May 9th, 2017

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 7th & 8th, 2017

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

Wednesday, June 7th, 2017
(Midnight, Vancouver time)

If you would like to submit a proposal to be reviewed at the July 2017 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 requested from Andie Lippingwell (sciencediv@triumf.ca) or found here. Please be aware that many facilities encourage their own internal deadlines for submission so that proposals can be internally checked before final submission.

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.

Important New Information: There will be a number of changes in this upcoming EEC that we'd like to make users aware of.

Firstly, TRIUMF **will be moving to an 8-hour shift pattern**. This means that when calculating the number of shifts required to perform your experiment, you should use 8 hours instead of 12 hours. The EEC will award shifts based on this system from this meeting forward. All shifts currently still on the books will be retroactively converted into 8-hour ones.

In addition, the two year time window for the expiration of SAP experiments will henceforth be extended to three years. This means that experiments approved at the upcoming July 2017 meeting will expire before the January 2021 EEC meeting, unless the experiment has provided a progress report to an EEC committee meeting prior to that.

Lastly, please note that in order to accommodate critical work to help accelerate the ARIEL project, the Fall 2017 schedule (schedule 133) will consist of an operation with simple ISAC targets and ion sources. The schedule will run from 11th October until 15th December. We are currently limiting the possible target materials to tantalum and silicon carbide, and ion sources to the surface ionizer (SIS), laser ion source (TRILIS), or FEBIAD. Users should take this into consideration when submitting requests to the July 2017 EEC meeting for experiments planned in the Fall.

Please be reminded that if your experiment was approved at the January 2015 EEC or before, and has not taken shifts or is scheduled to run in Schedule 132, 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 Andie Lippingwell at the Physical Sciences Division: sciencediv@triumf.ca.

The Subatomic Physics EEC approval process has two approaches 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 qualities; 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 at a given intensity, and correspondingly enter this as a shift request in the online submission system. 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** that 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).

For extensions to their experimental facility, 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. Further inquiries about beam development status can be directed to Chris Ruiz (ruiz@triumf.ca). 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, if requested.** 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 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 shifts; **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. Please note that an experiment which is deferred twice in a row will be by definition put in the category of not approved.

Starting from the July 2017 EEC, approved stable beam experiments will also be given either high or medium priority, as opposed to medium priority by default. The level of priority will be decided upon based on the strength of the scientific case, while also factoring in the uniqueness of the experiment as proposed using facilities at TRIUMF.

NOTE: If you intend 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 shift request for the isotopes that have been demonstrated, and a request for beam development for the other isotopes.

Before the 3 years expiration, the proponents must submit a progress report if they have not run all shifts of the experiment and the proposal expires unless the EEC sees a special reason to keep it active. The request for remaining or new 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 150 8-hour 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 (Andie Lippingwell) at sciencediv@triumf.ca (604-222-7438), please include the spokespersons names, contact information, and name of the experiment. The division's 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 (or by telephone at 604-222-7438). In addition, you can contact the ISAC Liaison Scientist, Martin Alcorta, (malcorta@triumf.ca) with detailed questions or request for information.

The following direct links should be helpful:

- The Spokespersons' Portal can be found at 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: Thomas Nilsson – Chalmers University of Technology, Sweden

Secretary: Sonia Bacca – TRIUMF, Canada

Members: Greg Hackman – TRIUMF, Canada
Jason Holt – TRIUMF, Canada
Oscar Naviliat Cuncic – NSCL Michigan State University, USA
Guy Savard – Argonne National Laboratory, USA
Ingo Wiedenhoever – Florida State University, USA
Catherine Deibel – Louisiana State University, USA
Marialuisa Aliotta – University of Edinburgh, UK

Ex-officio: Jens Dilling – TRIUMF, Canada