

## **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](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](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](mailto:lmb13@msstate.edu)) 662.325.0785, Haliegh Fason ([haleigh.fason@msstate.edu](mailto:haleigh.fason@msstate.edu)) 662.325.1150, or Maryann Latham ([maryann.latham@msstate.edu](mailto:maryann.latham@msstate.edu)) 662.325.0869**