

Appendix E Form Instructions

for Joining Hatch Regional/Multi-State Projects

www.nimss.org/

Filling out the form

Project or Activity Designation and Number (if applicable): NE-1710

Project or Activity Title: Improving Forage and Bioenergy Crops for Better Adaptation, Resilience, and Flexibility

Administrative Advisor: Dr. Jane Doe

Enter your project's general info

Participant Name and E-Mail Address	Department	Research CRIS Codes			Research Personnel			Extension		Project Objectives				
		KA	SOI	FOS	SY	PY	TY	FTE	KA	1	2	3	4	5
E. X. Ample (example@osu.edu)	Crop & Soil Sciences	202	1640	1081	.2	.2	.1			<input checked="" type="checkbox"/>				
E. X. Ample (example@osu.edu)	Crop & Soil Sciences	202	1699	1081	.1						<input checked="" type="checkbox"/>			
E. X. Ample (example@osu.edu)	Crop & Soil Sciences							.1	212	<input checked="" type="checkbox"/>				

Add your name, email and dept

You can look up research classification codes using [this online tool](#) and/or [this reference guide](#).

KA = Knowledge Area, SOI = Subject of Investigation, FOS = Field of Science

Enter the amount of time for research personnel on the project as values < 1.0.

Example: 1.0 SY = 100% of a scientist's time is spent on this project. If you aren't sure, please just enter "0.1" in the SY box and leave the others blank.

Scientist Year (SY)	Professor, Associate Professor, Assistant Professor, Research Scientist
Professional Year (PT)	Department Head, Resident Director, Statistician, Analyst, Assistant Director
Technical Year (TY)	Lab Assistant, Mechanic, Carpenter, Machinist, Skilled Tradesperson

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

Check each objective you intend to work. Your project's objectives can be found in the project Outline on NIMSS.

Return the completed form to Ritter.1410@osu.edu

It is recommended that you contact the project team to discuss how you would contribute toward the project objectives. This can be accomplished by emailing the Technical Leaderships/Editors (listed in NIMSS) and copy the Administrative Advisor, as well as email any OSU participants on the project.

APPENDIX E

Format for Reporting Projected Participation

Fill out the form and then forward to Branden Ritter, ritter.1410@osu.edu

- 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 [this online tool](#) 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.

Project or Activity Designation and Number (if applicable): _____

Project or Activity Title: _____

Administrative Advisor: _____

Participant Name and E-Mail Address	Department	Research						Extension		Project Objectives				
		CRIS Codes			Personnel					FTE	KA	1	2	3
		KA	SOI	FOS	SY	PY	TY							

If the NIMSS project has more than 5 objectives, please list the remaining objectives below: