April 29, 2013

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

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

The next meeting of the TRIUMF Molecular and Materials Science Experiments Evaluation Committee (MMS-EEC) will take place on:

Monday & Tuesday, July 15th & 16th, 2013

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

Wednesday, June 5th, 2013
(Midnight (23:59), Vancouver time)

There are several points about the operation of this and future MMS-EEC meetings that we need to communicate to the user community.

1) The committee will only accept new or continuation proposals for muSR experiments using surface muons or betaNMR. No proposals involving the M9B beamline will be accepted until we have a better idea as to its availability. The EEC will allocate shifts commensurate with the rate at which they are currently being used, specifically 300 muSR shifts and 45 betaNMR shifts per MMS-EEC meeting.

2) Continuation proposals will only be considered if they are directly related to the original proposal. A new experiment number should be requested if this is not the case. If you have any questions about whether a new experimental number is necessary please discuss the matter with the head of the MMS-EEC (Stephen Nagler) and the Scientific Secretary (Iain McKenzie).

3) The MMS-EEC would like all experiments performed on the CMMS beamlines to be at the forefront of scientific research. In order to guarantee this goal the committee has decided to examine muSR experiments using surface muons and betaNMR experiments that have shifts allocated but that have not been reviewed by the MMS-EEC nor received beam time since January 2011.
- Experiments with two shifts or less of allocated beam time will be automatically closed.
- Experiments with medium, medium-low and low priority will be automatically closed.
- Researchers with high or medium-high priority experiments must submit a progress report if they wish to keep the previously allocated shifts. The MMS-EEC will evaluate the progress reports and decide to either preserve the allocation or close the experiment. If no report is received the experiment will be closed.

4) In order to ensure that shifts are used in a timely fashion and to maintain a balance between shifts allocated and shifts used we are proposing that allocated shifts will automatically disappear 2 years after being awarded if they have not been used. Shifts allocated at a July MMS-EEC meeting will expire at the end spring/summer schedule two years later and shifts allocated at a December MMS-EEC meeting will expire at the end of the fall schedule two years later. Shifts allocated to already approved experiments will expire at the end of the spring/summer schedule in 2015. Previously allocated shifts on the M9B beamline will be exempt from the proposed automatic expiry until the beamline is fully operational.

New Research Proposals

- **Spokespersons**: Before you can proceed, you must contact the Science Division office at 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 https://mis.triumf.ca/science/experiment/spokesperson/list.jsf.
- 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).
- 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 μSR 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 μSR 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) μSR 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/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: Stephen Nagler – Oak Ridge National Laboratory (Oak Ridge, USA)

Secretary: Iain McKenzie –TRIUMF

Members: Leon Balents – University of California (Santa Barbara, USA)
Adrian Hillier – ISIS (Didcot, UK)
Yong-Baek Kim – University of Toronto (Toronto, Canada)
Douglas MacLaughlin – University of California (Riverside, USA)
Alexander Moewes – University of Saskatchewan (Saskatoon, Canada)
John Preston – McMaster University (Hamilton, ON)
Emil Roduner – University of Stuttgart (Stuttgart, Germany)
Oleg Tchernyshyov - Johns Hopkins University (Baltimore, USA)