**How to Submit an Appendix E Form to become S294 Members:**

Not all of you are official S294 members yet (Bach, Bai, Baldwin, Barickman, Beaulieu, Cantwell, Castillo, Cisneros, Colelli, Lihua Fan, Kim, Luo, Nannapaneni, Plotto, Schneider, Sims, Suslow). To be a member, you have to complete your Appendix E form on the NIMSS website.

Hopefully, these instructions will help you navigate the NIMSS site:

**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, on the left menu choose **Participants** >> Draft/Edit Participant Info >> Draft New

3. Enter the project/proposal number. **S294**

4. If you are the official station representative click on box (if not, leave blank)

5. Enter your percentages for Scientific Year, Professional Year, or Technical Year.

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 Appendix E form and should not be more than 1.0.

b. PY: “Professional Year” – FTE for persons who hold positions in professional categories and students that hold bachelors or masters 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 KA, SOI, and FOS codes. If you don't know them, look them up by clicking the title/link above each box. You must put a value in each box (i.e., if you have a KA, you must also have a SOI and FOS value)

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 and then NIFA that the participant needs final approval.

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