

Proposal Form Description and Guidelines

Please read the Proposal Form Description and Guidelines entirely before submitting a CNM Proposal

You must register online through the [User Facility Registration System](#) **BEFORE** submitting a CNM Proposal. All individuals coming to Argonne must register, receive a badge number, and receive access permission for arrival. You will receive a badge number by e-mail.

To log on to the [Online User Proposal System](#) for the first time, enter your badge number and also use your badge number for your initial password. Once you are logged in, the system will ask you to change your password.

The CNM proposal has seven sections, each accessed by a tab on the online form.

Note: All proposals **MUST** be submitted through the web-based system.

1. General Section

1. Title
2. Funding source and field of research.
3. CNM Contact

We strongly recommend that you talk with at least one [CNM contact](#) to discuss your research needs and safety requirements before submitting a proposal. You may communicate with as many CNM contacts as needed. List the names of all CNM contacts you talked with.

2. Users Section

- a. Principal Investigator/Spokesperson
 - The PI's badge number is obtained through the [User Facility Registration System](#), as noted above.
 - All communications regarding the proposal, scheduling, etc., will be sent only to the PI. It is the PI's responsibility to communicate related information to others on the experiment team.
- b. Collaborator information
 - Complete as many fields as possible.

Note: Only experimenters identified by badge number can view the proposal online.

3. Abstract Section

Summarize the work you would like to accomplish (250 words maximum).

4. Capabilities Section

Select the [instrument\(s\) and or capabilities](#) needed for the experiment. You may select as many as you need from any of the [scientific groups](#). If selecting from more than one group, make sure you have spoken with a CNM contact from each group.

For Theory and Modeling proposals, the process is the same. Complete the sections describing the science proposed (abstract and description of research tabs). Then, on the capabilities tab, check the appropriate capabilities under the Theory and Modeling section. Once one or more of these is checked, a series of questions will appear in the usage tab, including how many compute hours are needed, what codes are needed, etc.

5. Description of Research Section

Provide sufficient details within the text boxes to justify your time request; complete answers are required. Do not use attachments alone to answer the questions; PDF files can be attached for supplemental purposes (not to exceed approximately three typed pages). This section should include:

- Complete description of the proposed experiment, which should identify the instruments needed or the capabilities required.
- Scientific impact and justification for the proposed experiment
- Expected accomplishments
- A brief listing of relevant publications

You may attach, in PDF format, the following:

- A short (two-page) CV of the PI and half-page biographies of up to two collaborators
- A modest amount of other supporting material, if needed

6. Usage Section

Some instruments or capabilities require that specific time requests be made here.

7. Safety Section

Complete all applicable information. Missing information may delay the safety review or result in rejection of the proposal.

