

April 26<sup>th</sup>, 2016

**To:** Users of TRIUMF's Subatomic Physics Facilities  
TRIUMF Subatomic Physics Experiments Evaluation Committee Meeting

**SUBJECT: NOTICE OF THE TRIUMF SUBATOMIC PHYSICS EEC MEETING**

The next meeting of the TRIUMF Subatomic Physics Experiments Evaluation Committee (SAP-EEC) will take place on:

**Friday & Saturday, July 22<sup>nd</sup> & 23<sup>rd</sup>, 2016**

The DEADLINE for submitting Letters of Intent, New Proposals, and Progress Reports is firm at:

**Tuesday, June 21<sup>st</sup>, 2016  
(Midnight, Vancouver time)**

If you would like to submit a proposal to be reviewed at the July 2016 meeting, please be sure to follow the instructions below and adhere to the deadline.

**Please note:** Spokespersons are required to make the facility coordinator(s) and/or collaboration spokespersons for the relevant experimental facilities aware of their new proposal(s). The facility coordinator list can be found at <http://www.triumf.ca/research-program/planning-experiments/resources-while-planning>, under the heading "List of Coordinators".

If you are planning to propose an experiment with **accelerated beams of high-mass** make sure to read the guidelines for estimating the post-accelerated yields that are provided online [here \(CSB Guidelines\)](#). Please use the transmission numbers and the web-tool to estimate the on-target intensities and major contaminations. Please ensure that you have discussed the proposal with the experts of the respective ISAC-II facilities ([refer to the Science Division Facility Coordinators Document](#)).

**Please be reminded that if your experiment was approved at the January 2014 EEC or before, and has not taken shifts or is scheduled to run in Schedule 130, your approved high priority shifts will expire unless you submit a progress report and obtain EEC approval. Shifts for medium priority experiments will expire in any case automatically and an extension cannot be requested.**

All new proposals and progress reports will be required to make a formal presentation to the committee during the meeting, unless advised otherwise. If you plan to present via video conferencing please contact the Physical Sciences Division at [sciencediv@triumf.ca](mailto:sciencediv@triumf.ca).

The Subatomic Physics EEC approval process has two approval processes available, depending on whether your proposal is a:

**Letter of Intent (LoI):**

Describes the intent to carry out a certain experiment or scientific program for which a substantial extension of the facility capabilities is needed. These extensions include 1) development of certain beams with sufficient intensities and purities; 2) new experimental capabilities, such as major new equipment or new techniques. LoIs should provide an estimate of the amount of beam time necessary to carry out this program. In particular, for long-term programs that would require large amounts of beam time, it is important for TRIUMF and the EEC to be aware of such needs.

The EEC evaluates the scientific and technical merit and judges - with input from the facility - the general feasibility of the proposed research, explicitly taking into account the approximate amount of beam time required.

For experimental or beam production facility upgrades that have a significant impact on TRIUMF either during the upgrade or in subsequent operation a [Project Charter Sheet](#) should be submitted. The LoI and EEC report would be part of the input to the Gate Review process.

The EEC may **endorse the LoI with high or medium priority (1 and 2 respectively) OR not endorse an LoI**, which is deemed technically unfeasible, or if the scientific case does not have sufficient merit.

The endorsement of an LoI signals that the EEC and TRIUMF support the general experimental program proposed and expects that competitive proposals for this program will be submitted on the timeline presented in the LoI. Any beam development needs for the proposed program will be entered into the beam development plan (see below). The proponents are encouraged to seek funding for and complete any planned technical developments. Once a requested beam development has been achieved the results will be posted in the yield database. There will be no direct communication with the spokespersons to alert them of a successful beam development. The proponents are expected to submit proposals for experimental shifts once readiness of beam(s) and experimental equipment has been established.

Please note that the endorsement of an LoI does not guarantee the acceptance of proposals based on the developments proposed in the LoI but these proposals will be judged on their scientific merit at the time of submission and in comparison to other submissions. **TRIUMF management will communicate the support for an endorsed LoI to NSERC and other funding agencies, as required.** Once LoIs have been reviewed there is no follow-up directly related to the LoI. New proposals related to the LoI will individually obtain experiment numbers that are not connected to the LoI. Reference to the LoI can and should be made in the proposals where appropriate.

**Proposal:**

Proponents ask for an allocation of a number of shifts for a clear scientific case on the basis of the best estimate of achievable beam intensities and experimental efficiencies. Beam can be expected with reasonable certainty to be available within 2 years, i.e. no major new developments needed. Technically the experiment should be convincingly mature to successfully run. New equipment should have been successfully commissioned. If it uses only well-established standard technologies an explicit commissioning may not be needed. The EEC will review proposals and either grant the statuses of: **approved with high or medium priority** and allocate a certain number of; **not approved** if deemed technically unfeasible, if the scientific case does not have sufficient merit, or if beam time is limited and the scientific case is less compelling than that of other proposals submitted; the EEC may **defer** the experiment if the EEC feels that the information presented is not sufficient or the EEC feels it has not sufficient expertise to judge the case and as a result recommends that an external expert review is conducted.

**NOTE: If you are intending to propose an experiment for which some of the isotope yields have been established while other yields have yet to be established, please submit this as one proposal with a beam request for the isotopes that have been demonstrated and a request for beam development for the other isotopes.**

**After 2 years** the proponents must submit a progress report if they have not run the experiment and the proposal expires unless the EEC sees a special reason to keep it active. The request for shifts in progress reports compete with all other submissions. The maximum number of RIB shifts approved per EEC meeting is 50% of the maximum RIB beam time delivered per year. Currently that corresponds to about 110 RIB shifts that can be approved at the July EEC meeting.

For a list of beams available, please visit the [ISAC Yield Database](#).

For New Research Proposals or Letters of Intent

**Spokespersons:** Before you can proceed, you must contact the Science Divisions office at [sciencediv@triumf.ca](mailto:sciencediv@triumf.ca) (604-222-7438), please include the spokespersons names, contact information, and name of the experiment. The divisions' Administrative Assistant will issue you an experiment number. After you receive a number, you will need to be issued a TRIUMF Login which you can [apply for online](#). If you have a TRIUMF Login already, but cannot remember your username or password, you can reset it by visiting <https://mis.triumf.ca/identity> then click "Change Password" and "Forgot Password".

Proceed to the [Spokespersons' Portal](#) to start filling in the information for the experiment proposal. Please follow the instructions, which we ask that you read carefully before beginning your submission (instructions can be found on the ["How To Submit a Proposal"](#) webpage).

## Progress Reports

**Spokespersons:** Go to the [Spokespersons' Portal](#). Login to the Spokespersons' Portal with your TRIUMF Login and password. Click on the experiment number and then click on "New Submission" to start your progress report. Please follow the instructions, which we ask that you read carefully before beginning your submission (instructions can be found on the "[How To Submit a Proposal](#)" webpage). You can reset your TRIUMF Login by visiting <https://mis.triumf.ca/identity> then click "Change Password" and "Forgot Password". If you do not have a TRIUMF Login you can [apply for one online](#).

Any problems or bugs during the submission process should be reported to the Science Divisions office at [sciencediv@triumf.ca](mailto:sciencediv@triumf.ca) (or by telephone at 604-222-7438).

The following direct links should be helpful:

- [The Spokespersons' Portal can be found at https://mis.triumf.ca/science/experiment/spokesperson/list.jsf](https://mis.triumf.ca/science/experiment/spokesperson/list.jsf)
- The Guides and Forms can be found at <http://www.triumf.ca/research-program/planning-experiments/how-submit-proposal/sap-eec-process>
- The SAP Committee Information can be found at <http://www.triumf.ca/research-program/planning-experiments/experiment-approval/about-subatomic-physics>
- The Call for Submissions can be found at <http://www.triumf.ca/research-program/planning-experiments/experiment-approval/call-for-submissions-agendas>

The Subatomic Physics Experiments Evaluation Committee consists of international experts in theoretical and experimental subatomic physics:

**Chair:** Roderick Clark – Lawrence Berkeley National Laboratory, USA

**Secretary:** Sonia Bacca – TRIUMF, Canada

**Members:** Catherine Deibel – Louisiana State University, USA  
Greg Hackman – TRIUMF, Canada  
Oscar Naviliat Cuncic – NSCL Michigan State University, USA  
Thomas Nilsson – Chalmers University of Technology, Sweden  
Guy Savard – Argonne National Laboratory, USA  
Ingo Wiedenhoever – Florida State University, USA

**Ex-officio:** Jens Dilling – TRIUMF, Canada