

April 12, 2016

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, June 20th & 21st, 2016

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

Tuesday, May 10th, 2016
(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 user fee has been removed for all non-commercial experiments.** The charge of \$1.75 per litre of liquid helium remains.
2. Spokespersons' should submit a single proposal to request beam time for μ SR experiments on different instruments or different sample environments. Spokespersons' must submit separate proposals for μ SR and β NMR experiments.
3. The EEC will allocate shifts commensurate with the rate at which they are currently being used, specifically 300 μ SR shifts and 50 β -NMR shifts per MMS-EEC meeting. These numbers result from the full operation of M15 and M20 and five weeks per year running on the β -NMR and β -NQR spectrometers. The number of shifts allocated per meeting will be increased once the M9 beamlines and ARIEL are operational.
4. Progress Reports 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 there are any questions about whether a new experiment number is necessary the spokespersons should discuss the matter with the head of the MMS-EEC (Robert Scheuermann) and the Scientific Secretary (Iain McKenzie).
5. In order to ensure that shifts are used in a timely fashion and to maintain a balance between shifts allocated and shifts used, allocated shifts will automatically disappear 2 years after being awarded if they have not been used.

Previously allocated shifts on the M9B beamline will be exempt from automatic expiry until the beamline is fully operational.

6. μ SR and β -NMR/ β -NQR experiments run 24-hours a day. Please ensure that you have sufficient manpower to staff your experiment. The Centre for Molecular & Materials Science (CMMS) recommends at least three people per experiment to be present at TRIUMF.

New Proposals

- **Spokespersons:** Before you can proceed, you must contact the Science Divisions office at sciencediv@triumf.ca. The Science Divisions 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 an experiment number, please contact TRIUMF Admin Computing by filling out the online form at <https://mis.triumf.ca/identity/request/nonemployee.jsf> to receive a TRIUMF Login and password (if you do not already have one).
- Proceed to the Spokespersons' Portal to start your 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.

Progress Reports

- Progress reports are required for all ongoing experiments that have not been reviewed since January 2014, and all approved experiments for which additional beam time is requested.
- **Spokespersons:** Go to the Spokespersons' Portal at <https://mis.triumf.ca/science/experiment/spokesperson/list.jsf> and login with your TRIUMF Login to start your progress report. 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".
- Follow the [detailed instructions](#), which we ask that you read carefully before beginning your submission.

For planning purposes, we would like to be advised in advance if you are planning to submit a progress report. 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 proposal should include a clear statement of what beam time and facilities are requested, a confirmation of whether the proposed samples are in hand or not, a statement of what other characterization has been or will be carried out,

and a clear justification for using muons and for the number of shifts requested. If you are unsure about any of this please contact the Scientific Secretary (Iain McKenzie) or a [CMMS facility scientist](#).

- The length of the Detailed Statement of Progress (for ongoing proposals) or Detailed Statement of Proposed Research (for new proposals) must not exceed 4 pages (with figures and references included). The font size should be Times New 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.
- The Detailed Statement of Progress should refer to comments made by the committee concerning previous proposals. The same is true for new proposals that are closely related to a past experiment. Failure to respond to the comments of the committee 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.**
- The MMS-EEC no longer accepts presentations. The spokesperson(s) must ensure the proposal contains all the relevant information for the committee's deliberations as not additional material can be submitted.
- 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 Divisions office at sciencediv@triumf.ca (call 604-222-7438 for assistance).

The following direct links should be helpful:

Link to Call for Submissions:

<http://www.triumf.ca/research-program/planning-experiments/experiment-approval/call-for-submissions-agendas>

Link to Guides and Forms:

<http://www.triumf.ca/research-program/planning-experiments/how-submit-proposal/mms-eec-process>

Link to EEC Committee Information:

<http://www.triumf.ca/research-program/planning-experiments/experiment-approval/about-molecular-materials-science>

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

Chair: Robert Scheuermann – Paul Scherrer Institute (Villigen, Switzerland)

Secretary: Iain McKenzie –TRIUMF

Members: Sean Giblin – Cardiff University (Cardiff, Wales)
Michel Gingras – University of Waterloo (Waterloo, Canada)
Kenji Kojima – KEK (Tsukuba, Japan)
Mark Lumsden – Oak Ridge National Laboratory (Oak Ridge, USA)
Joel Moore – University of California, Berkeley (Berkeley, USA)
John Ripmeester – National Research Council of Canada (Ottawa, ON)
Kate Ross – Colorado State University (Fort Collins, USA)