

Appendix E Form Instructions

for Joining Hatch Regional/Multi-State Projects

<http://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@uga.edu) | Crop & Soil Sciences | 202 | 1640 | 1081 | .2 | .2 | .1 | | | <input checked="" type="checkbox"/> | | | | |
| E. X. Ample (example@uga.edu) | Crop & Soil Sciences | 202 | 1699 | 1081 | .1 | | | | | | <input checked="" type="checkbox"/> | | | |
| E. X. Ample (example@uga.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 Kelly Eisele at agresch@uga.edu or fax 706-542-1119.

Once you are added to the project, you will receive an auto-email via NIMSS. The administrative advisor will also be notified of your intended participation.

Don't forget, you also need to submit a project report outline that details the work you will be doing in Georgia as part of the overall regional project. For more information, visit the [Hatch Regional/Multistate Project webpage](#).

Accounting

Determine if the new participant will be the official voting representative to the project. Only one voting representative is allowed per institution per project (although several faculty members may all serve as members of a project).

A total amount of up to \$1500 will be available for project travel for the project's official representative only. The account information use for this is below. A budget transfer will need to be processed to move the funds from our office dept ID: 17510001 to your dept ID. Please be prepared to cover any additional travel expenses with a departmental or other related account.

| Legacy UGA Account Number | Fund | Program | Department | Class | Budget Code |
|---------------------------|-------|---------|------------|-------|-------------|
| 2526GB393002 | 11500 | 12100 | 17510001 | 61MSH | 700000 |
| Research Support Regional | | | | | |

