CINT Proposal Submission Guide

Includes:

• Proposal Submission Checklist

• Tips for Writing a Competitive User Proposal

• *New for 2015B The two-page research statement can now be created, edited, saved and submitted directly on the CINT Proposal Website, thereby allowing this information to be captured directly in the database. Hence, externally-created documents will no longer be accepted. *(see pgs. 16-18)*
  • Click [here](#) for a proposal template in Microsoft Word as an offline tool.

• Proposal Submission Step-by-Step Guide
CINT Proposal Submission Checklist

Proposal Information

- Proposal Title
- Is this a continuation Proposal?
  - If yes,
    - Continuation of what proposal #
    - Accomplishments of prior proposal
    - Productivity of prior proposal (please list and publications, patents, reports, conference talks, etc.)
- Primary Funding Source
- *Rapid Access justification. Please clearly state the time sensitive need of accessing the facility.*
  - (*this applies to rapid access submissions only. Rapid Access submissions are not accepted during a regular call*)
- Is this research Proprietary? (i.e. you will not publish your project results and will be accessing the facilities for full cost recovery)
- Subject (select from dropdown menu):
- Have you been in contact with CINT staff regarding this proposal?
- How did you hear about CINT?
- Will your project require use of the Integration Lab (Clean Room)?
- Will your project require use of the TEM?
  - If yes,
    - Indicate (1-3 sentences) what type of measurements the instrument will be used for (eg. TEM and/or STEM imaging, Diffraction, EDS, EELS, etc.)
    - Identify who the majority of TEM analysis/experiments will be performed by (select from dropdown menu)
    - In terms of 4 hour TEM sessions, how many sessions per month do you request for this work?
- Will your project require the use of the Tecnai F30 TEM located at the Core (Albuquerque) facility
  - If yes,
    - indicate (1-3 sentences) what type of measurements the instrument will be used for (eg. TEM and/or STEM imaging, Diffraction, EDS, EELS, etc.)
    - Identify who the majority of TEM analysis/experiments will be performed by: (CINT staff, User with TEM experience, user without TEM experience)
    - In terms of 4 hour TEM sessions, how many sessions per month do you request for this work?
- Will your project involve MBE growth
  - If yes,
    - Approximately how many samples to you foresee needing for this proposal?
    - Which semiconductor materials do you want in the samples?
    - Describe the structure you want grown. (either in words or a drawing)
CINT Proposal Submission Checklist (cont’d)

Project Personnel (non-CINT)
Project personnel information: name, institution, email, citizenship
Provide a brief description of project activities to be performed by each individual

CINT Contacts
Select the lead and support CINT scientist(s), from a dropdown menu, who will play a role in your proposal. One Lead scientist must be selected per proposal.
Provide a brief description of project activities to be performed by each CINT Scientist

Abstract
Enter a brief abstract describing your proposed project. Figures allowed.

Environmental, Safety & Health
Does your proposal involve bringing hazardous/controlled materials into a CINT facility? (Y/N)

Proposed Research - Click here for a proposal template in Microsoft Word as an offline tool. Two page maximum. Longer proposals will not be accepted. You can check your page length in the print preview screen of your browser.

1. What is(are) the main scientific question(s) being addressed in this user project including the connection to nanoscience? (Suggested word count: 200)

2. Briefly describe the state of research in this area and how your work is advancing the field. (Suggested word count: 150)

3. What is (are) the expected impact(s) of this user project? (Suggested word count: 150)

4. What specific work will be performed at the user’s institution in preparation for, or in support of, the proposed CINT work? (sample preparation, complementary characterization, calculations) (Suggested word count: 150)

5. What specific tasks will be performed by the user(s) in conjunction with CINT? For each task, include task duration, expected task outcome, requested instrument(s) and CINT staff engagement. (This should be the longest and most detailed section.) (Suggested word count: 400)

6. Key References (Suggested word count: 100)
Tips for Writing a Competitive User Proposal

Contact the facility staff before writing. Staff are available to
✓ Provide details about the equipment and capabilities, including availability or subscription
✓ Help confirm the feasibility of your approach
✓ Help estimate and justify the amount of facility time you are requesting
✓ Help address why this specific facility is the best choice to meet your requirements
✓ Discuss opportunities for collaboration that might strengthen your proposal
✓ Provide constructive comments on your draft proposal

Include background information on why the proposed research is important
✓ Include a precisely defined objective; do not combine loosely related research in a single proposal
✓ Clearly articulate the science case: state the problem and its importance
✓ Place your research plan in the context of what others have done and are doing; include references to literature where appropriate
✓ State why your proposal is timely and describe what is particularly innovative about your strategy to address the problem

Address how the research will make a difference. Focus on how this particular effort will contribute to the field. Describe the proposed work including samples, methods, and procedures.
✓ State clearly and exactly what you are going to synthesize, measure, or calculate
✓ Provide sufficient detail to demonstrate that you have thought carefully about your plan
✓ Describe the techniques to be used to generate and analyze the data
✓ Demonstrate familiarity with prior work done in this area
   — Refer to current literature, especially your own work
   — Summarize the key points of cited references and explain how your proposed work fits in
✓ Demonstrate your team’s productivity at the facility, if applicable, by describing how the results of previous research was used and published
   — Describe related results (published and unpublished) from work done by your group
   — Include key data in graphic format
✓ Explain why you need this particular user facility and instruments or methods
✓ Justify the amount of time requested
✓ Identify potential showstoppers and how you plan to avoid them; if you don’t identify them, the reviewers will!

Be clear and specific, not vague or general
When you enter the proposal submission site (https://cint.sandia.gov/), this is the home page you will see. Please click “log in” in the upper right hand corner.

NEW TO CINT?
You have reached the Center for Integrated Nanotechnologies user proposal submission site. To learn more about CINT, or to browse the main CINT site, please click here.

HOW TO GET STARTED:
- Create an account: This will give you secure access to both your past and current proposals.
- Create or Update your Profile: This will ensure that CINT has the latest information for you and the proposals you are part of. Click here to manage your profile.
- Gather your Information: The site is designed to guide you through the proposal submission process. You may stop at any point and return later to complete your proposals. Each step is saved as you progress. Click here for a proposal submission guide.
- Proposal Template: CINT user proposals are evaluated by external reviewers based on six specific proposal elements. Proposals lacking any of that information will be at a competitive disadvantage for access to CINT. In order to ensure that your proposal contains all the expected information, we have provided the following TEMPLATE IN WORD. We encourage prospective users to download the template, enter the text/figures, then upload a PDF version of your completed 2-page proposal. All CINT User proposals are expected to explicitly contain the following six elements within the 2-page limit: 1. What is/are the main scientific question(s) being addressed in this user project including the connection to nanoscience? (suggested length – 200 words) 2. Briefly describe the state of research in this area and how your work is advancing the field. (suggested length – 150 words) 3. What is/are the expected impact(s) of this user project? (suggested length – 150 words) 4. What specific work will be performed at the user’s institution in preparation for, or in support of, the proposed CINT work? (sample preparation, complementary characterization, calculations) 5. What specific tasks will be performed by the user(s) in conjunction with CINT? For each task, include task duration, expected task outcome, required instrument(s) and CINT staff engagement. (This should be the longest and most detailed section) 6. Key References. Click here for a proposal template in Microsoft Word.
- Create an online proposal: Log-in to your account using your email address and password. Follow the electronic step-by-step proposal submission links. Each proposal question has context-sensitive “help” to guide you through the process, and you may click here for a step-by-step guide. Click here to view your proposals or create a new proposal.
- Complete and submit: After completing your proposal and entering all information, click the “submit” button on the review and submit page to submit your proposal.
- Review Process: Consists of scientific feasibility, ES&H, external proposal committee evaluation, and final committee consideration of all applicable scientific merit, technical feasibility, impact on field, and CINT capabilities.
- Contracts: For approved proposals, identified contract offices will be contacted for user agreement execution in preparation for your project start.
- Proposal Notification: You will receive formal notification via email of the decision regarding your User Proposal.
- Guest Processing: If our proposal is approved and you will be visiting the either of the CINT facilities, you will need to get an ID badge. Please contact your scientific liaison or CINT@lanl.gov for forms and information.
Once at the Log In page:

- If you are a current account holder, please log in with your username and password. If you have forgotten one of these please use the retrieval information at the bottom of the page to have your information emailed to you.

- If you have never logged in to this system before please select Register for an account
Fill in the appropriate account information and select the button “create user”

Once you have created your user account you will see your log in information in the top right screen confirming your log in. You are now ready to submit a proposal. To begin, click on My Profile

Your home page will now show any proposals you have in draft or that have been submitted for the current call
Enter the applicable information into the fields. Fields with a red * are required. Once complete select the save button.

If your current affiliation is not listed in the dropdown menu, select “unspecified” and then click on the icon to add your affiliation to our list.

After you have selected the save button, you will see a note listing your modified date. Once you see this confirmation, click on the My Proposals tab.

To submit a proposal, click on the link in the left hand menu bar.

Any proposals you have in the system will be listed on this page, under their respective calls.
Proposal Information. Enter the information into the data fields. Fields with a red * are required. Once complete click “next” in the upper right hand corner of the screen.

Proposal Information

Project Personnel (non-CINT)
CINT Contacts
Abstract
Environmental, Safety, & Health
Proposed Research
Review and Submit

Proposal Information

Enter basic information about your proposal.

Proposal Title: *
Enter proposal title here

Is a continuation proposal: *
Yes

Continuation of: *
Select

Accomplishments of prior proposal: *

Accomplished X, Y, Z

Productivity of prior proposal (please list any publications, patents, reports, conference talks, etc): *

List of publications, patents, etc

Primary funding source: *DOE: Office of Basic Energy Sciences

Check if Research is Proprietary (i.e. you will not publish your project results and will be accessing the facilities for full cost recovery)

Is the technical content of this proposal subject to U.S. export control limitations? *No

Subject [Material Sciences]

Have you been in contact with CINT staff regarding this proposal? *Yes

If yes, name of staff member: *CINT staff name

How did you hear about CINT? *CINT Website

Will your project require the use of the Integration Lab (Clean Room)

If yes, please select John Nogan, the Integration Lab manager, as one of your support scientists in the CINT Scientists section.

Will your project require the use of an e-beam lithography tool? *Yes

Indicate which tool is needed: *JEOL 6300-FS (Please select Anthony James as either Lead or support scientist in the CINT Contacts Section)

In 1-3 sentences, please indicate if a process has been developed or needs to be developed. Please include estimated critical dimensions, overall write area (image size), and substrate dimensions.

Enter information here

In 1-5 sentences, please explain why the process cannot be performed on a Nabilty platform.

Enter information here
**Project Personnel (non-CINT).** Enter the information in to the data fields regarding the users that will be participating on this proposal. You will note at the bottom that you are defaulted as the PI. Click on the “Select” hyperlink under location and fill in the applicable information for your intended time as a user of the facility.
To add additional personnel, click on the blue hyperlink “click to Select or Enter a New person”.

A box will pop up asking you to first search for a person, this will help cut down on duplicate profiles. Begin by either typing in an email address or name of the project personnel. If the person you are entering appears, press the select button. If they do not appear, click on the link that reads “I need to enter a new person”.
Once you have selected your project personnel, fill in the rest of the fields and select the “add” button. If you would like to clear the selection, select the “reset” button.

As you add your project personnel, you will see them added to your project personnel list at the bottom of the page. Once your selections are complete, click on the “next” link on the upper right corner of your screen.
CINT Contacts.
Please select CINT scientists from the dropdown menu provided who you would like.
Please note that you can select only one LEAD scientist, and multiple Support scientists. One Lead scientist must be selected per proposal.

*If your proposal will be accessing the Integration Lab (CleanRoom), please select John Nogan, the Integration Lab manager, as either the Lead or support scientist
*If your proposal will be accessing the TEM, please select Katie Jungjohann as either the Lead or support scientist
*If your proposal will be accessing the MBE, please select John Reno as either the Lead or support scientist

As you add your CINT scientists, you will see them added to your proposal scientists list at the bottom of the page. Once your selections are complete, click on the “next” link on the upper right corner of your screen.
**Abstract:** Enter a brief abstract describing your proposed project. Figures are allowed. *Once you’ve entered your abstract, click on the “next” link on the upper right corner of your screen.*

**Image upload:** Allowed file extensions: .jpe, .jpeg, .jpg, .gif, .png.)

Maximum file size: 30 MB

After image is uploaded you can select “more options” to adjust image

Adjust settings, style, seize, layout, etc

Upload image from computer or web site

[Image upload: Allowed file extensions: .jpe, .jpeg, .jpg, .gif, .png.)

Max.: 30 MB

Paste from Word

[Upload image](image)

[Image upload: Allowed file extensions: .jpe, .jpeg, .jpg, .gif, .png.)

Max.: 30 MB]
**Environmental, Safety & Health:** Answer the required question regarding any ES&H concerns/issues. Once your selection is complete, click on the “next” link on the upper right corner of your screen.
**Proposed Research:** Use the proposal template to copy and paste each section into the rich text fields. Include images as needed (see pg. 15 for additional image upload information). Once you’ve entered your proposed research, click on the “next” link on the upper right corner of your screen.

[Image of the web interface with highlighted areas indicating where to paste from Word and where to upload images.]

**Paste from Word**

**Upload image**
(Allowed file extensions: .jpe, .jpeg, .jpg, .gif, .png.)
Max.: 30 MB
Maximum file size: 30 MB

Upload image from computer or web site

After image is uploaded you can select “more options” to adjust image

Adjust settings, style, size, layout, etc
Proposed Research (continued): Use the proposal template to copy and paste each section in to the rich text fields. Include images as needed (see pg. 15 for additional image upload information). Once you’ve entered your proposed research, click on the “next” link on the upper right corner of your screen.

What is (are) the expected impact(s) of this user project? (word limit 150) *

What specific work will be performed at the user’s institution in preparation for, or in support of, the proposed CINT work? (sample preparation, complementary characterization, calculations -- word limit 200) *

What specific tasks will be performed by the user(s) in conjunction with CINT? For each task, include task duration, expected task outcome, requested instrument(s) and CINT staff engagement. (word limit 300) *

Key References: *
Review and Submit: Once you have reviewed your proposal, you may print a copy of the proposal by selecting the link “Click for printer-friendly version” and you may submit your proposal by selecting the “submit” button at the upper right corner or bottom right hand corner of your screen.

If you have not completed all the required fields within a section, you will be given an error message. You will need to go to the section(s) with a red X and complete the required fields prior to submitting your proposal.
Once your proposal has been submitted you will see a confirmation message. You should also receive an email confirmation. If you do not receive an email confirmation, please first check your profile to make sure you entered the correct email address.
When proposal has been submitted you can click on the “My Proposals” tab where you will see your proposal listed under the current call with a status shows as “submitted” as well as proposal number. Once a proposal has been submitted you will not be able to delete or edit a proposal. Your options are to “View”, “Copy” or “Withdraw” your proposal. If you need to make changes to the proposal please withdraw the current proposal, copy it and resubmit once the changes are complete. When you have finished your can Log Out of the system using the button on the top right hand corner of your screen.

For any questions, please contact Heather Brown @ hdbrown@sandia.gov