

Friday, February 4, 2022

2022 Particle Physics Experiment Evaluation Committee (PP-EEC) Meeting in March

Dear Experimenters,

The second annual **Particle Physics Experiment Evaluation Committee (PP-EEC)** for particle physics proposals related to the Electron Hall, Meson Hall and UCN beam line channels at TRIUMF will take place virtually on **Thursday, March 24th, 2022**. Reminder: what was the SAP-EEC has been renamed the Nuclear Physics Experiment Evaluation Committee (NP-EEC) as of Spring 2021. Documentation and updates on the TRIUMF web pages to reflect these changes are ongoing.

We are pleased to share with you that the PP-EEC will again be chaired by Natalie Roe (LBNL) and she will again be joined by the following committee members: Concettina Sfienti (Mainz), Deborah Harris (York/FNAL), Ralf Kaiser (ICTP), Natalia Toro (SLAC), Makoto Fujiwara (TRIUMF) and David McKeen (TRIUMF), who is also the committee's secretary.

Submissions that will be accepted are:

1. **New Letters of Intent** for experiments for which a substantial extension of the facility capabilities is needed. These extensions include either development of certain beams with sufficient intensities and purities or developments of new facilities enabling new experimental capabilities, such as major new equipment for new techniques.
2. **New Proposals** for experiments that use well-established technologies and can use existing beamlines and no major new developments are needed.
3. **Progress Reports** for existing experiments (proponents will be contacted directly).

The main purpose of this meeting is to evaluate new particle physics experiments either for Letters of Intent or Proposals and, if applicable, to allocate available shifts. It will also give the committee an opportunity to hear Progress Reports from existing experiments.

If you are planning on a submission, please email sciencediv@triumf.ca for an experiment number. The email should include the names and email addresses of the spokespersons and the title of the experiment. **The deadline for submission of all Proposals, Progress Reports, and Letters of Intent is Friday, March 11th at 23:59 Pacific Time.** Submissions should be made through the Science Applications Portal: <https://mis.triumf.ca/science/index.jsf> Forms and additional instructions of how to submit are appended to this document.

Should you have any questions or concerns regarding the process for this upcoming PP-EEC meeting, please contact us at sciencediv@triumf.ca.

Yours sincerely,

Petr Navratil

Interim Associate Laboratory Director
Physical Sciences Division

Oliver Stelzer-Chilton

Particle Physics Department Head
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Allayne McGowan

Administrative Assistant
Physical Sciences Division

Attachments: Three-Step Process for Letters of Intent (LOIs)
 Three-Step Process for New Proposals or Progress Reports

Three-Step Process for Letters of Intent (LOIs)

First, request a LOI number from the Physical Sciences Division Administrative Assistant by email (sciencediv@triumf.ca). The email should include the names and email addresses of the spokespersons and the title of the experiment.

Second, if you are a new experimenter to TRIUMF you will need to sign up for a TRIUMF login (TRIDENT). Please send a request to sciencediv@triumf.ca.

Once you have your LOI number and TRIUMF Login, you can proceed to the [Spokespersons' Portal](#) and prepare and submit your LOI. Please fill out **all** of the information relevant to your experiment (at a minimum the summary section). You will need to upload a Detailed Statement for your LOI. Templates can be found [HERE](#).

When your LOI is complete you will need to go to the "Review for Submission" section and click "Submit LOI to the EEC" **(you are able to edit your submission until the deadline, you will need to click the "Retract submission" button, then edit your LOI, but please remember to hit submit when you are ready to submit).**

General Rules for Submission

Detailed Statements (see the templates) are not to exceed 10 pages (including figures and references). The font size should be Times New Roman 12 or equivalent. Publications should be not included but cited as references. You may upload a Spokespersons Publications PDF and/or a References and Publications PDF.

Three-Step Process for New Proposals or Progress Reports

New Proposals: First, request an experiment number from the Physical Sciences Division Administrative Assistant by email (sciencediv@triumf.ca). The email should include the names and email addresses of the spokespersons, the title of the experiment.

Progress Reports: Visit the [Spokespersons' Portal](#) and select the experiment you will submit a progress report for. Then select "Create New Submission" from the left-hand side and select the upcoming EEC Meeting (202203S). Follow the next steps as you would a new proposal.

Second, if you are a new experimenter to TRIUMF you will need to sign up for a TRIUMF login (TRIDENT). Please send a request to sciencediv@triumf.ca.

Once you have your experiment number and TRIUMF Login, you can proceed to the [Spokespersons' Portal](#) and prepare and submit your new proposal or progress report. Please be sure to fill out **all** of the information relevant to your experiment. Be sure to upload the PDF of your Detailed Statement and Spokesperson Publications. Templates can be found [HERE](#).

When your new proposal or progress report is complete you will need to go to the "Review for Submission" section and click "Submit Report to the EEC" **(you are able to edit your submission until the deadline, you will need to click the "Retract submission" button, then edit your new proposal or progress report, but please remember to hit submit when you are ready to submit).**

Please note, you will have to make a presentation (usually ~10-15 minutes) to the EEC. The slides for your presentation will need to be submitted to the Physical Sciences Division Administrative Assistant ideally 48 hours before the meeting starts.

General Rules for Submission

Detailed Statements (see the templates) are not to exceed 10 pages (including figures and references). The font size should be Times New Roman 12 or equivalent. Publications should be not included but cited as references. You may upload a Spokespersons Publications PDF and/or a References and Publications PDF.