

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:

- **Research** commitment, indicate the CRIS 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), Professional Years (PY), and Technical Years (TY). Refer to <http://cris.nifa.usda.gov/manualvii.pdf> for more information or Page 2 for additional guidance.
- **Extension**- if your efforts are predominantly in support of Extension, please contact Jared Evert or Linda Tempel
- Select Objective(s) under which each participant(s) will conduct their studies.

Project or Activity Designation and Number (if applicable):

Project or Activity Title:

Administrative Advisor:

Will you be the official Nebraska Representative (Voting Member) for the project? Yes ☐ No ☐

If replacing a current Representative, what is their name?

Participant Name and E-Mail Address	Institution and Department	Research						Extension		Project Objectives (Click all that apply)									
		CRIS Codes			Personnel														
		KA	SOI	FOS	SY	PY	TY	FTE	KA	1	2	3	4	5	6	7	8	9	10
			1520	1080															

Federal Project Reporting - Just what is an SY, PY, and a TY?

Official Multistate research projects require that participating faculty complete a participation information form which is Appendix E as found in the Multistate Research Project Guidelines. This form has columns requesting personnel commitments for SY, PY, and TY.

SY stands for Scientist Years, PY for Professional Years, and TY for Technical Years. The participant is to enter the percentage of time/FTE of personnel working on the project in each of those categories. For example, if the faculty member is planning to devote 15% of his/her research appointment to the project, the FTE or Scientist Year (SY) would be .15.

In the same manner, if there are other staff with college degrees and graduate students working on the project, the FTE for all of these should be totaled and entered into the PY column. Three graduate students with one-half time appointment and one technician working half time on the project, would result in an FTE of 1.5 to be entered into the PY column.

The project also asks for non-degree staff time devoted to the project and the FTE for these should be totaled and entered into the TY column.

More complete definitions of each of these categories:

Scientist Year (SY): A “Scientist” (Assistant Professor and above) is a research worker responsible for creative scientific study, thought originality, judgments, and accomplishments directly assignable to the project reported. This should include the efforts of leaders of investigation, project leaders, and portions of time of supervisory working scientists or staff assistants whose work meets the preceding definition. Administrative staff are excluded, unless they are active participants in the research actions of the project and meet the above requirements. Centralized statistical or other analytical staff should not be included.

Professional Year (PY): These are persons who hold positions in professional categories and who are assigned to research activities of the project, but who are not held responsible for scientific originality of the research nor for planning and conducting the more difficult aspects of the work. Include professional research service staffs. A few may hold the Ph.D. or equivalent degree, and may be in a higher level academic position because of special abilities, but still may be categorized as research assistant or as research support rather than as research scientist. Such professionals usually hold one or more college degrees and have otherwise qualified for employment in a professional category. Graduate students, by virtue of their degree and acceptance in graduate school, may be categorized as “professionals.” To be so categorized, they must be discharging intellectual responsibilities at a professional level. Outstanding graduate students with sound backgrounds of professional accomplishments may thoroughly merit the responsibilities of a scientist. Do not under-rate the competence and value of such a worker because of a temporary status as a graduate student. Most of them will be rated as “professional support.”

Technical Year (TY): These are research technicians, aids, and laboratory assistants assigned to the project.