

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



ILLINOIS

Frederick Seitz Materials Research Laboratory

Central Facilities

Facility Use Proposal Form for Academic Research (U of I Investigators)

Title of Research Proposal:

Funding Source: Please specify for any item with "Other":

Account Number: - - -

An account number is **REQUIRED** for all U of I users
(This is the account that will be billed for all usage.)
Please remember to include an activity code (subproject number)
If you do not include your account number, your proposal will be rejected.

If you have an existing user number, you can submit a "Change of Scope" to request new techniques for your existing project.

Proposal is: New Change of Scope If Applicable, Current Facilities User Number:

- Subject of Proposal (Check all that apply)
- Materials Science
 - Polymers
 - Earth Sciences
 - Engineering
 - Physics
 - Medical Applications
 - Environmental Sciences
 - Instrument / Technique Development
 - Chemistry
 - Biological & Life Sciences
 - Optics
 - Other

1. About Your Investigators

Select the Principal Investigator:

Students and Post-Docs: This is your faculty advisor, please select from pull down if listed.
If you PI is not in the pull down list: Select **New Principal Investigator** and the next page (form) will be for entering your PI's information.

Step 2: Contact information

Select the Principal Investigator:

Students and Post-Docs: This is your faculty advisor, please select from pull down if listed.

If your PI is not in the pull down list: Select New Principal Investigator and the next page (form) will be for entering your PI's information.

WILSON, Dr. WILLIAM: UIUC-Frederick Seitz Mat Res Lab

(Information on the researcher who will be performing the experiments.)

User:
Title: Ms.
First Name: Dora
Last Name: Explorer
Citizenship: USA
Employer/ Department: Acad. UIUC (Engr) Materials Science & Engr
Status: Graduate Student
Work Address: 104 S. Goodwin Ave.
Work Phone: 217-222-2222
Email: doratheexplorer@gmail.com
Net ID: dora3 Do not include @illinois.edu, @uiuc.edu, @uic.edu or @uis.edu.
FAX: (optional)
Alternate Phone: (cell / lab) (optional) 217-111-1111

List the email address you usually check—even if it isn't your Illinois email—because this is how MRL will contact you.

FSMRL contacts or collaborators: Check all that apply, at least one.
If unknown, check William L. Wilson (Director of Facilities)

- William L. Wilson
- Catalin Chiritescu
- Jim Mabon
- Tao Shang
- Kathy Walsh
- Matt Bresin
- Steve Burdin
- CQ Chen
- Rick Haasch
- Mauro Sardela
- Wacek Swiech
- Honghui Zhou

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

Next Reset Form

Step 3: Select instruments/techniques to be used

Scatter
 Secondary

Describe...
require

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.

Powder XRD (powder samples, nanocrystals)
 X-ray Reflectivity

Describe, for each X-ray technique requested, the type of information (e.g. sensitivity, resolution, etc.) and any specific instruments you would like to use.

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

Please check if you will be using biological samples in the MRL.
Note: MRL is a BSL1 lab - most samples must be in fixative before bringing to MRL.
Samples that cannot be fixed MUST be discussed with Lou Ann Miller from MRL Bio Safety BEFORE filling out this form.
Prion work is not permitted in this facility.

Please check if Biological samples will be processed in the MRL for analysis.

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 submitted and approved before performing this work.

Note: Usage that is proprietary or connected with a proprietary project (this includes all *Testing Agreement*, instead of this form, and is performed on a cost-recovery basis. Complete information may be obtained from the FSMRL offices.

This must be present in all papers/publications which use research work done at MRL.

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.

Agree

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>

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/laser-and-spectroscopy-facility/lfs-safety>
- <http://mrl.illinois.edu/facilities/center-microanalysis-materials/cmm-safety#Training>