

## EMSL Proposal Process Activity Checklist

This list is intended to help you make sure your proposal submission is complete.

The EMSL Proposal process consists of filling out a form-online as well as uploading a file that contains a description of your proposed research.

### Prior to Proposal Submission

- We encourage you to establish contact with appropriate EMSL staff while you are developing your proposal.
- Identify the nature of your proposal by picking the appropriate item in the call, type of proposal, type of access, and proprietary categories (it is suggested that you also refer to this information in the proposal *abstract*).
  - What TYPE OF ACCESS are you requesting ?
    - Standard Access (most uses) or
    - Rapid Access (very short term; note rapid proposals are limited to Open Call, General type, and Non-proprietary status in the following 3 categories)
  - What CALL FOR PROPOSALS are you responding to?
    - Science Themes – next call April 2008
      - Biological Interactions and Dynamics
      - Geochemistry/Biogeochemistry and Subsurface Science
      - Atmospheric Aerosol Chemistry
      - Science of Interfacial Phenomena
    - Grand Challenges
      - Computational – letter of intent required first
    - Capabilities-based
      - Next call - unknown
    - Open – Proposals not specific to any of the above calls may be submitted at any time.
  - What TYPE OF PROPOSAL are you submitting ?
    - General Access (most uses) or
    - Partner Access (capability development or other special use) – requires letter of interest first
  - What is the PROPRIETARY STATUS of your proposal ?
    - Non-proprietary (most uses) or
    - Proprietary (special cases and full cost recovery)
- Collect the [necessary information](#) needed for the EMSL proposal form before you begin (e.g. contact information, team information, capability identification)
- Write an abstract and description of the proposed research. Please follow the [guidelines](#) so that your proposal contains appropriate information for an external review.

**Questions?** Contact Nancy Foster-Mills, User Administration Manager, (509) 371-6009, [emsl@pnl.gov](mailto:emsl@pnl.gov)

### Proposal Submission

- Go to the [EMSL User Portal](#) and follow the directions
- Using the information you gathered, fill out the proposal form
  - Participants Tab
  - Details Tab
    - Cut and paste your abstract (500 word limit) into the appropriate box
    - In the abstract box, it is helpful if you refer to the nature of your proposal (what call, type of proposal, type of access, and proprietary)
    - Browse and attach your proposed research document (.doc or .pdf only)
    - Browse and attached PI's 1 page CV
  - Logistics Tab
- You may save your proposal form at any time along the way but be sure to click on the Submit Proposal button when ready to submit. You will not be able to edit your proposal after you submit it. You will receive a confirmation email upon receipt.