



United States Department
of Agriculture

National Institute of Food
and Agriculture

October 09, 2014

To: **State Agricultural Experiment Stations:**
Non-State Agricultural Experiment Stations:

From: Bart Hewitt, *Bart A. Hewitt*
Planning and Accountability/MRO

Subject: Participation in New and Revised MRF Project

The above-listed stations, agency, university, institution and/or other participating organization(s) are listed as participants in MRF project NRSP 1 National Information Management and Support System (NIMSS) which was RECOMMENDED FOR APPROVAL by the Executive Directors on behalf of the Regional Directors Association and concurred in by NIFA for the period beginning October 01, 2014 through September 30, 2017.

To document your participation in the project in the Research, Education, and Extension project online reporting tool (REReport), please provide the following information:

1. DIRECTORS OF PARTICIPATING STATE AGRICULTURAL EXPERIMENT STATIONS:

To record your participation, please submit the appropriate project initiation information to the REReport website address located on the next page.

2. ADMINISTRATORS OF FEDERAL AGENCIES (EXCEPT USDA-ARS):

Please forward the URL address for this outline to the person(s) in your agency who is actually participating in the project (they are indicated on the "Resources" page of the project outline); and, if appropriate, document your agency's contribution to the project.

3. USDA-ARS-NPS (J. Stetka):

Please forward the URL address for this outline to the person(s) in your area who is actually participating in the project (they are indicated on the "Resources" page of the project outline); and, in submitting the necessary information to update the ARS project files to reflect this cooperation.

4. ADMINISTRATIVE ADVISER:

If there are participants outside the U.S. and/or State agricultural experiment station system participating on this multistate project (indicated on the "Resources" page of the project outline), we would appreciate your forwarding the URL address for this project outline to the individual and, if appropriate, assist them in submitting the necessary information to document their contribution in REReport. Electronic submissions are requested.

5. RESEARCH DIRECTORS OF EVANS-ALLEN PROGRAM:

If your university is participating on this multistate project (indicated on the "Resources" page of the project outline), we would appreciate your assistance in forwarding the URL address for this project outline to the appropriate person(s) at your university and in submitting the necessary information to document your university's contribution in REEport. Please electronically submit this documentation to REEport.

In documenting your participation on this multistate project, please note that the title and objectives must be exactly the same as those of the MRF project, but including only the objective(s) on which your station will conduct research. Electronically **submit your completed forms in REEport** which can be accessed from: <http://portal.nifa.usda.gov/>

A hard copy of the project outline can be printed from the following URL address:

<http://nimss.umd.edu/homepages/home.cfm?trackID=16956> If other retrieval assistance required, please contact the appropriate Regional System Administrator as indicated below:

NERA:	Rubie G. Mize	rgmize@aesop.rutgers.edu	301-504-8655
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For all other project and program concerns, please contact us at 202-720-0747 or email bhewitt@NIFA.usda.gov