

Assigning Editing Authorization to Participants

According to the NCRA Guidelines, the Administrative Advisors' duties do not include writing or reporting on project activities - this is the responsibility of individual committee members. The Administrative Advisor is there for "advising" purposes only. AAs may assign up to three committee members editing authorization to edit and submit documents into the National Information Management and Support System (NIMSS). In most cases, these people will be technical committee members such as the chair, vice-chair and secretary. AAs should follow these steps to give these members authorization in NIMSS:

1. Log into NIMSS and select Projects Proposals >> View All.
2. Search for the desired proposal number, be sure to include the "temp" designation.
3. Click into the Outline, click Edit, then click on Assign Editors (near the bottom, on the left)
4. Click Add Editor and begin entering the name of the desired editor into the box. Their full name should appear if they are in NIMSS.
5. To add more, click Add Editor button
6. Click Save when done.