How to Submit a Proposal to Use the MRL Central Research Facilities

For University of Illinois researchers

Revision date 6/15/16
Step 1:
http://cmmserv.mrl.illinois.edu/FSMRLproposal/Proposal_1.asp

Title and category of your proposal, funding information

If you have an existing user number, you can submit a “Change of Scope” to request new techniques for your existing project.
Step 2: Contact information

Select any MRL staff members you’ve discussed your project with (optional).

List the email address you usually check—even if it isn’t your Illinois email—because this is how MRL will contact you.
Step 3: Select instruments/techniques to be used

Select all techniques you would like to use for your project. Techniques are sorted by category—browse or search to find the ones you need.

If you are submitting a Change of Scope, do not list techniques your project is already approved for.

Answer the “Describe...” question for every technique selected. Proposals with missing descriptions can’t be processed.

If you will use any biological materials—even if they are harmless—this box must be checked.
**Step 4: Accept obligation to cite**

Read and Agree to the following Usage Agreement before submitting your proposal.

**Usage Agreement:**

This proposal process is for academic research usage of the facilities and access to the expertise available at the Frederick Seitz Materials Research Laboratory Central Facilities at the University of Illinois at Urbana-Champaign. A University of Illinois Facilities Usage Agreement must also be executed if any work (i.e. “hands-on”) is to be performed by any user not directly affiliated with the University of Illinois at Urbana-Champaign. Once a proposal is accepted, usage of the FSMRL Central Facilities is limited to the scope of work described in the proposal. Work outside of this scope will require that a change of scope be made to the proposal before performing this work.

Note: Usage that is proprietary or connected with a proprietary project (this includes all paperwork) is expected to be performed by a prior agreement with the University of Illinois Technical Testing Agreement, instead of this form, and is performed on a cost-recovery basis. Outside users are welcome to consult, but cannot perform research or utilize any of the facilities.

**Intent-to-publish.** As a condition for performing nonproprietary research at the FSMRL Central Facilities, researchers are expected to publish any publishable results obtained from the research performed at the FSMRL. The following acknowledgement must be included in all publications that incorporate any results obtained through the FSMRL Central Facilities:

... was carried out in the Frederick Seitz Materials Research Laboratory Central Facilities, University of Illinois

The staff of the FSMRL Central Facilities frequently makes a major contribution to the research of the facility users. They can have an important scientific role through the planning and realization of experiments, through the analysis and interpretation of data, or through a full collaboration in the research. When this occurs, the staff person should be included as a co-author on papers.

By submitting this proposal, all parties named as users or principal investigator agree to all terms specified in this agreement including the intent-to-publish policies and the required acknowledgement for all publications or presentations. The parties also attest to the non-proprietary character of the research work to be performed and that no proprietary information is to be generated as indicated by the terms of the funding grant or contract (supporting documentation to be supplied to FSMRL upon request). The parties understand that copies of all material to be published must be supplied to the FSMRL prior to or at the time of submission for publication. The parties will also provide the FSMRL with reprints, when available, and the full reference following any publication or presentation.

* Please address these materials to MRL-Facilities at the FSMRL administration office, 104 S. Goodwin Ave., Urbana, IL 61801.

Submit Proposal

Send the citation or a copy of the publication for work done at MRL to mrl-facilities@illinois.edu.
**Step 5: Proposal review and acceptance process**

The proposal will be reviewed by MRL staff. You will be contacted with any questions or when your proposal is approved.

During the time when the proposal is under review, make sure you are caught up on the required safety training. An orientation is required for researchers new to MRL. Details are here: [http://mrl.illinois.edu/sites/default/files/pdfs/mrl%20researcher%20orientation.pdf](http://mrl.illinois.edu/sites/default/files/pdfs/mrl%20researcher%20orientation.pdf)

When your proposal is approved, you will be issued a user number. You may schedule training after you complete the MRL orientation and submit the appropriate DRS safety certificates (see links below for each part of MRL):

- [http://mrl.illinois.edu/facilities/micronanofabrication-facility/mrl-microfab-cleanroom-training-and-access-procedure](http://mrl.illinois.edu/facilities/micronanofabrication-facility/mrl-microfab-cleanroom-training-and-access-procedure)
- [http://mrl.illinois.edu/facilities/laser-and-spectroscopy-facility/lsf-safety](http://mrl.illinois.edu/facilities/laser-and-spectroscopy-facility/lsf-safety)
- [http://mrl.illinois.edu/facilities/center-microanalysis-materials/cmm-safety#Training](http://mrl.illinois.edu/facilities/center-microanalysis-materials/cmm-safety#Training)