

QUICK STEPS TO WRITING A CRIS PROJECT

FOR HATCH MULTISTATE PROJECTS START AT STEP 1, FOR ALL OTHER PROJECTS SKIP TO STEP 5

- 1.) Sign up for a new user Login and password in NIMSS. (National Information Management & Support System) website. <https://www.nimss.org/>
- 2.) Find the project you wish to join on the NIMSS website.
- 3.) When you have found the project you wish to join complete the following steps:
 - a. Choose “Participants”
 - b. Choose “Draft/Edit Participant Info”
 - c. Choose “Draft New”
- 4.) **Upon approval of your NIMSS submission you will receive email notification.**

YOU MUST AT THIS POINT “ADD” YOUR PROJECT IN THE NIFA REPORT SYSTEM (NRS).

- 5.) You must have an active EAuthentication login and password. If you do not already have one, please complete the registration by going to <http://go.usa.gov/xG8xE> and click LAUNCH. Additionally, you may find the instructions on the https://www.mafes.msstate.edu/faculty-staff/forms_promotions.asp by choosing Registration Guide-NIFA Reporting System. If you run into any problems **PLEASE STOP** and call your Site Administrator. (MAFES/FWRC Grant OFFICE Contact).

CREATING THE PROJECT IN THE NIFA NRS PORTAL

- 6.) Upon completion of step 5, you are now ready to sign in to the NIFA NRS portal and submit your CRIS project.
- 7.) Proceed to Login to the NIFA NRS Portal at the following website: <https://nifa.usda.gov/tool/pow-nifa-reporting-system> and choose LAUNCH.
- 8.) Under the “Dashboard” go to the Projects & Programs box and choose the Add button.
- 9.) Use the drop-down boxes and choose the appropriate information.
- 10.) Under the Organizational Project number, the prefix will be MIS and, in the number, please enter a dash and your last name. (example: -bullman) The 6-digit number will be assigned in the MAFES office.
- 11.) The Start Date should be a future date as the system does not allow backdating. (When selecting a start date please allow time for internal approvals.)
- 12.) The End Date will be the same date as the Hatch Multi-State project in NIMSS.
- 13.) Under performing department choose your department name from the drop-down box.
- 14.) In the Non-Technical Summary and the Methodology boxes (limited to 8000 characters) copy and paste the information from your peer reviewed Hatch proposal template.
- 15.) Select the appropriate information for each of the remaining sections. (*Integrated Activities, Research Effort Categories, Animal Health Percentage, Multistate Activities, Classifications, Assurances*) Choose Save.
- 16.) Complete and secure Department Head approval on the Project Initiation Coversheet which can be found on the MAFES website: http://mafes.msstate.edu/faculty-staff/forms_promotions.asp
- 17.) Return all copies by email to your MAFES/FWRC Grant Office Administrator who will secure the Deans Approval and complete the final submission to NIFA for approval. *(This step is imperative, as we will not know you have entered a project and the project will remain unsubmitted until copies are received.)*

If you encounter problems or have questions, please contact LaDonna Bullman (lmb13@msstate.edu) 662.325.0785, Haliegh Fason (haleigh.fason@msstate.edu) 662.325.1150, or Maryann Latham (maryann.latham@msstate.edu) 662.325.0869