Appendix E Form Instructions

- Project/Activity Designation and Number (S-1050, NC-1280, etc.)
- Project/Activity Title
- Administrative Advisor (optional)
- Your name and email address
- Your department

- Determine if the new participant will be the official voting representative to the project. Only one voting representative is allowed per institution per project (although you may list several people as members of a project).

Please note: The AES will cover meeting registration fees (for the multi-state project meeting only) as well as air travel including mileage costs to/from the airport (plus parking costs) and two days’ travel per diem for multistate official representatives only.

- You can access the CRIS (RPA/KA, SOI, FOS) Codes information requested on the form here:

http://cwf.uvm.edu/cris/revman/manvi.htm

RPA/KA = Research Problem Area/Knowledge Area
SOI = Subject of Investigation
FOS = Field of Science

- Enter your percentages for Scientific Year, Professional Year, and Technical year as values < 1.0, where 1.0 = 100%. If you aren’t sure what these are, please just enter “0.1” in the Scientific Year box and leave the others blank.

- For extension appointments, if no FTE is provided, the fields default to zero. Participants can be involved in more than one extension program (KA); hence, you may list more than one KA.

- Please record the objectives you intend to participate in by placing a check in the correct corresponding box on the form (check as many as are applicable to your intended participation). These objectives are particular to the project you are participating in.

- Return the form to Kelly Eisele at agresch@uga.edu, or fax, 706.542.1119.

- Once you are added to the project, you will receive an automatically-generated email via NIMSS. The administrative advisor will also be notified of your intended participation and will also be prompted to accept your Appendix E form via NIMSS.

If questions/problems, contact:

Kelly Eisele
agresch@uga.edu
(706) 542-2151
APPENDIX E
Format for Reporting Projected Participation

Appendix E forms are submitted by Experiment Station Directors (for SAES/Extension participants) and by AAs (for non-SAES participants) using the National Information Management and Support System (NIMSS).

- For research commitment, indicate the CRIS classifications [Knowledge Area(s) (KA), Subject(s) of Investigation (SOI), and Field(s) of Science (FOS)], and estimates of time commitment by Scientists Years (SY) (not less than 0.1 SY), Professional Years (PY), and Technical Years (TY). Refer to [http://cwf.uvm.edu/cris/revman/manvi.htm](http://cwf.uvm.edu/cris/revman/manvi.htm) for more information.
- For extension commitment, indicate FTE (must be <= 1.0, please) and enter your KA code(s).
- Select Objective(s) under which the each participant will conduct their studies.

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<th>Project or Activity Designation and Number (if applicable):</th>
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<tbody>
<tr>
<td>Project or Activity Title:</td>
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<td>Administrative Advisor:</td>
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<th>Participant Name and E-Mail Address</th>
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<th>Research</th>
<th>Extension</th>
<th>Project Objectives</th>
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