu

Link to NIMSS Redesign Team Files:

<https://uwmadison.box.com/s/hjklci1yotnl1lcwpo7x>

Link to NRSP1 documents (call notes, Impact Reporting Updates):

<https://uwmadison.box.com/s/p62wzi5t9tnnfclu0l0m48m5nlsxisch>

Participants: Bill Brown, Jeff Jacobsen, Sarah Lupis, Sara Delheimer, Rubie Mize, Donna Pearce, Angie Dangerfield, Bart Hewitt, Mike Harrington, Adel Shirmohammadi, Shirley Hymon-Parker, Chris Hamilton (recorder)

Action Items:

1. Bill Brown has taken Steve Loring's place on the NIMSS redesign committee. Chris will add Bill to the email list and remove Steve. (Done, 4/13/2015)
2. Chris Hamilton will contact Clemson, letting them know that they need to complete an Appendix E/multistate project participation form for someone to represent them on NRSP1 and then initiate the project in REEport, in order to be able to receive the NRSP1 off-the-top funds for the NIMSS redesign. (Done, 4/13/2015) Chris/Jeff will also send Clemson an annual NIMSS report

for Clemson to submit via REEport each year. Clemson will be responsible for submitting the appropriate NRSP1 financial materials for the February 1 deadline.

3. Sara Delheimer should work with CO State's AES to complete a NRSP1 Appendix E form and also initiate a NRSP1 project in REEport. She will also write and submit the annual report to REEport for the impact statement portion of NRSP1 via the CO State AES office.
4. Regional associations should post the link to the 2013 terminated projects impact statement booklet on their websites.
5. Sarah Lupis will write a letter supporting Sara Delheimer's 2.5% pay increase and send to CO State HR with Sara's annual report.
6. Chris Hamilton will send out a Doodle survey to schedule the next NRSP1 call. (Done, 4/13/2015) Please respond to this poll by April 17, 2015.

Call Notes:

1. Steve Loring is no longer able to join the monthly NIMSS redesign calls. Bill Brown volunteered to serve in Steve's place and the committee approved this change.
2. NIMSS Redesign Update (Chris, Jeff)
 - a. Chris Hamilton and Sarah Lupis will be giving the NIMSS redesign update at the May NERAOC Meeting in San Diego, CA on Wednesday, May 6. They plan to have access to the system to walk participants through the new design.
 - b. Clemson's update on the new NIMSS development: "We are working on an early beta system for you to do some testing. I am hopeful that we can have that out to you in a week or two. We have been working on refactoring some code since our last call. This has mainly been done to improve the maintainability of the application and to help us separate the application from our framework. This is mostly technical in nature, but it will result in a system that is easier to update in the future. We have also been theming sections of the system and our designer has been working on improving the overall look of the various data entry screens."
 - c. The NIMSS redesign contract between Clemson and ESS (signed by APLU on behalf of ESS) has been signed by all parties and is on its way back to Clemson.
3. NRSP1 Membership Question: Should we all be added as participants in NIMSS?
 - a. A Clemson representative and Sara Delheimer at CO State need to complete Appendix Es in NIMSS and initiate the NRSP1 project in REEport to be able to receive NRSP1 funds from NIFA.
 - b. Sara Delheimer should work with CO State AES to submit her annual reports to REEport.
 - c. Chris Hamilton will send an annual NIMSS report before 3/1 each year (probably by the end of the previous calendar year) to Clemson to submit with their REEport project.
 - d. REEport deadlines: financial reporting due 2/1, progress report due 3/1.
 - e. No one else on the NRSP1 committee needs to complete Appendix E forms in NIMSS
4. Impact Reporting Update (Sara Delheimer)
 - a. Please refer to Sara's 2015 report in:
<https://uwmadison.box.com/s/p62wzi5t9tnfclu0l0m48m5nlsxisch>

- b. Sara Delheimer indicated that the 2013 booklet of impact statements for terminated projects is complete. Regions are requested to post this link/document on their regional websites within the next week or two.
 - c. Discussion then ensued on which projects are selected for impact statements, often based on kglobal's identified thematic priorities and alignment with terminating projects. There is a strategic process, based on national and regional issues. Sara Delheimer coordinates with kglobal throughout.
 - d. Some projects identified by kglobal as priority issues do not have reports submitted to NIMSS or the impact statements are not well written. Regions should continue to communicate about impact statement selection and the information needed to create impactful statements.
 - e. Overall, Sara's written impact statements are excellent and widely used, including NIFA's communications office.
 - f. Press releases – how do we quantify success through # of hits? Sarah Lupis will ask kglobal and respond to the NRSP1 committee.
5. Sara Delheimer's Annual Review (Sara will "step out", Sarah and Mike will lead)
- a. Sara is doing a great job and her writing/refining/editing skills have improved. Her ability to translate technical information into the more accessible impact statements is excellent.
 - b. All members of the NRSP1 committee provided consensus support for a 2.5% pay raise for Sara.
 - c. Sarah Lupis will write a letter supporting this increase and send to CO State HR with Sara's annual report.
6. Next NRSP1 call, Chris will send out a Doodle survey.

Call Adjourned at 12:03 pm Eastern Time