EMSL Proposal Planning Checklist

User Support Office, (509) 371-6003, emsl@pnl.gov.

This checklist is intended to walk you through the requirements and information needed to submit a proposal through EMSL's web-based User Portal. Please contact the User Support Office if you have any questions throughout this process.

Prior to Proposal Submission

☐ We encourage you to discuss your planned research with appropriate EMSL staff prior to submitting your proposal.

☐ Select **one** category from the list below to identify the type of proposal you are submitting (http://www.emsl.pnl.gov/access/calls/index.jsp#types). *Note: All proposals are considered Non-Proprietary where the results and information are intended to be fully disclosed and disseminated unless you identify your proposal as Proprietary.*

  ☐ *Current Call* – Submitted in response to specific annual call. Open for one year, with 1-2 extensions possible (varies according to the Call). Preference is given to proposals submitted under the Call. You will be asked to identify the focus for your proposal from the Call's advertised options. Examples of options from previous Calls are below:
    ☐ Science Theme (please identify the Theme):
      ☐ Biological Interactions and Dynamics
      ☐ Geochemistry/Biogeochemistry and Subsurface Science
      ☐ Science of Interfacial Phenomena
    ☐ Capabilities-based
      ☐ Computationally Intensive Environmental Science Research

  ☐ *General* – May be submitted at any time and are open for up to one year only.

  ☐ *Rapid* – Short-term access for proof of concept; follow-up experiment to finalize publication; final data run for thesis, etc. Open for 30 days only. *Must clearly state approaching deadline and provide justification.*

  ☐ *Proprietary* – Research will not be publishable and requires full-cost recovery. Open for up to one year only.

  ☐ *Partner* – ONLY for users with approved Letter of Intent to co-develop and co-fund a project with EMSL. Open for a time to be determined by EMSL's Partner Panel.

  ☐ *Resource Owner* – For PIs requesting use of instruments they co-own with EMSL. Open for one year, with two extensions possible for a total access of three years.

☐ Collect the (http://www.emsl.pnl.gov/access/docs/proposal_info_required.pdf) needed for the EMSL proposal form before you begin (e.g., contact information, team information, capability identification)

☐ Write an abstract, which can be posted on the EMSL website if the proposal is accepted (*does not apply to Proprietary proposals)*, and description of the proposed research. Please follow the guidelines (http://www.emsl.pnl.gov/access/proposal_guidelines.jsp) so that your proposal contains appropriate information for both peer and management reviews.

Proposal Submission

Follow the directions on the EMSL User Portal (https://eus.emsl.pnl.gov/Portal/), completing the proposal form with the information gathered.

☐ Step 1 – complete the **Participants** page

☐ Step 2 – complete the **Details** page, answering all questions
  ☐ Cut and paste your title into the appropriate box
  ☐ Cut and paste your abstract (500 word limit) into the appropriate box
  ☐ Browse and attach your proposed research document (.doc or .pdf only)
  ☐ Browse and attach PI's CV (3-page *maximum)*; CV's for major participants suggested but not required

☐ Step 3 – complete the **Logistics** page, answering all the questions
Note: Do not ship equipment, samples, or chemicals to EMSL/PNNL without first coordinating with your host or the User Support Office. Users are responsible for adhering to all Department of Transportation regulations.

☐ Step 4 – Click on **Save** (for further editing later) or **Submit Proposal** when completed. Once submitted, you will receive an email from the User Support Office (^PNNL EMSL User Support) confirming receipt of your proposal. *Note: You will not be able to make further edits to your proposal after it has been submitted.*

EMSL is located at PNNL

Pacific Northwest
NATIONAL LABORATORY