

## APPENDIX E

### Format for Reporting Projected Participation

Appendix E forms should be submitted by Station/Extension Directors (for SAES/Extension participants) and by AAs (for non-SAES participant) using the National Information Management and Support System (NIMSS). The following are the fields that will be entered for each participant:

For each participant in this activity, include his/her name; e-mail address, employing institution/agency, and department; plus, as applicable:

- For a **research** commitment, indicate the 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), or Professional Years (PY), or Technical Years (TY). You may want to refer to the classification manual at <https://nifa.usda.gov/manual-classification>.
- For an **extension** commitment, indicate the FTE (must be <= 1.0, please) and enter your KA code(s).
- Put an “X” under each committee objective under which the participant will conduct their Iowa studies.

**Committee Number:** \_\_\_\_\_ **Committee Title:** \_\_\_\_\_

**Committee’s Administrative Advisor:** \_\_\_\_\_

*Please duplicate this form as needed, one form per participant.*

**Participant’s Name and E-Mail Address:** \_\_\_\_\_

Research							Extension		Project Objectives				
Codes			(=100%)	FTE			(If applicable)		(Check)				
KA	SOI	FOS	Percentage	SY	PY	TY	FTE	KA	1	2	3	4	5
603	6199	3010	33	0.1			0.1	603	x		x	x	
201	0120	1020	67	0.1			0.1	603	x		x	x	

(should equal 100%)