



October 18, 2010

To: Users of TRIUMF's Molecular and Materials Science Programs

SUBJECT: **NOTICE OF TRIUMF MOLECULAR AND MATERIALS SCIENCE EEC MEETING
– December 2010**

The next meeting of the TRIUMF Molecular and Materials Science EEC Committee will take place on:

Monday & Tuesday, December 6 & 7, 2010

The DEADLINE for receipt of New Proposals and Progress Reports is firm at:

**Friday, November 12th, 2010
(Midnight, Vancouver time)**

New Research Proposals

- **Spokespersons:** Before you can proceed, you must contact the Science Division office at sciencediv@triumf.ca (or 604-222-7438). The Division's Administrative Assistant will issue you an experiment number. You will need to include the Spokespersons' name and contact information as well as the title of your proposed experiment. After you receive a number, please contact TRIUMF Admin Computing by filling out the online form at <https://admin.triumf.ca/d2w-sec/internalid/apply> to receive a user ID and password (if you do not already have one).
- Proceed to on-line submission at <http://mis.triumf.ca/science/experiment>
****PLEASE NOTE THIS IS A NEW LINK!****
- Please follow the detailed instructions, which we ask that you read carefully before beginning your submission.

For Progress Reports

- Progress reports are required for all ongoing experiments that have not been reviewed since December 2008, and all approved experiments for which additional beam time is requested. Failure to report within a two-year period will result in an experiment being declared inactive.
- **Spokespersons:** Go to <http://mis.triumf.ca/science/experiment>

- log in to the on-line system with your user ID and password. (If you do not know your user ID and password, please contact TRIUMF Computing at mis@triumf.ca).
- Please follow the detailed instructions, which we ask that you read carefully before beginning your submission.

For planning purposes, we would like to know in advance of any expected submission. Please send an email to sciencediv@triumf.ca at least one week before the deadline.

Both new proposals and progress reports should conform to the following rules:

- The length of the Detailed Statement of Progress (for ongoing proposals) or Detailed Statement of Proposed Research (for new proposals) should not exceed 4 pages (with figures and references included). The font size should be Times Roman 12 pt or equivalent. Publications should not be included as part of the proposal; they should be cited in the references.
 - **A proposal that exceeds this 4-page limit and/or uses smaller fonts will not be evaluated by the MMS-EEC.**
- Some references should accompany the proposal. The Committee makes regular use of those references to assist it in assessing the scientific merit of a proposal. Failure to provide references will therefore typically undermine a proposal.
- In addition to those 4 pages, a single page list of selected publications by the spokesperson(s) should be included. The papers listed should be of direct and immediate relevance to the scientific nature of the proposal. This list should include (i) published or submitted papers which present results obtained from the given (and previously approved) beam time for the pertinent experiment and/or (ii) papers which pertain to investigations from other experiments of relevance to the proposal (including μ SR or β -NMR), but not directly resulting from beam-time allocation for the given proposal. The Committee does not want to see a spokesperson's career-long publication list attached to the proposal.
 - **A proposal that includes more than 1 page of publications from all the spokespersons will not be evaluated by the MMS-EEC.**
- It is required that presentations be made available 48 hours prior to the EEC meeting so that the Committee members may review the material as part of their assessment both before and after the presentations. (Access to the files is restricted to Committee members, who will treat them confidentially in the same manner as referees for journals.)
 - **Presentations that are not available at least 48 hours prior to the beginning of the EEC meeting will not be evaluated by the MMS-EEC.**

- Proposers should check to see that the work that they propose has not already been submitted to TRIUMF and approved for another μ SR or β -NMR group.
 - **Under most circumstances, the MMS-EEC will not approve separate, independent groups to study the same materials under very similar experimental configurations, or try to divide the study of a particular material among two (or more) μ SR or β -NMR groups proposing relatively minor variations in experimental configurations (i.e., sample orientation, applied fields, etc.).**

Any problems during the submission process should be reported to the Science Division office at sciencediv@triumf.ca (604-222-7438 for assistance).

The following direct links should be helpful:

Link to Call for Submissions:

<http://www.triumf.ca/research/experimental-program/reports-agendas-minutes>

Link to Guides and Forms:

<http://www.triumf.ca/research/experimental-program/how-submit-proposal>

Link to EEC Committee Information:

<http://www.triumf.ca/research/experimental-program/about-eeec-committees>

Members of the Molecular and Materials Science Experiments Evaluation Committee are:

Chair: Robert (Bob) Cywinski – University of Huddersfield, UK

Secretary: Paul Percival – Simon Fraser University/TRIUMF

Members: Leon Balents – University of California, Santa Barbara, USA
 Gordon Ball – TRIUMF (ex-officio)
 Michael Gingras – University of Waterloo, ON, Canada
 Karen Kavanagh – Simon Fraser University, BC, Canada
 Yong-Baek Kim – University of Toronto, ON, Canada
 Stephen Nagler – Oak Ridge National Laboratory, TN, USA
 Emil Roduner – University of Stuttgart, Germany