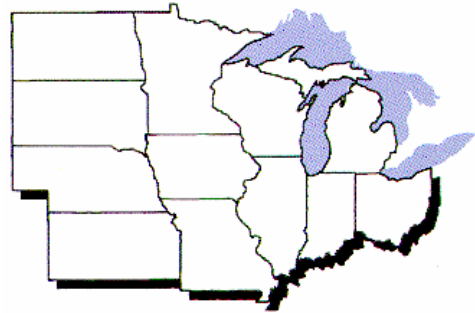


North Central Regional Association Of Agricultural Experiment Station Directors

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January 8, 2008

Dear AAs and NCAC members,

This memo concerns the review process and timelines for the 2007-2008 review process. It outlines the following points:

- [Timeline for project submission and NCAC review](#)
- [What to consider during the review](#)
- [The NCAC Review Process](#)
- [How to view proposal in NIMSS](#) (both current projects and “temp” projects)
- [How to view annual reports and minutes in NIMSS](#)
- [Submission of an NCAC committee’s review into NIMSS](#)
- [Viewing a review in NIMSS](#)
- [NCAC Review Assignments](#)

Hard copies of the NCRA review forms can be found on the NCRA website at <http://www.wisc.edu/ncra/forms.htm>. Often, committees like to have these forms available during their meetings, although final submission of the forms must take place in NIMSS.

If there are any questions or problems or questions regarding the attached directions and information, please do not hesitate to contact me.

Sincerely,
Chris Hamilton
chamilton@cals.wisc.edu
608-262-2349

Timeline for the Submission and Review Process

- **December 1:** Deadline for committees to submit new proposals in their entirety (including Appendix Es).
- **December 15:** Deadline for committees up for review to submit their most recent SAES-422 annual reports into NIMSS.
- **December 15:** Deadline for AAs to submit reviews for new projects and midterm reviews.
- **January-February 2008:** NCAC Committees hold their annual meetings and conduct project reviews.
- **February 15:** Deadline for NCAC Committees to submit their reviews (one review per reviewed project per NCAC committee). If your committee is meeting close to or after this date and feel you cannot meet this deadline, please contact Chris Hamilton.
- **February 28, 2008:** MRC meets to evaluate all projects up for review.
- **March 25-26, 2008:** NCRA Spring Meeting. The MRC will present their recommendations and the directors will vote to approve or disapprove them.

What should the NCAC Committees Review?

- For new proposals, NCACs should review the following material (all are available in NIMSS):
 - The new proposal itself (identified by a “temp” number (see attached table with [NCAC assignments](#))).
 - Evaluate the progress of the *current* project by viewing the SAES-422 annual report forms. These can be found under the *current* project numbers in the NIMSS system.
- For midterm reviews, NCACs should evaluate the progress of the project through the SAES-422 annual reports submitted each year by the projects.
- **Impact Statements:* The NCRA now requires impact statement submission of all research projects (MRF and CC/ERAs). These are separate from the SAES-422s. The MRC will evaluate these impact statements along with the other project/proposal materials in March. However, this remains **optional** for the NCAC reviewers. Impact statements may provide supplemental, concise information about the committee.
 - The NCRA has posted the impact statements, if available, at <http://www.wisc.edu/ncra/impactstatements.htm>.

What is the Review Process?

1. The NCAC meets and reviews projects during their annual meeting. In some cases, the NCACs may choose to review the proposals independently, not during their scheduled meeting.
2. Before or during the meeting, the NCAC Committee should assign individuals or groups to evaluate projects up for review (renewal and midterm reviews).
3. Assigning a reviewer:

- a. The individual reviewer or one person within the reviewer group should be assigned to input the individual project review into NIMSS (one review per NCAC per project).
 - b. The NCAC committee may also assign one person on behalf of the entire NCAC committee to input ALL of the NCAC reviews (one per NCAC per project) into NIMSS.
 - c. **The AA should send the name of those designated people to Chris Hamilton for authorization.**
 - d. Once Chris provides the correct authorization in NIMSS, she will send notification to that person that he/she may now enter the review into the system (see [review submission instructions](#) below).
 - e. In the past, some committees have had their AAs input reviews into the system. This is fine, although, inputting reviews into NIMSS is not in the AA's job description. If the committee wishes to do this, they should let Chris know that this will be happening so she can provide the correct authorization.
4. The NCRA Office will distribute the NCAC reviews to the Multistate Research Committee (MRC) for use during their March meeting. The MRC will then use the NCAC reviews as the basis for their recommendations to the NCRA.

Viewing Proposals in NIMSS

1. Go to the NIMSS login screen (www.nimss.umd.edu)
 - a. If you DO NOT yet have a login and password, you need to register. Click the "register" button to do this. After filling in the information (including assigning your own login name), submit your data and the system will send your password to your email inbox.
 - b. If you DO have a login name and password, type it into the blanks provided.
 - c. If you have forgotten your password, click the "track" button.
2. Once you have entered the system, mouse-over the word "Project" and choose "View" from the menu. By default, this will take you to the "Search for Project" screen.
3. Enter the project number for which you are looking.
 - a. If you are looking for the *current* proposal, type in the *current* proposal number (NCXXX). This will be the case for midterm reviews and if the NCAC reviewer(s) want(s) to compare the current project to the new proposal.
 - b. If you are looking for a *proposal* submitted as a *new project*, type in the "*temp*" number (NC_tempXXXX).
 - i. Another easy way to get to the list of new proposals is to go to Project > View and on the left side of the screen click "List of Proposals."
 - c. NOTE: As you type in the project numbers, there should be NO SPACES typed into the field (i.e. do NOT type NCERA(space)131; type NCERA131 (no space)).
4. The projects up for review by each NCAC committee are listed on the table attached to this memo.

Viewing Annual Reports in NIMSS

1. Go to the NIMSS login screen (www.nimss.umd.edu)
 - a. If you DO NOT yet have a login and password, you need to register. Click the “register” button to do this. After filling in the information (including assigning your own login name), submit your data and the system will send your password to your email inbox.
 - b. If you DO have a login name and password, type it into the blanks provided to enter the system.
 - c. If you have forgotten your password, click the “track” button.
2. Once you have entered the system, mouse-over the words “Reports/Meetings” and choose “View” from the menu. By default, this will take you to the “Search for Report” screen.
3. Enter the project number for which you are looking. Annual reports will ONLY be found under existing project numbers (i.e. NCXXX, NCRXXX, etc.) NOT “temp” numbers (i.e. NC_tempXXX).
 - a. NOTE: As you type in the project numbers, there should be NO SPACES typed into the field (i.e. do NOT type NCERA(space)131; type NCERA131 (no space)).
4. This should bring up the annual report for the project. Meeting minutes for the committees may be available as a link within the SAES-422 forms (although this is not the case with all committees).
5. The projects up for review by each NCAC committee are listed on the table attached to this memo.

Submission of NCAC Reviews to NIMSS

(*NOTE: the review forms will not be available in NIMSS until after December 15!)

1. As described above under [“What is the Review Process?”](#), each NCAC committee should designate one person or persons to submit the reviews. **The Administrative Advisor should submit the name(s) of this/these person(s) to Chris Hamilton so that she can provide the correct authorization in NIMSS.**
2. Those submitting the reviews should follow the instructions below:
 - a. Go to the NIMSS login screen (www.nimss.umd.edu)
 - i. If you DO NOT yet have a login and password, you need to register. Click the “register” button to do this. After filling in the information (including assigning your own login name), submit your data and the system will send your password to your email inbox.
 - ii. If you DO have a login name and password, type it into the blanks provided to enter the system.
 - iii. If you have forgotten your password, click the “track” button.
 - b. Mouse-over the word “Reviews” and click “Submit” from the drop-down menu.
 - i. If you do not see the word “Submit” under the “Reviews” menu, contact Chris Hamilton for immediate help. Chances are that you have not been given the authorization yet.
 - c. By following (b.) above, the project number which you are assigned to review should automatically appear on the next screen. Click the button that says “NCAC Review.” This should bring up the appropriate review form.

- d. Fill out the form accordingly and click the “submit” button. This sends notification to the NCRA office that the review is now available.

Viewing reviews in NIMSS:

1. Mouse-over “Reviews” and click on “View.”
2. Locate the project number and click the “View Results” button.

NCAC 2008 Committee Assignments:

NCAC COMMITTEE	PROJECTS TERMINATING 2008 (NIMSS Temp Number)	MIDTERM REVIEWS
NCAC1	NC213 (NC_temp213) NC_temp215 (new NCDC; no review form) NCCC173 (NC_temp173) NCDC214 (requesting one-year extension; no review form)	NC205 NC1026
NCAC2	NC_temp1902 (new NCDC; no review form)	NC1024
NCAC4	NCERA205 (NC_temp205)	NC1026
NCAC5	NC1011 (NC_temp1011) NC1013 (NC_temp1013)	NCCC52
NCAC6	NC1008 (NC_temp168) NCCC206 (NC_temp206)	NC1131
NCAC10	NC1005 (terminating, no review)	none
NCAC12	NCERA194 (NC_temp194) NCDC211 (NC_temp211; NC-type request)	NCCC134
NCAC13	NCERA194 (NC_temp194)	none
NCAC14	NCDC214 (requesting one-year extension; no review form) NCCC173 (NC_temp173)	NC1025 NCERA201
NCAC15	none	NC1025
NCAC16	NC506 (requesting one-year extension)	NC1023 NCERA197
NCAC22	NCDC211 (NC_temp211; NC-type request)	NC1023
NCAC23	none	NC1024
NCAC24	NC_temp1902 (new NCDC; no review form)	NCERA201