

STEPS JOINING AND COMPLETING YOUR MULTI-STATE HATCH PROJECT

- 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 COMPLETE A PROJECT INITIATION IN THE NIFA Report System (NRS).**

NOW YOU ARE READY TO CREATE THE PROJECT IN THE NIFA NRS PORTAL

- 6.) 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.
- 7.) Upon completion of step 6, you are now ready to sign in to the NIFA NRS portal and submit your Hatch project.
- 8.) Proceed to Login to the NIFA NRS Portal at the following website: <https://nifa.usda.gov/tool/pow-nifa-reporting-system> and choose LAUNCH.
- 9.) Under the “Dashboard” go to the Projects & Programs box and choose the Add button.
- 10.) Use the drop-down boxes and choose the appropriate information.
- 11.) 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.
- 12.) 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.)
- 13.) The End Date will be the same date as the Hatch Multi-State project in NIMSS.
- 14.) Under performing department choose your department name from the drop-down box.
- 15.) 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.
- 16.) Select the appropriate information for each of the remaining sections. (*Integrated Activities, Research Effort Categories, Animal Health Percentage, Multistate Activities, Classifications, Assurances*) Choose Save.
- 15.) 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
- 16.) Return all copies to LaDonna Bullman in MAFES Administration (l.bullman@msstate.edu) who will secure the Deans Approval and complete the final submission to NIFA for approval. (*This step is imperative, as LaDonna 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 at 662.325.0785 or by email l.bullman@msstate.edu