

May 8, 2024

To: Users of TRIUMF's Molecular and Materials Science and PIF & NIF Programs

Subject: CALL FOR PROPOSALS FOR THE TRIUMF MOLECULAR AND MATERIALS SCIENCE EXPERIMENT EVALUATION COMMITTEE

What follows is the updated step-by-step procedure on how to apply for μ SR, β -NMR and PIF & NIF beam time at TRIUMF. Information about the facilities can be found at the following websites: μ SR <http://musr.ca/>; β -NMR and β -NQR <http://bnmr.triumf.ca/>; PIF & NIF <https://www.triumf.ca/pif-nif>.

Step 1: Do You Need to Submit a Proposal?

- New Experiments: All new experiments must submit a proposal to be approved by the MMS-EEC.
- Approved Experiments: Shifts awarded by the MMS-EEC expire after 2 years if they have not been used. A progress report is needed 2 years after the previous submission if the spokespersons wish to keep the experiment active. If the proposed research is significantly different from the original proposal a new experiment number will be needed. If there are any questions about whether a new experiment number is necessary, the spokespersons should discuss the matter with the MMS-EEC Scientific Secretary (Iain McKenzie iainmckenzie@triumf.ca).
- Deferred experiments: Proposals can be submitted for deferred experiments under the old experiment number. Please respond to the comments raised by the MMS-EEC from the previous submission.

Step 2: Discuss Your Proposal with a TRIUMF scientist.

TRIUMF scientists can offer scientific and technical guidance on designing experiments to ensure they can succeed. It is expected that you will include your TRIUMF local contact in the initial experiment planning, through its execution and as a co-author on your subsequent publication(s).

- For μ SR and β -NMR measurements, please contact a CMMS scientist well in advance of the proposal submission deadline to discuss your proposal. If you do not have an existing collaboration with a CMMS scientist, please contact iainmckenzie@triumf.ca with a description of your proposed experiment and he can refer you to the appropriate person. A list of CMMS scientists and their research areas can be found here: <https://musr.ca/personnel.html>
- Please contact Mike Trinczek (trinczek@triumf.ca) regarding PIF & NIF proposals.

Step 3: Request a New Experiment Number.

If you are submitting a new proposal, please request an experiment number from sciencediv@triumf.ca. When requesting an experiment number please provide the following information:

- a. Name(s) of spokesperson(s).
- b. Experiment title.
- c. μ SR, β -NMR or PIF&NIF experiment. A single proposal can be used to request beam time for μ SR experiments on different instruments or with different sample environments. A single proposal can also be used to request beam time for experiments on β -NMR and β -NQR. However, Spokespersons must submit separate proposals for μ SR and β -NMR experiments, even if they concern the same material. Spokespersons may submit a single proposal to request beam time on different PIF & NIF beamlines.
- d. TRIUMF collaborator. A TRIUMF scientist needs to be listed as a member of the experiment.

The deadline to request a new experiment number is 2 weeks before the proposal submission deadline.

**New experiment numbers must be requested by
Wednesday, May 29th, 2024 at 23:59 PDT**

Step 4: Request Access to the Spokespersons' Portal.

In order to have access to the Spokesperson Portal, we are required to register you and complete an online visitor form for you. Please contact the Science Division's office at sciencediv@triumf.ca to register. We will be sending you an email that will have your username for your TRIUMF identity (TRIUMF Login) and a link to a form that will need to be completed (the email will come from mis@triumf.ca).

Step 5: Prepare Your Proposal.

Once you have your experiment number and a TRIUMF Login, you can proceed to the Spokesperson Portal (<https://mis.triumf.ca/science/experiment/spokesperson/list.jsf>) 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 for New Proposals AND Progress Reports:

- Detailed Statement [MSWord](#) or [LaTeX](#)
- Spokesperson Publications List [MSWord](#) or [LaTeX](#)

The maximum length for the Detailed Statement of Research is 4 pages (with figures and references included). Please use at least 12 pt.

The Spokesperson Publications is a 1-page list of selected publications by the spokesperson(s). The papers listed should be of relevance to the scientific nature of the proposal and not the spokesperson(s) entire publication list.

Step 6: Submit Your Proposal.

The DEADLINE for receipt of new proposals and progress reports for μ SR, β -NMR and PIF & NIF experiments is firm at:

Wednesday, June 12th, 2024 at 23:59 PDT

Step 7: Viewing the Results of the MMS-EEC Evaluation.

The next evaluation of proposals by the MMS-EEC will take place on:

Friday, July 12th, 2024

The number of allocated shifts will be viewable on the TRIUMF Science Applications website the day after the conclusion of the MMS-EEC meeting. The comments of the MMS-EEC will be distributed to spokespersons as soon as possible.

Step 8: Requesting to Use Allocated Shifts.

You must submit a separate request to use your banked shifts in a particular beam period. The deadline to request to use banked shifts in Schedule 147 (October – December 2024) is firm at:

Wednesday, July 31st, 2024 at 23:59 PDT

You will receive a reminder about the beam request deadline in late July 2024. The beam request is submitted through the TRIUMF Science Applications website.

Members of the MMS-EEC are:

- Chairperson:** Takashi Imai – McMaster University (Hamilton, ON, Canada)
Secretary: Iain McKenzie – TRIUMF (Vancouver, BC, Canada)
Members: Andrea Bianchi – University of Montreal (Montreal, QC, Canada)
David Bryce – University of Ottawa (Ottawa, ON, Canada)
Sean Giblin – University of Cardiff (Cardiff, United Kingdom)
Jeffrey Rau – University of Windsor (Windsor, ON, Canada)
Jeff Quilliam – University of Sherbrooke (Sherbrooke, QC, Canada)
Zaher Salman – Paul Scherrer Institute (Villigen AG, Switzerland)

Information about the MMS-EEC can be found [here](#) and the Terms of Reference can be found [here](#).