



September 24, 2012

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

**SUBJECT:** **NOTICE OF TRIUMF MOLECULAR AND MATERIALS SCIENCE EEC MEETING  
– December 2012**

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

**Thursday & Friday, December 13<sup>th</sup> & 14<sup>th</sup>, 2012**

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

**Wednesday, October 24<sup>th</sup>  
(Midnight (23:59), Vancouver time)**

**New Research Proposals**

- **Spokespersons:** Before you can proceed, you must contact the Science Division office at [sciencediv@triumf.ca](mailto:sciencediv@triumf.ca). The Science 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://mis.triumf.ca/identity/request/nonemployee.jsf> to receive a secure access ID and password (if you do not already have one).
- Proceed to online submission at <http://mis.triumf.ca/science/experiment>.
- 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 2010, 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 <https://mis.triumf.ca/science/experiment/spokesperson/list.jsf>

- Login to the online system with your secure access ID and password. (If you do not know your user ID and password, please contact TRIUMF Computing at [mis@triumf.ca](mailto: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](mailto: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  $\mu$ SR or  $\beta$ -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  $\mu$ SR or  $\beta$ -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)  $\mu$ SR or  $\beta$ -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](mailto:sciencediv@triumf.ca) (604-222-7438 for assistance).

The following direct links should be helpful:

Link to Call for Submissions:

<http://www.triumf.ca/experimental-program/call-for-submissions-agendas>

Link to Guides and Forms:

<http://www.triumf.ca/experimental-program/mms-eec-process>

Link to EEC Committee Information:

<http://www.triumf.ca/experimental-program/about-molecular-materials-science>

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

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

**Secretary:** Iain McKenzie –TRIUMF

**Members:** Leon Balents – University of California (Santa Barbara, USA)  
 Kim Chow – University of Alberta (Edmonton, Canada)  
 Yong-Baek Kim – University of Toronto (Toronto, Canada)  
 Douglas MacLaughlin – University of California (Riverside, USA)  
 Stephen Nagler – Oak Ridge National Laboratory (Oak Ridge, USA)  
 Emil Roduner – University of Stuttgart (Stuttgart, Germany)  
 Oleg Tchernyshyov - Johns Hopkins University (Baltimore, USA)