



CINT Proposal Submission Guide

Includes:

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Proposal Submission Step-by-Step Guide



CINT Proposal Submission Checklist

Proposal Information

- Proposal Title
- Is this a continuation Proposal?
 - If yes,
 - Continuation of what proposal #
 - Accomplishments of prior proposal
 - Productivity of prior proposal (please list and publications, patents, reports, conference talks, etc.)
- Primary Funding Source
- *Rapid Access justification. Please clearly state the time sensitive need of accessing the facility .
- (**this applies to rapid access submissions only. Rapid Access submissions are not accepted during a regular call*)
- Is this research Proprietary? (i.e. you will not publish your project results and will be accessing the facilities for full cost recovery)
- Subject (select from dropdown menu):
- Have you been in contact with CINT staff regarding this proposal?
- How did you hear about CINT?
- Will your project require use of the Integration Lab (Clean Room)?
- Will your project require use of the TEM?
 - If yes,
 - Indicate (1-3 sentences) what type of measurements the instrument will be used for (eg. TEM and/or STEM imaging, Diffraction, EDS, EELS, etc.)
 - Identify who the majority of TEM analysis/experiments will be performed by (select from dropdown menu)
 - In terms of 4 hour TEM sessions, how many sessions per month do you request for this work?

Project Personnel (non-CINT)

Project personnel information: name, institution, email

Provide a brief description of project activities to be performed by each individual

CINT Contacts

Select the lead and support CINT scientist(s), from a dropdown menu, who will play a role in your proposal. One Lead scientist must be selected per proposal.

Provide a brief description of project activities to be performed by each CINT Scientist

Abstract

Enter a brief abstract describing your proposed project. Figures allowed.

Environmental, Safety & Health

Does your proposal involve bringing hazardous/controlled materials into a CINT facility?

Attachments

Upload your two-page proposal (.pdf only). We recommend that you follow the template provided in this document.



CINT User Proposal template – Description of Proposed Research

"CINT user proposals are evaluated by external reviewers based on six specific proposal elements. Proposals lacking any of that information will be at a competitive disadvantage for access to CINT. In order to ensure that your proposal contains all the expected information, we have provided a TEMPLATE (*next 2 pages of this document*). We encourage prospective users to download the template, enter the text/figures, then upload a pdf version of your completed 2-page proposal."

All CINT User proposals are expected to explicitly contain the following six element within the 2-page limit:

- 1. What is(are) the main scientific question(s) being addressed in this user project including the connection to nanoscience?** (*suggested length – 200 words*)
- 2. Briefly describe the state of research in this area and how your work is advancing the field.** (*suggested length – 150 word*)
- 3. What is(are) the expected impact(s) of this user project?** (*suggested length – 150 words*)
- 4. What specific work will be performed at the user's institution in preparation for, or in support of, the proposed CINT work?** (*sample preparation, complementary characterization, calculations*)
- 5. What specific tasks will be performed by the user(s) in conjunction with CINT? For each task, include task duration, expected task outcome, requested instrument(s) and CINT staff engagement. (This should be the longest and most detailed section.)**
- 6. Key References**



TEMPLATE

CINT User Proposal - Description of Proposed Research

Answer each question below. Proposers may determine the length of each response but the total document length cannot exceed 2 pages, including all text and figures.

(1) What is(are) the main scientific question(s) being addressed in this user project including the connection to nanoscience??

[suggested length – 200 words]

(2) Briefly describe the state of research in this area and how your work is advancing the field.

[suggested length – 150 words]

(3) What is (are) the expected impact(s) of this user project?

[suggested length – 150 words]

(4) What specific work will be performed at the user's institution in preparation for, or in support of, the proposed CINT work? *(sample preparation, complementary characterization, calculations...)*

(5) What specific tasks will be performed by the user(s) in conjunction with CINT? For each task, include task duration, expected task outcome, requested instrument(s) and CINT staff engagement. *(This should be the longest and most detailed section.)*

(6) Key References:



Tips for Writing a Competitive User Proposal

Contact the [facility staff](#) before writing. Staff are available to

- ✓ Provide details about the [equipment and capabilities](#), including availability or subscription
- ✓ Help confirm the feasibility of your approach
- ✓ Help estimate and justify the amount of facility time you are requesting
- ✓ Help address why this specific facility is the best choice to meet your requirements
- ✓ Discuss opportunities for collaboration that might strengthen your proposal
- ✓ Provide constructive comments on your draft proposal

Contact facility staff early— the number of requests and response time increases as the proposal deadline approaches.

Include background information on why the proposed research is important

- ✓ Include a precisely defined objective; do not combine loosely related research in a single proposal
- ✓ Clearly articulate the science case: state the problem and its importance
- ✓ Place your research plan in the context of what others have done and are doing; include references to literature where appropriate
- ✓ State why your proposal is timely and describe what is particularly innovative about your strategy to address the problem

Science at user facilities is diverse and reviewers cover broad areas. Don't assume all reviewers will be experts in your specialty.

Address how the research will make a difference. Focus on how this particular effort will contribute to the field. Describe the proposed work including samples, methods, and procedures.

- ✓ State clearly and exactly what you are going to synthesize, measure, or calculate
- ✓ Provide sufficient detail to demonstrate that you have thought carefully about your plan
- ✓ Describe the techniques to be used to generate and analyze the data
- ✓ Demonstrate familiarity with prior work done in this area
 - Refer to current literature, especially your own work
 - Summarize the key points of cited references and explain how your proposed work fits in
- ✓ Demonstrate your team's productivity at the facility, if applicable, by describing how the results of previous research was used and published
 - Describe related results (published and unpublished) from work done by your group
 - Include key data in graphic format

Ensure that your facility publication record is current.

- ✓ Explain why you need this particular user facility and [instruments or methods](#)
- ✓ Justify the amount of time requested
- ✓ Identify potential showstoppers and how you plan to avoid them; if you don't identify them, the reviewers will!

Show you made good use of prior facility time.

Be clear and specific, not vague or general



Proposal Submission Step-by-Step Guide

When you enter the proposal submission site (<https://cint.sandia.gov/>), this is the home page you will see. Please click “log in” in the upper right hand corner

THE CENTER FOR INTEGRATED NANOTECHNOLOGIES [Log In]

Proposal Home My Profile My Proposals

NEW TO CINT?

You have reached the Center for Integrated Nanotechnologies user proposal submission site. To learn more about CINT, or to browse the main CINT site, please click [here](#).

HOW TO GET STARTED:

- **Create an account:** This will give you secure access to both your past and current proposals.
- **Create or Update your Profile:** This will ensure that CINT has the latest information for you and the proposals you are part of. Click [here](#) to manage your profile.
- **Gather your Information:** The site is designed to guide you through the proposal submission process. You may stop at any point and return later to complete your proposals. Each step is saved as you progress.
- **Create an online proposal:** Log-in to your account using your email address and password. Follow the electronic step-by-step proposal submission links. Each proposal question has context-sensitive “help” to guide you through the process, and you may click [here](#) for a brief step-by-step guide. . Click [here](#) to view your proposals or create a new proposal.
- **Complete and submit:** After completing your proposal and entering all information, click the “submit” button on the review and submit page to submit your proposal.
- **Review Process:** Consists of scientific feasibility, ES&H, external proposal committee evaluation, and final committee consideration of all applicable scientific merit, technical feasibility, impact on field, and CINT capabilities.
- **Contracts:** For approved proposals, identified contract offices will be contacted for user agreement execution in preparation for your project start.
- **Proposal Notification:** You will receive formal notification via email of the decision regarding your User Proposal.
- **Guest Processing:** If our proposal is approved and you will be visiting the either of the CINT facilities, you will need to get an ID badge. Please contact your scientific liaison or CINT@lanl.gov for forms and information.

ANNOUNCEMENTS:


Click [here](#) to view your proposals.

AT A GLANCE
You are not currently logged in.
Click [here](#) to log in or register for an account.

Once at the Log In page:

- If you are a current account holder, please log in with your username and password. If you have forgotten one of these please use the retrieval information at the bottom of the page to have your information emailed to you.

- If you have never logged in to this system before please select Register for an account

**CENTER FOR INTEGRATED NANOTECHNOLOGIES**[Log In]

Proposal HomeMy ProfileMy Proposals

LOG IN

Please enter your username and password. [Register](#) if you don't have an account.

Account Information

Username:

Password:

☐ Keep me logged in

Log In

Forgot User Name?

Enter your E-mail address to receive your User Name.

E-mail:

Submit

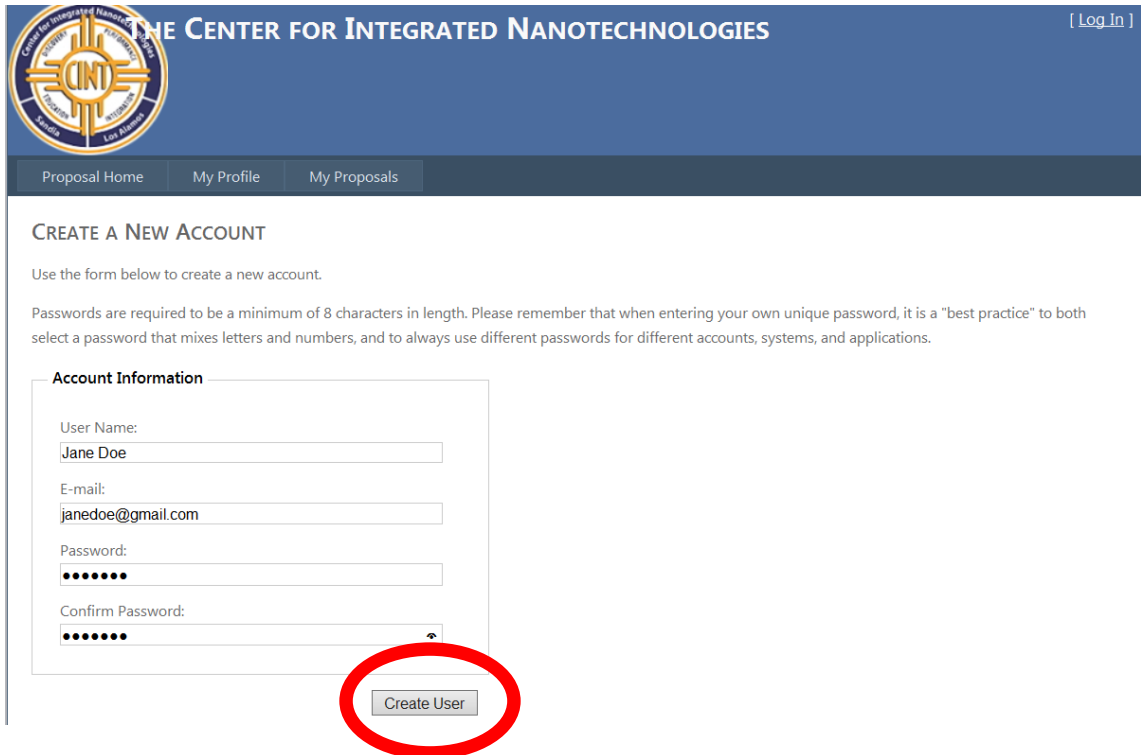
Request New Password

Enter your User Name to receive your password.

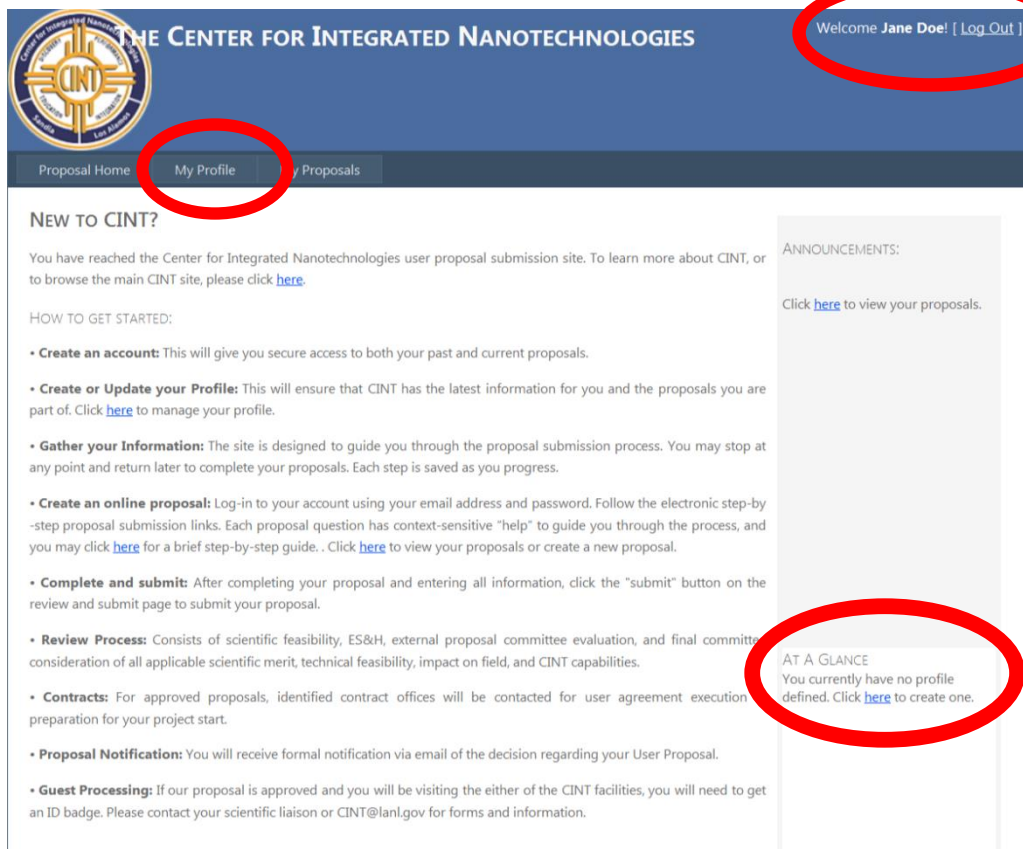
User Name:

Submit

Fill in the appropriate account information and select the button "create user"



Once you have created your user account you will see your log in information in the top right screen confirming your log in. You are now ready to submit a proposal. To begin, click on My Profile



Your home page will now show any proposals you have in draft or that have been submitted for the current call

Enter the applicable information in to the fields. Fields with a red * are required.
Once complete select the save button.

THE CENTER FOR INTEGRATED NANOTECHNOLOGIES

Welcome Jane Doe! [Log Out]

Proposal Home My Profile My Proposals

Click [here](#) to change your password.

Profile for Jane Doe

First Name: * Jane
Last Name: * Doe
Title/Honorific: Dr.
Affiliation: (unspecified)
Department: Biology
Address Line 1: 518 Science Way
Address Line 2: Mail Stop 000
Address Line 3:
City: Albuquerque
State/Region: NM
Zip/Postal Code: 87123
Country: United States
E-mail: * janedoe@gmail.com
Office Phone: 505-555-5555
Mobile Phone: 505-555-5554
Alt. Phone: 505-555-5553
Citizenship: United States
Country of Origin: United States
Employer Nationality: United States
Employment Level: * Faculty member / professional staff / research scientist
Employer Type: *

Save Cancel

Last Changed On: 2/24/2014 Last Changed By: Jane Doe

If your current affiliation is not list in the dropdown menu, select "unspecified" and then click on the icon to add your affiliation to our list.

After you have selected the save button, you will see a note listing your modified date. Once you see this confirmation. Click on the My Proposals tab.

THE CENTER FOR INTEGRATED NANOTECHNOLOGIES

Welcome Jane Doe! [Log Out]

Proposal Home My Profile My Proposals

Click [here](#) to create a new proposal.


Spring 2014 call for proposals
You have no proposals on file for the above call.
Rapid Access 2013B submission period
Fall 2013 call for proposals
Rapid Access 2013A submission period
Spring 2013 call for proposals
Rapid Access 2012B submission period
Fall 2012 call for proposals
Rapid Access 2012A submission period
Spring 2012 call for proposals
Rapid Access 2011B submission period
Fall 2011 call for proposals
Rapid Access 2011A
Spring 2011 call for proposals
Fall 2010 call for proposals

AT A GLANCE
You currently have 0 proposals in draft, and have submitted 0. Click [here](#) to view or create proposals.

To submit a proposal, click on the link in the left hand menu bar.

Any proposals you have in the system will be listed on this page, under their respective calls.

Proposal Information. Enter the information in to the data fields. Fields with a red * are required. Once complete click “next” in the upper right hand corner of the screen.



THE CENTER FOR INTEGRATED NANOTECHNOLOGIES

Welcome Jane Doe! [[Log Out](#)]

Proposal HomeMy ProfileMy Proposals

Proposal Information

✖ Project Personnel (non-CINT)

✖ CINT Contacts

Abstract

Environmental, Safety, & Health

Attachments

Review and Submit

[Prev](#)

PROPOSAL INFORMATION

Enter basic information about your proposal.

🔔

Proposal Title: *

🔔

Is a continuation proposal: *

Yes

▼

🔔

Continuation of: *

- Other -

▼

🔔

ID num. of continued proposal (if 'Other'): *

🔔

Accomplishments of prior proposal: *

Accomplished X,Y,Z during last proposal

🔔

Productivity of prior proposal (please list any publications, patents, reports, conference talks, etc): *

Listing of publications, patents, etc

🔔

Primary funding source: *


DOE: Office of Basic Energy Sciences

▼

Next

Project Personnel (non-CINT). Enter the information in to the data fields regarding the users that will be participating on this proposal.

You will note at the bottom that you are defaulted as the PI. Click on the “Select” hyperlink under location and fill in the applicable information for your intended time as a user of the facility.



THE CENTER FOR INTEGRATED NANOTECHNOLOGIES

Welcome **Jane Doe!** [[Log Out](#)]

Proposal Home

My Profile

My Proposals

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PROJECT PERSONNEL (NON-CINT)

Next

Enter the people involved in your project, outside of CINT personnel.

1

Select a Person: *

2

Select the Person's Role: *

3

Select an Affiliation: *

4

Select a Work Location: *

5

Please provide a brief description of project activities to be performed by this person: *

Dr. Jane Doe [(unspecified)]

PI

(unspecified)

- Select a Location -

Will perform work at CINT

Will be at CINT but not perform work

Will not visit or perform work at CINT

Will only send/receive samples to/from CINT

No longer on the project

description of project activities.

Reset


Update

People currently involved in this project:

Ensure all users listed have all fields completed, including Affiliation and Work Location.

Name	Proposal Role	Proposal Affiliation	Location
Doe, Jane, Dr. [(unspecified)]	PI	(unspecified)	<div>SelectDelete</div>

To add additional personnel, click on the blue hyperlink “click to Select or Enter a New person”.



THE CENTER FOR INTEGRATED NANOTECHNOLOGIES

Welcome Jane Doe! [Log Out]

Proposal Home

My Profile

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PROJECT PERSONNEL (NON-CINT)

Next

Enter the people involved in your project, outside of CINT personnel.

Select a Person: *

Select the Person's Role: *

Select an Affiliation: *

Select a Work Location: *

Please provide a brief description of project activities to be performed by this person: *

Click to Select or Enter a Person

- Select a Role -

- Select an Affiliation -

- Select a Location -

Reset

Add

People currently involved in this project:

Ensure all users listed have all fields completed, including Affiliation and Work Location.

Name	Proposal Role	Proposal Affiliation	Location
Doe, Jane, Dr. [(unspecified)]	PI	(unspecified)	WorkOnSite Select Delete

A box will pop up asking you to first search for a person, this will help cut down on duplicate profiles. Begin by either typing in an email address or name of the project personnel. If the person you are entering appears, press the select button. If they do not appear, click on the link that reads “I need to enter a new person”

Proposal Home

✖ Proposal Information

✖ Project Personnel

✖ CINT Contacts

Abstract

Environmental, Safety, & Health

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Review and Submit

E-mail Address:

-or-

Last Name:


brown

Search

Title	Last	First	E-mail	Affiliation	
	Brown	Houston		(unspecified)	Select
Prof.	Brown	Greg		(unspecified)	Select
Ms.	Brown	Heather		Sandia National Labs	Select
	Brown	Heather		DOE	Select
Dr.	Brown	Eric		LANL	Select
	Brown1	Heather D.		(unspecified)	Select
	Brown2	Heather		(unspecified)	Select

[I need to enter a new person.](#)

Once you have selected your project personnel, fill in the rest of the fields and select the “add” button. If you would like to clear the selection, select the “reset” button



THE CENTER FOR INTEGRATED NANOTECHNOLOGIES

Welcome **Jane Doe!** [[Log Out](#)]

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[Project Personnel \(non-CINT\)](#)

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PROJECT PERSONNEL (NON-CINT)

Enter the people involved in your project, outside of CINT personnel.

Select a Person: *

Select the Person's Role: *

Select an Affiliation: *

Select a Work Location: *

Please provide a brief description of project activities to be performed by this person: *

[Click to Select or Enter a Person](#)

- Select a Role -

- Select an Affiliation -

- Select a Location -

Reset

Add

People currently involved in this project:
Ensure all users listed have all fields completed, including Affiliation and Work Location.

Name	Proposal Role	Proposal Affiliation	Location		
Doe, Jane, Dr. [(unspecified)]	PI	(unspecified)	WorkOnSite	Select	Delete
Brown, Heather, Ms. [Sandia National Labs]	Co-PI	Sandia National Labs	SamplesOnly	Select	Delete

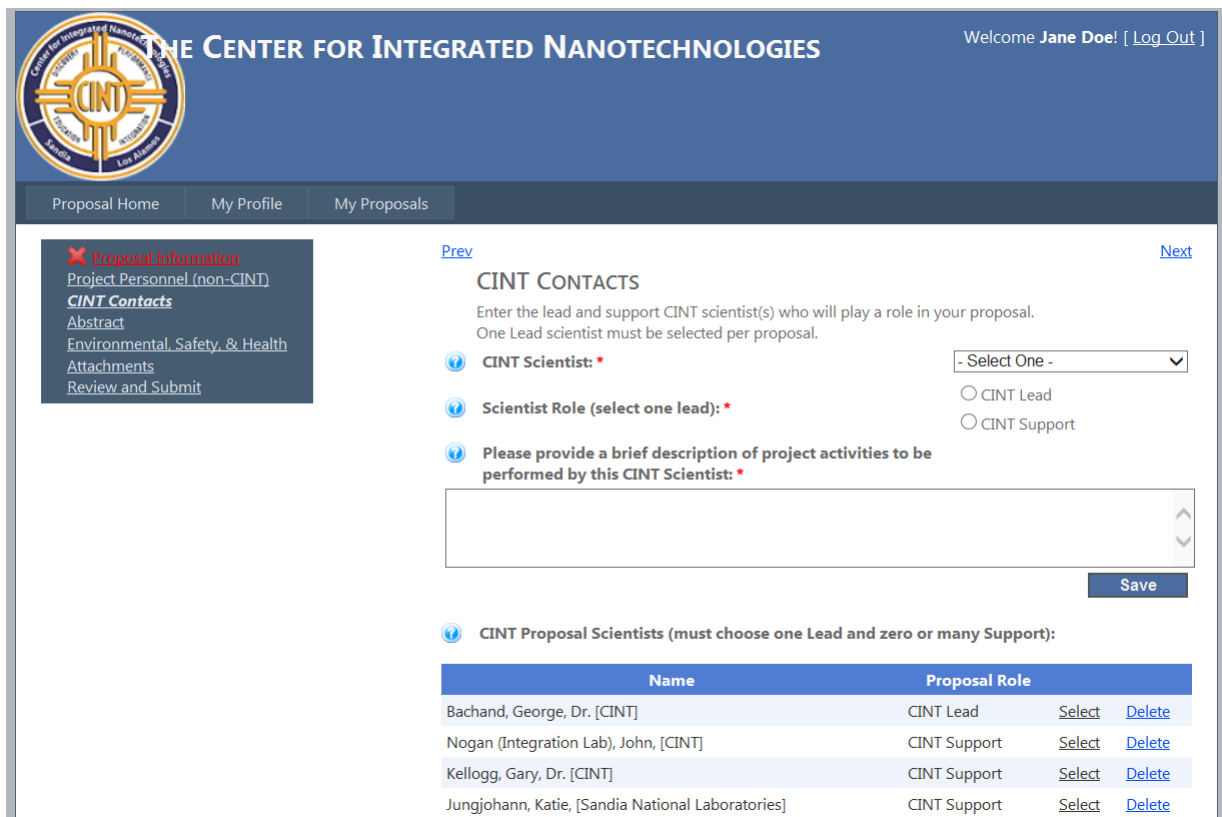
As you add your project personnel, you will see them added to your project personnel list at the bottom of the page. Once your selections are complete, click on the “next” link on the upper right corner of your screen.

CINT Contacts.

Please select CINT scientists from the dropdown menu provided who you would like. Please note that you can select only one LEAD scientist, and multiple Support scientists. One Lead scientist must be selected per proposal.

*If your proposal will be accessing the **Integration Lab** (CleanRoom), please select John Nogan, the Integration Lab manager, as either the Lead or support scientist

*If your proposal will be accessing the **TEM**, please select Katie Jungjohann as either the Lead or support scientist



THE CENTER FOR INTEGRATED NANOTECHNOLOGIES Welcome Jane Doe! [Log Out]

Proposal Home My Profile My Proposals

CINT CONTACTS

Enter the lead and support CINT scientist(s) who will play a role in your proposal.
One Lead scientist must be selected per proposal.

CINT Scientist: * - Select One -

Scientist Role (select one lead): *

☐ CINT Lead

☐ CINT Support

Please provide a brief description of project activities to be performed by this CINT Scientist: *

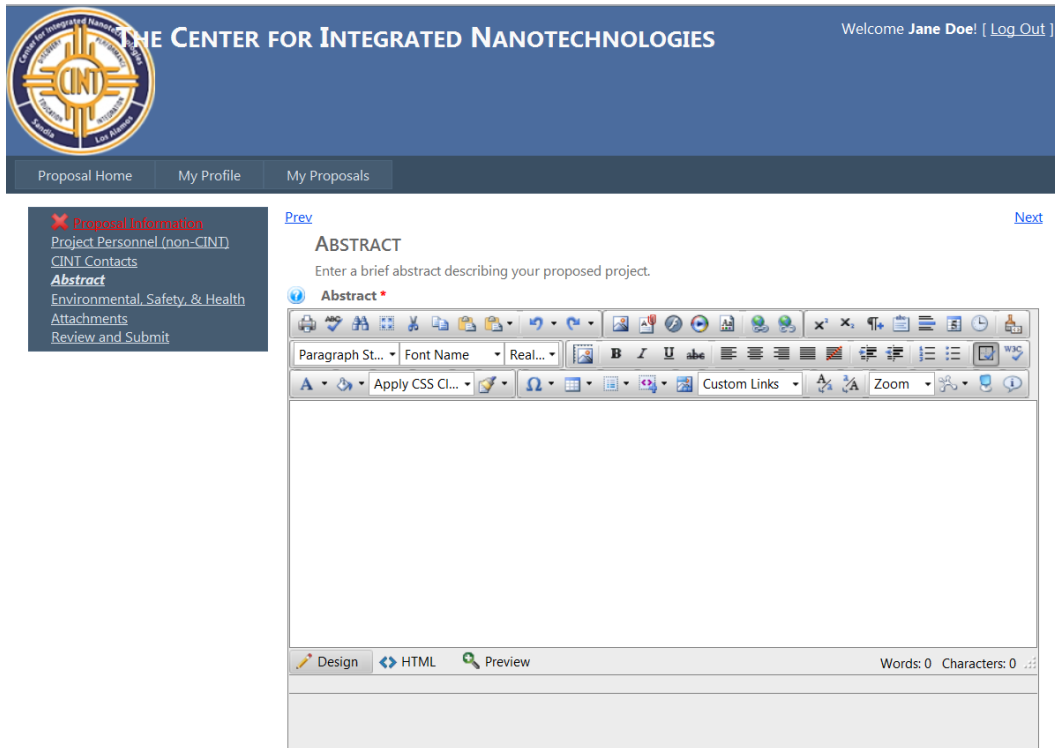
Save

CINT Proposal Scientists (must choose one Lead and zero or many Support):

Name	Proposal Role	Select	Delete
Bachand, George, Dr. [CINT]	CINT Lead	Select	Delete
Nogan (Integration Lab), John, [CINT]	CINT Support	Select	Delete
Kellogg, Gary, Dr. [CINT]	CINT Support	Select	Delete
Jungjohann, Katie, [Sandia National Laboratories]	CINT Support	Select	Delete

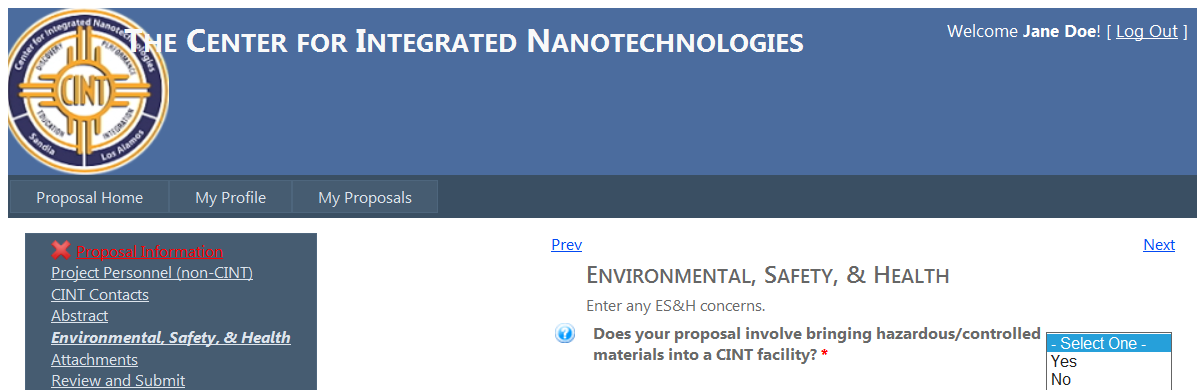
As you add your CINT scientists, you will see them added to your proposal scientists list at the bottom of the page. Once your selections are complete, click on the “next” link on the upper right corner of your screen.

Abstract: Enter a brief abstract describing your proposed project. Figures are allowed. *Once you've entered your abstract, click on the "next" link on the upper right corner of your screen.*



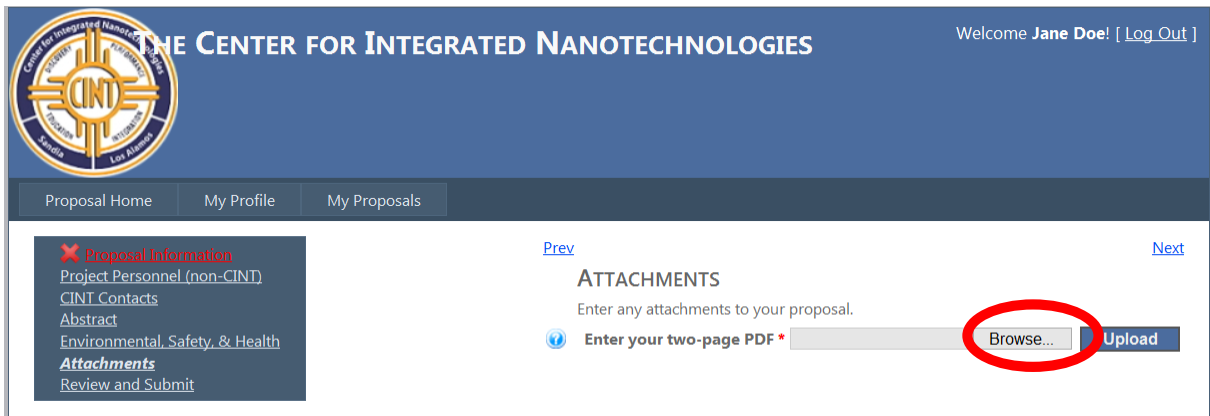
The screenshot shows the CINT (Center for Integrated Nanotechnologies) web portal. The header includes the CINT logo and the text "THE CENTER FOR INTEGRATED NANOTECHNOLOGIES". A user is logged in as "Jane Doe" with a "Log Out" link. The navigation bar has links for "Proposal Home", "My Profile", and "My Proposals". A sidebar on the left contains a menu with the following items: "Proposal Information" (with a red X icon), "Project Personnel (non-CINT)", "CINT Contacts", "Abstract" (highlighted), "Environmental, Safety, & Health", "Attachments", and "Review and Submit". The main content area is titled "ABSTRACT" and includes a "Prev" link on the left and a "Next" link on the right. Below the title is a text input area with a rich text editor toolbar. The toolbar includes options for Paragraph Style, Font Name, Font Size, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, and Zoom. The text input area is currently empty. At the bottom of the text input area, there are tabs for "Design", "HTML", and "Preview", and a status bar showing "Words: 0 Characters: 0".

Environmental, Safety & Health: Answer the required question regarding any ES&H concerns/issues. *Once your selection is complete, click on the "next" link on the upper right corner of your screen.*

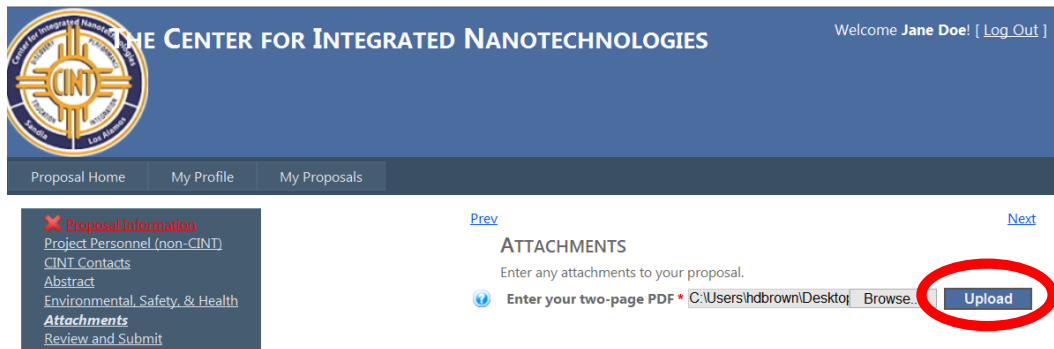


The screenshot shows the CINT web portal with the "Environmental, Safety, & Health" section selected. The header and navigation bar are the same as in the previous screenshot. The sidebar menu is the same, but "Environmental, Safety, & Health" is now highlighted. The main content area is titled "ENVIRONMENTAL, SAFETY, & HEALTH" and includes a "Prev" link on the left and a "Next" link on the right. Below the title is a text input area with a rich text editor toolbar. The text input area contains the question: "Does your proposal involve bringing hazardous/controlled materials into a CINT facility? *". To the right of the question is a dropdown menu with the following options: "Select One -", "Yes", and "No".

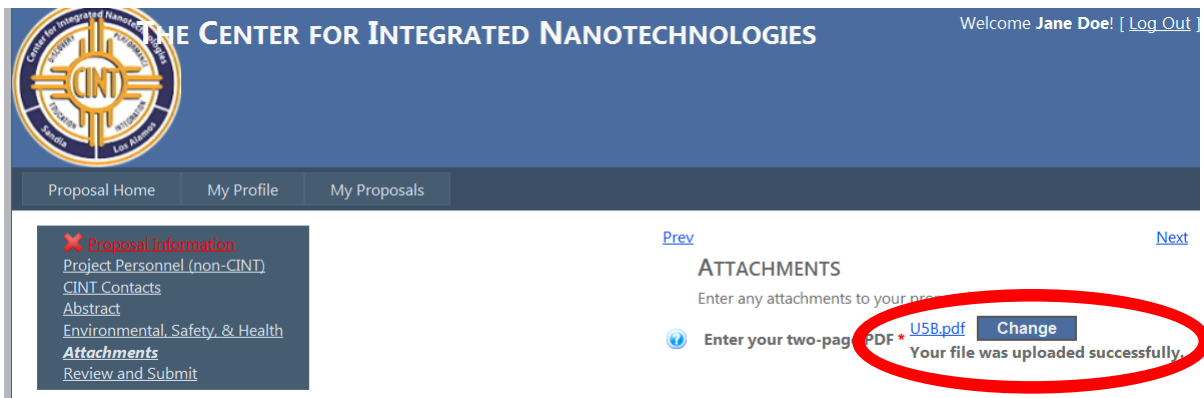
Attachments: To upload your 2 page pdf proposal, click on the browse button.



Once you have selected your CINT proposal, select the upload button




Once your upload is complete you will see a notice stating that your file was uploaded successfully. To replace the current uploaded proposal select the "change" button. Once complete click "next" in the upper right hand corner of the screen.



Review and Submit: Once you have reviewed your proposal, you may print a copy of the proposal by selecting the link “Click for printer-friendly version” and you may submit your proposal by selecting the “submit” button at the upper right corner or bottom right hand corner of your screen.

If you have not completed all the required fields within a section, you will be given an error message. You will need to go to the section(s) with a **red X** and complete the required fields prior to submitting your proposal



THE CENTER FOR INTEGRATED NANOTECHNOLOGIES

Welcome **Jane Doe!** [[Log Out](#)]

[Proposal Home](#) | [My Profile](#) | [My Proposals](#)

X Proposal Information

[Project Personnel \(non-CINT\)](#)

[CINT Contacts](#)

[Abstract](#)

[Environmental, Safety, & Health](#)

[Attachments](#)

[Review and Submit](#)

[Prev](#)


REVIEW AND SUBMIT

Review your proposal

[Click for printer-friendly version.](#)

[Next](#)

One or more required responses are missing. Please review your proposal sections. Any section in red indicates missing required information.



CINT USER PROPOSAL FORM

Enter Proposal Title Here

Proposal Number:

Date Submitted:

Continuation Of:

Prior Accomplishments:

Progress:

Funding Source:

Not Submitted

RA2013B00000

Accomplished X,Y,Z during last proposal

Listing of publications, patents, etc

DOE: Office of Basic Energy Sciences

PI

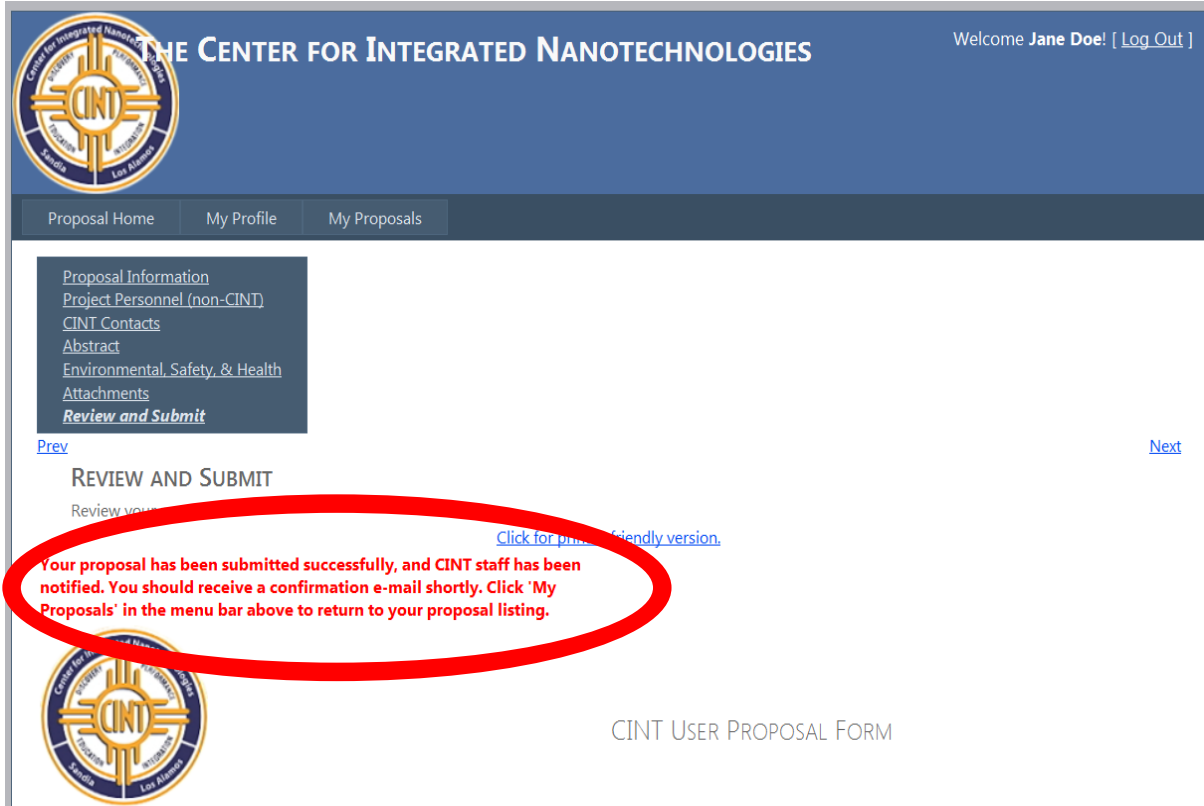
Name:

Affiliation Type:

Doe, Jane, Dr. [(unspecified)]

Other

Once your proposal has been submitted you will see a confirmation message. You should also receive an email confirmation. If you do not receive an email confirmation, please first check your profile to make sure you entered the correct email address.



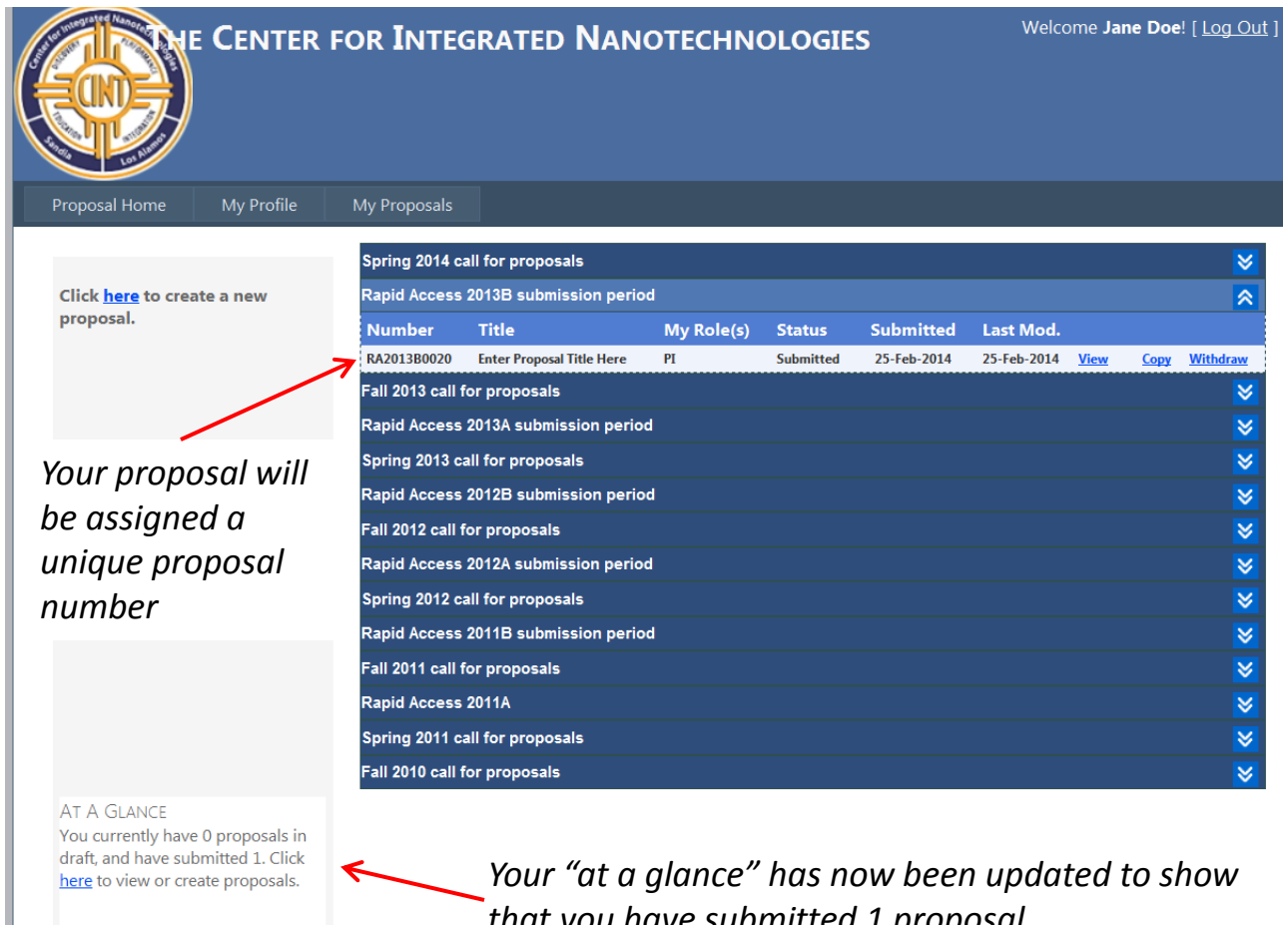
The screenshot shows the user interface of the CINT (Center for Integrated Nanotechnologies) proposal submission system. At the top, there is a blue header bar with the CINT logo on the left, the text "THE CENTER FOR INTEGRATED NANOTECHNOLOGIES" in the center, and a welcome message "Welcome Jane Doe! [Log Out]" on the right. Below the header is a dark blue navigation bar with three buttons: "Proposal Home", "My Profile", and "My Proposals".

On the left side, there is a vertical menu with the following links: "Proposal Information", "Project Personnel (non-CINT)", "CINT Contacts", "Abstract", "Environmental, Safety, & Health", "Attachments", and "Review and Submit".

The main content area is titled "REVIEW AND SUBMIT". Below this title, there is a red-bordered box containing the following text: "Your proposal has been submitted successfully, and CINT staff has been notified. You should receive a confirmation e-mail shortly. Click 'My Proposals' in the menu bar above to return to your proposal listing." To the right of this box, there is a link that says "Click for print friendly version.".

At the bottom left, there is a smaller CINT logo. At the bottom right, the text "CINT USER PROPOSAL FORM" is displayed.

When proposal has been submitted you can click on the “My Proposals” tab where you will see your proposal listed under the current call with a status shows as “submitted” as well as proposal number. Once a proposal has been submitted you will not be able to delete or edit a proposal. Your options are to “View”, “Copy” or “Withdraw” your proposal. If you need to make changes to the proposal please withdraw the current proposal, copy it and resubmit once the changes are complete. When you have finished your can Log Out of the system using the button on the top right hand corner of your screen.



Click [here](#) to create a new proposal.

Your proposal will be assigned a unique proposal number

AT A GLANCE
You currently have 0 proposals in draft, and have submitted 1. Click [here](#) to view or create proposals.

Your “at a glance” has now been updated to show that you have submitted 1 proposal

Number	Title	My Role(s)	Status	Submitted	Last Mod.	
RA2013B0020	Enter Proposal Title Here	PI	Submitted	25-Feb-2014	25-Feb-2014	View Copy Withdraw

For any questions, please contact Heather Brown @ hdbrown@sandia.gov