Joining NCAC 24- Agricultural Education Research- How to instructions.

1. Participant Information needs to be entered into Appendix E of the NIMSS **-** National Information Management and Support System - **http://nimss.umd.edu/** . This information can be entered two ways depending upon your institutional status.

   a. ***Land-Grant University participants with Experiment Station or Extension (AES or EXT) Appointments:*** The **Station Directors** from a participant's own state ***should always*** enter participant information into Appendix E via NIMSS. Please refer to Appendix E Regional Requirements to view what information is needed for each type of project in each region.

   b. ***Non-AES/EXT participants (ARS, Industry, other university, etc.):*** There are two ways these participants can be added to a participant list:

      i. The **Administrative Advisor** of the project can enter any non-SAES participants. The AA should send the participant a hard copy of the Appendix E form. Next, the participant returns the hard copy Appendix E to AA, who then enters the information into NIMSS. Contact Dr. Karen Plaut, NCAC 24 Administrative Advisor. Phone: 765-494-8362 or email: kplaut@purdue.edu

      ii. Send a completed Appendix E form to the NCRA office:
      Agriculture Hall 212D
       1450 Linden Dr.
      Madison, WI 53706-1562
      608-262-2349 christina.hamilton@wisc.edu

      The NCRA assistant director will enter it into NIMSS.

2. Regardless of the entrance choice to join NCAC 24 you will need to enter Information into NIMSS. One way to navigate this process is to watch the NIMSS Virtual Training located within the "Help" section of NIMSS or follow the instructions below.

   a. Go to the National Information Management Support System at https://www.nimss.org/ .

   b. Insert your login and password. If you don't have a login, you'll need to register by clicking the "register" button on the login screen. If you have already registered but have forgotten your login/password, click the "Track ID" button to have it sent to your email address.

c. Once you have signed into the system, in the green navigation bar, mouse-over "Participants" and choose "Draft/Edit Participant Info" from the dropdown menu. From the submenu, select "Draft New."

d. Supply information as requested on the form.

e. Under Proposal/Project Number: enter NCAC24

f. Finish by selecting "Submit." This notifies the AA and NIFA that the participant needs final approval.

*Please note that if minor changes need to be made to participants already in the system (i.e. typos, email entry, etc…), it may be best to contact the system administrator, Christina Hamilton (ncra@cals.wisc.edu). She can make any minor corrections, without letters being sent out to NIFA, CRIS, Station Directors, etc.