

03-30-2023

**Appendix E**

**Multi-State Project Participation**

**Each ISU participant must complete the Appendix E** and email it to aes\_research@iastate.edu.

**Extension participants** should email this form to cknight@iastate.edu.

AES or EXT staff will enter the information into the National Information Management and Support System ([NIMSS](https://www.nimss.org/)).

\* Please note - joining a multi-state project may require the creation of a local project.

 If the project number starts with NE, NC, S, W, or NRSP e.g., NE2251, NC1189, S1073, or W4112, a local project **WILL** be created.

 If the project number contains CC, ERA, DC, or AC, e.g., W**CC**1003, NC**ERA**13, W**DC**51, S**AC**2, a local project **WILL NOT** be created.

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| **Researcher's Name:**  |  | **Email:** |  |
| **Primary department:** |  | **Phone:** |  |
| **Project Number & Title:** |  |
| **Project URL (if known):** |  |
| **Administrative Advisor:** |  |
| **Is this your first time participating in multi-state project?** |  | **No** |  | **Yes** |  |  |
| **Is your department chair aware of your intent to join this project?**  |  | **No** |  | **Yes** |  | **N/A** |
| **Should you be designated as the official representative (ISU head)?** |  | **No** |  | **Yes** |  |  |
|  |  |  |  |  |  |  |

**Enter Research** **Classification information in the table below, per these guidelines**:

* **Project Objectives section**: Add an “X” under each project objective that you, the Iowa State participant, will support.
* **FTE sections**: **Enter percent effort, as values of 0.1 to 1.0. Total FTE must not exceed 1.0 (100%).**
For example, 0.10 (10%), would be about 5 weeks annually (out of 52 weeks) contributed to this research effort.
	+ SY = Scientist Year: FTE for persons who are Assistant Professors, Assistant Scientist and above
	+ PY = Professional Year: FTE for persons with positions in professional categories & students with bachelors or MS degrees
	+ TY =Technical Year: FTE for technicians, aids, and lab assistants

\* When unsure, enter 0.1 in the SY field. **(This is not tied to salary, it’s only an estimate of effort in area.)**

* **Research Codes section**: Refer to the [*USDA Manual of Classification*](https://www.nifa.usda.gov/manual-classification) for information on codes.

In the Manual, Knowledge Area (KA) is located in section 2, Subject of Investigation (SOI) is located in section 3, and Field of Science (FOS) is located in section 4.

* **Extension section (if applicable):** Enter the FTE value (must be <= 1.0) and enter one or more KA codes.

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| --- | --- | --- | --- |
| **Project Objectives** | **FTE** | **Research Codes** | **Extension** |
| **Only mark project objectives in one row.** | **Only enter FTE information in one row.** | **Enter as many rows as needed for KA, SOI, & FOS codes.** | **(If applicable)** |
| **Do not enter information in yellow fields. Yellow fields are for example only.**  |
| **1** | **2** | **3** | **4** | **5** | **6** | **SY** | **PY** | **TY** | **KA** | **SOI** | **FOS** | **FTE** | **KA** |
| X |   | X | X |   |   | 0.4 |   | 0.1 | 603 | 6199 | 3010 | 0.1 | 603 |
| **Place an “X” under each project objective you will support.** | **The total of SY, PY and TY should not exceed 1.** | 201 | 120 | 1020 |   | 603 |
| **1** | **2** | **3** | **4** | **5** | **6** | **SY** | **PY** | **TY** | **KA** | **SOI** | **FOS** | **FTE** | **KA** |
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