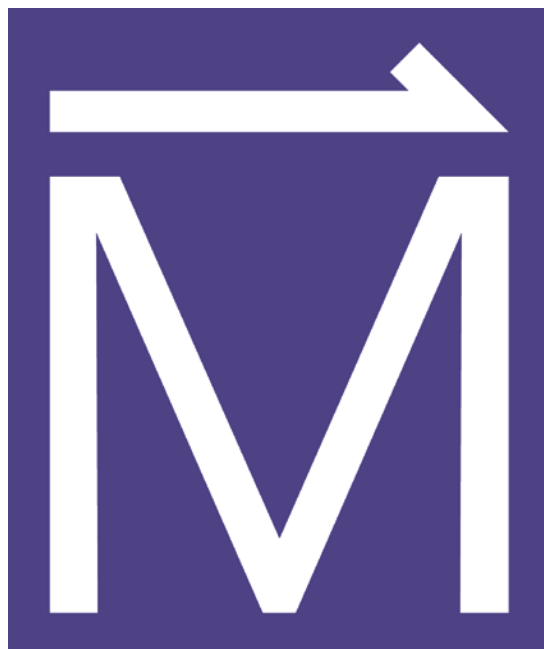


# NHMFL User's Program Documentation

DC Field, EMR, HBT, ICR,

NMR, Pulsed Field Facilities

Proposal & Experiment Workflows



National High Magnetic Field Laboratory

Florida State University

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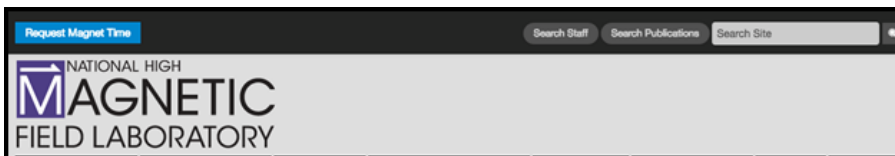
## Objective:

The purpose of this document is to clearly outline the proposal and experiment submission workflows for users, as well as, the governing processes of review, approval, scheduling and recording usage for facility management.

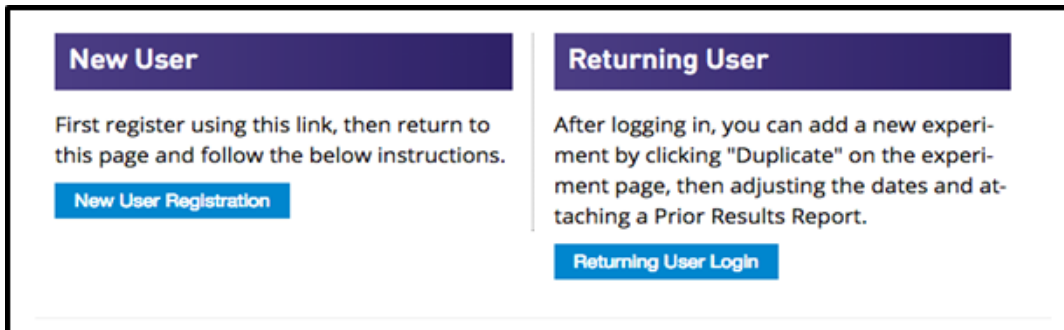
### I. SUBMITTER

#### 1) Proposal Workflow – Create Proposal and FIRST Experiment

1. Navigate to <https://nationalmaglab.org> in your browser and click Request Magnet Time button on the top left.



2. If you are a first time user, click *New User Registration* button. If you are a returning user, click *Returning User Login* button.



3. After log-in you will be redirected to the **user profile page**.
4. Click "**Create Proposal**" to begin the proposal creation process.



5. Choose applicable Facility from the drop-down menu
6. Fill out the Proposal creation form and click "**Create**".

**Submit a Proposal**

**Choose Facility** EMR - FSU (Tallahassee) ▼

**Title**

**Discipline** Biology, Biochemistry, Biophysics ▼

**Principal Investigator**

**Collaborators**

**Excluded Reviewers**

**Create** **Cancel** **Add New Participant**

**NOTE:**

\* There is also an **“Add New Participant”** feature that can be used when a PI or Collaborator is not registered in the User’s System at the time of proposal submission. A Submitter may use the **“Add New Participant”** feature to partially register a user. This feature aborts the proposal creation or submission workflow and begins User Registration. The new user will be sent an **Activation** e-mail and must respond to participate in the experiment.

\* \* **The PI and Collaborators** are added to proposals using an **Auto-Suggest feature** which will return a list of registered users as more letters of the person’s first or last name is entered.

For example:

Begin entering “Tony” or “Heinz” and the results will be:

The image shows two side-by-side screenshots of a web form titled "Submit a Proposal". Both screenshots have the same fields: "Choose Facility" (EMR - FSU (Tallahassee)), "Title" (test), "Discipline" (Biology, Biochemistry, Biophysics), "Principal Investigator" (tony), "Collaborators" (a list box), and "Excluded Reviewers" (a list box). At the bottom of each form are buttons for "Create", "Cancel", and "Add New Participant".

In the left screenshot, the "Collaborators" list box contains the following names: Tonyushkin, Alexey; McFadden, Tony; McFadden, Tony; Dennis, Tony; Heinz, Tony.

In the right screenshot, the "Collaborators" list box contains the following names: Heiman, Don; Boenig, Heinrich; Heim, Kyle; Heinz, Tony.

7. After proposal creation you will be directed to the proposal display page. Here there is a list of **“To Do Tasks”**. Complete all tasks on the list.

The image shows a screenshot of a proposal display page. On the left, there is a summary of the proposal: Title: test, Facility: EMR, Discipline: Biology, Biochemistry, Biophysics, Status: New, and Excluded Reviewers: (empty). Below this is a table titled "Proposal Participants" with columns for Role and Name(s). The table lists Tony Heinz (S) as the Submitter and PI, and as a Collaborator(s). On the right side, there is an "Actions" bar with several links: "Edit", "Attach Proposal (PDF)", "Print Preview", "Delete", and "Add/View Experiments". Below the table, there is a "To Do Tasks" section with two items: "Attach a Proposal File (including Bio-Sketch)" and "Add an Experiment".

8. **Attach a Proposal File** in PDF format via the **“Attach Proposal (PDF)”** link on the Actions bar. The file should contain proposal abstract and bio-sketch information. Browse to the file location and click **“Upload”**.
9. Click the **“Add/View Experiments”** link on the Actions bar on the proposal display page.
10. You will be redirected to the **Experiments on Proposal PXXXX** section with a listing of all the experiments related to this proposal.
11. Click the **“Add New Experiment”** button at the bottom of the page.
12. Fill out the form and click **“Create”**.

New Experiment Information

All non-proprietary experiment titles are publicly viewable.

Title

Discipline

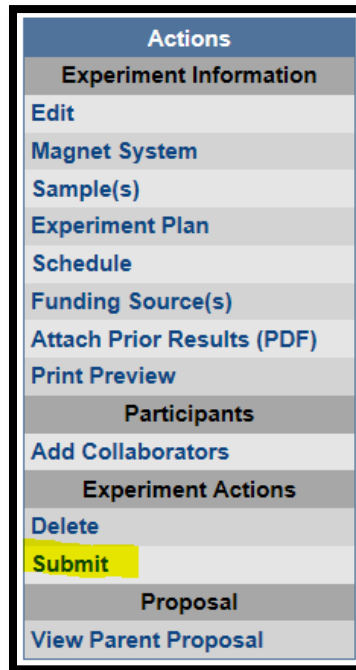
13. Use the **"To Do Tasks"** list and complete the required actions.

Set Magnet System  
Set Samples  
Set Experiment Plan  
Set Schedule  
Add at least one Funding Source

14. After completing the items on the **"To Do Tasks"** list, proceed with steps listed in next section I. 2.

## 2) Proposal and Experiment Workflow – Submit Proposal and FIRST Experiment

1. Click the “**Submit**” button on the Actions bar.



2. You will be redirected to the confirmation page.
3. Only if your proposal is a rapid access request, click the check box in the “**Rapid Access Requests**” panel.
4. Review the **NHMFL User Proposal Policy** document and check the checkbox labeled “**I have read the NHMFL User Proposal Policy**”.
5. Click “**Submit**”.

**Prepare to Submit**

Please review the [NHMFL User Proposal Policy](#) before submitting your proposal and experiment.

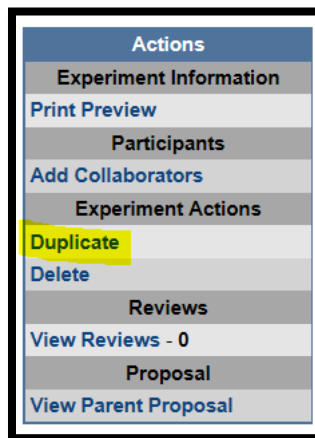
I have read the NHMFL User Proposal Policy

[Submit](#) [Back](#)

### 3) Experiment Workflow – Duplicate Experiment

**NOTE:**

\* After an experiment has been submitted, the **Duplicate Experiment** feature becomes available. This feature allows the submitter to duplicate experiments for a streamlined creation and submission process. Click the **“Duplicate”** button to begin a new experiment based on the information in the current experiment with a status of “New”.



**NOTE:**

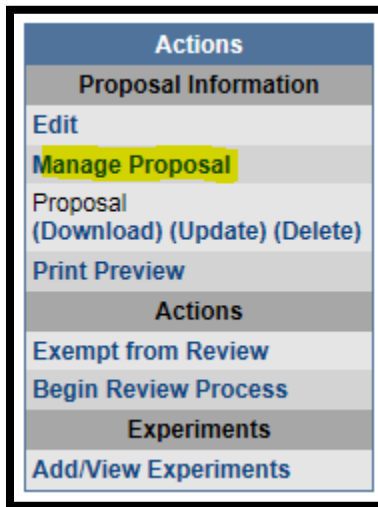
\*Next steps are listed in section I.2.



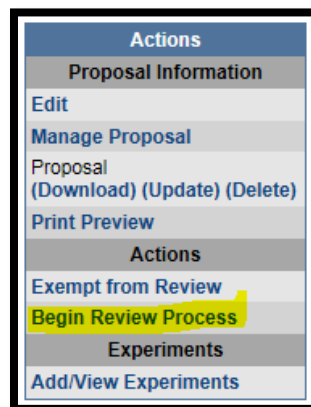
## II. REVIEW MANAGER

### 1) Proposal Workflow – Open Review Process

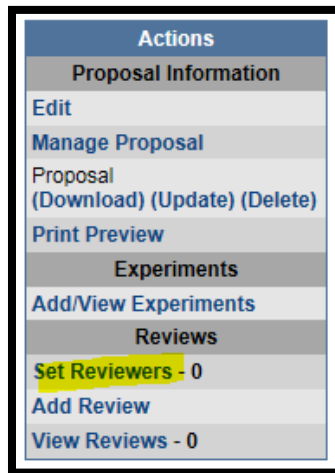
1. At this point in the workflow, the **Facility Review Manager** is responsible for starting the review process.
2. Navigate to <https://users.magnet.fsu.edu/Users/LogIn.aspx> in the browser.
3. **“Log In”** using the link in the top right-hand corner.
4. Click the **“Proposal”** link at the top of the page on the navigation bar to locate the appropriate newly ‘Submitted’ proposal.
5. To indicate the PI is a “New User” and change the status of the **“Rapid Access”** request, click the **“Manage Proposal”** link on the Actions bar.



6. To add a new collaborator, click on **“Edit”** and enter the collaborator and click **“Update”**.
7. To begin the review process, click the **“Begin Review Process”** link on the Actions bar.



8. Then set reviewers for the proposal using the **“Set Reviewers”** link on the Actions bar.
9. Select UPRC members or **“Add Additional Reviewers”** and click the **“Set Reviewers”** button, which sends an email notification to those selected reviewers.

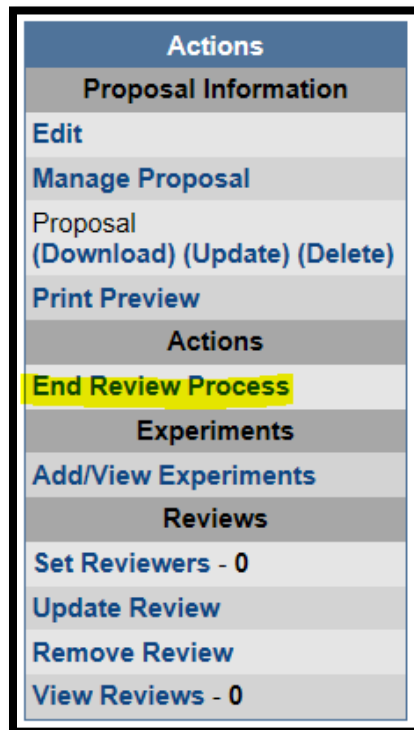


**NOTE:**

\* In case the proposal should be exempted from review, click the link labeled **“Exempt from Review”** on the actions bar instead.

## 2) Proposal and Experiment Workflow – Approve the Proposal and Experiment

1. After proposal reviews have been submitted, navigate to <https://users.magnet.fsu.edu/Users/Login.aspx> in the browser.
2. “**Log In**” using the link in the top right-hand corner.
3. Click the “**Proposal**” link at the top of the page on the navigation bar to locate the appropriate proposal.
4. Click “**End Review Process**” and next, enter a note about the review process.



5. Click the “**Add/View Experiments**” on the Actions bar.
6. Then set reviewers for the experiment using the “**Set Reviewers**” link on the Actions bar (if applicable).
7. Next, “**Approve**” or “**Decline**” experiment.

Actions
<b>Experiment Information</b>
Edit
Magnet System
Sample(s)
Experiment Plan
Schedule
Funding Source(s)
Attach Prior Results (PDF)
Print Preview
<b>Participants</b>
Add Collaborators
<b>Experiment Actions</b>
Approve
Decline
<b>Reviews</b>
Set Reviewers - 0
Add Review
View Reviews - 0
<b>Proposal</b>
View Parent Proposal

8. You will be redirected to the experiment approval or disapproval page. Choose your decision consideration from the option provided.

Indicate below the reasons that influenced your decision in APPROVING this experiment.  
This information will be kept confidential and not communicated to the PI.

Considerations that **increased** prioritization of this experiment: (For Internal Use Only)

- PI is an early career researcher (<7 years since receipt of PhD)
- PI is from an underrepresented group
- PI is from an institution serving underrepresented populations
- PI is a first-time principal investigator
- PI has not received magnet time recently, i.e. during the previous scheduling period.
- PI has used past magnet time effectively.
- Other

Considerations that **decreased** prioritization of this experiment: (For Internal Use Only)

- Previous high-quality data collected by the PI at the NHMFL has not been published in a timely manner
- Compelling evidence that the requested experimental technique is **not** likely to yield high quality data based on PI's prior results or discussions with the PI.
- Other

Additional Comments

Decline Experiment

The following text will be emailed to the PI.

PI Notification Statement

Indicate below the reasons that influenced your decision in DECLINING this experiment.  
This information will be kept confidential and not communicated to the PI.

Considerations that **increased** prioritization of this experiment: (For Internal Use Only)

- PI is an early career researcher (<7 years since receipt of PhD)
- PI is from an underrepresented group
- PI is from an institution serving underrepresented populations
- PI is a first-time principal investigator
- PI has not received magnet time recently, i.e. during the previous scheduling period.
- PI has used past magnet time effectively.
- Other

Considerations that **decreased** prioritization of this experiment: (For Internal Use Only)

- Previous high-quality data collected by the PI at the NHMFL has not been published in a timely manner
- Compelling evidence that the requested experimental technique is **not** likely to yield high quality data based on PI's prior results or discussions with the PI.
- Other

Additional Comments

**Decline** **Cancel**

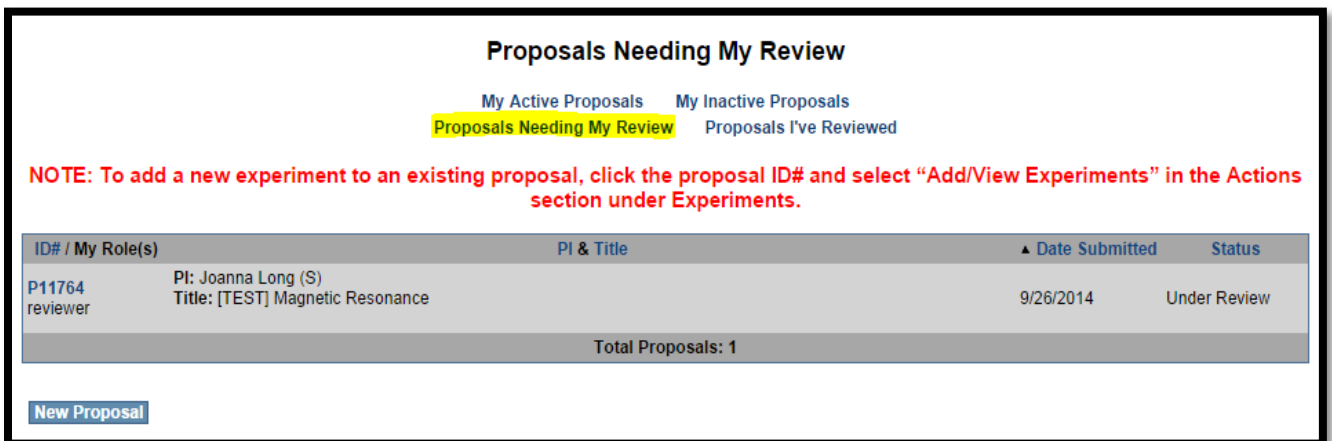
### III. REVIEWER (UPRC Members)

#### 1) Proposal Workflow – Review the Proposal

1. Navigate to <https://users.magnet.fsu.edu/Users/LogIn.aspx> in the browser.
2. “**Log In**” using the link in the top right-hand corner.
3. Click the “**Proposals**” link at the top of the page on the navigation bar.



4. You will be redirected to a page with “**My Active Proposals**” as a header at the top.
5. If you are selected as a reviewer for a proposal there will be a “**Proposals Needing My Review**” link. Click this link.

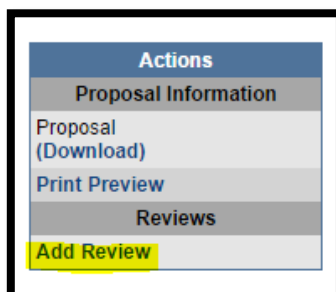


ID# / My Role(s)	PI & Title	▲ Date Submitted	Status
P11764 reviewer	PI: Joanna Long (S) Title: [TEST] Magnetic Resonance	9/26/2014	Under Review

Total Proposals: 1

[New Proposal](#)

6. Select the appropriate proposal from the listing.
7. On the proposal display page, download the proposal abstract with its bio-sketch for review. After reviewing the document, click the “**Add Review**” link on the Actions bar, follow the instructions, and then click “**Submit** to submit your review. Logout.



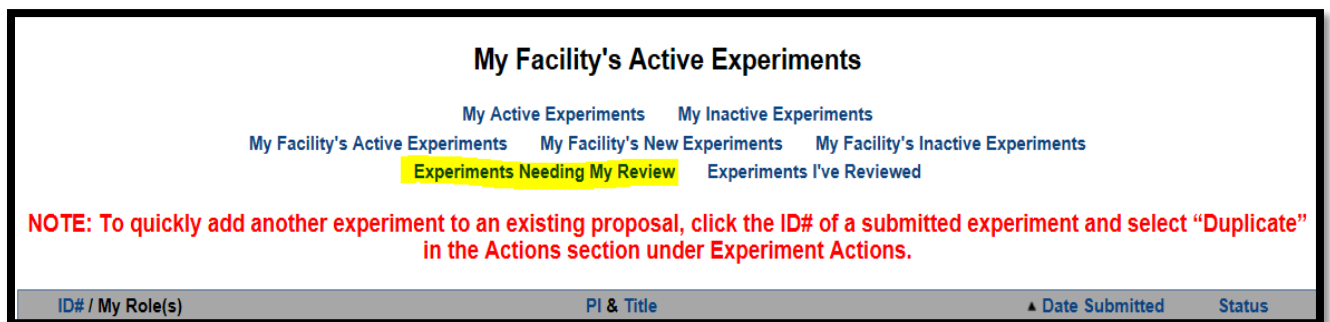
#### IV. FACILITY COORDINATOR (if applicable)

##### 1) Experiment Workflow – Review Experiment

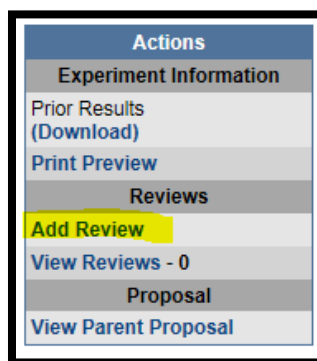
1. Navigate to <https://users.magnet.fsu.edu/Users/LogIn.aspx> in the browser.
2. **“Log In”** using the link in the top right-hand corner.
3. Click the **“Experiments”** link at the top of the page on the navigation bar.



4. You will be redirected to a page with **“My Active Experiments”** as a header at the top. If you are selected as a reviewer for an experiment there will be an **“Experiments Needing My Review”** link. Click this link.



5. Select the appropriate experiment from the listing.
6. On the experiment display page click the **“Add Review”** link on the Actions bar.



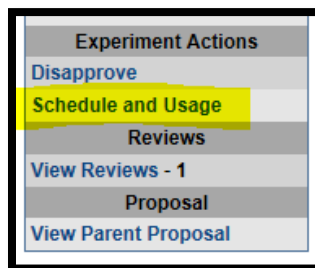
7. Click the link and follow instructions to **“Submit”** a review.

## V. FACILITY DIRECTOR & FACILITY MANAGER

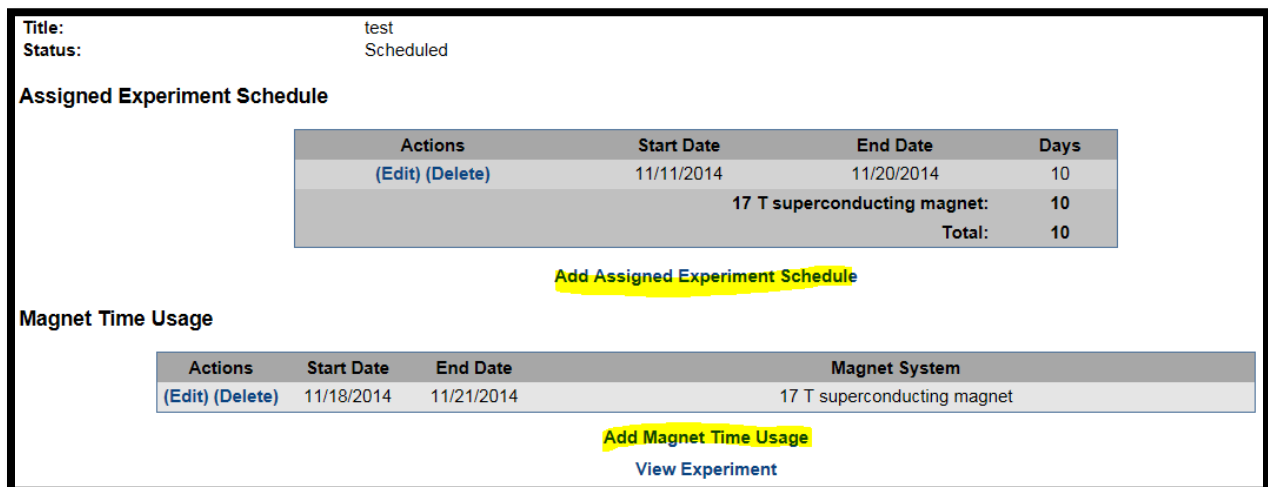
### 1) Experiment Workflow – Scheduling & Usage

#### NOTE:

\* If the experiment was approved, a **“Schedule and Usage”** link will appear on the Actions bar.



1. Click **“Schedule and Usage”** on the action bar and you will be redirected to the Schedule and Usage page.



The screenshot displays the "Schedule and Usage" page for an experiment titled "test" with a status of "Scheduled".

**Assigned Experiment Schedule**

Actions	Start Date	End Date	Days
(Edit) (Delete)	11/11/2014	11/20/2014	10
17 T superconducting magnet:			10
Total:			10

**Add Assigned Experiment Schedule**

**Magnet Time Usage**

Actions	Start Date	End Date	Magnet System
(Edit) (Delete)	11/18/2014	11/21/2014	17 T superconducting magnet

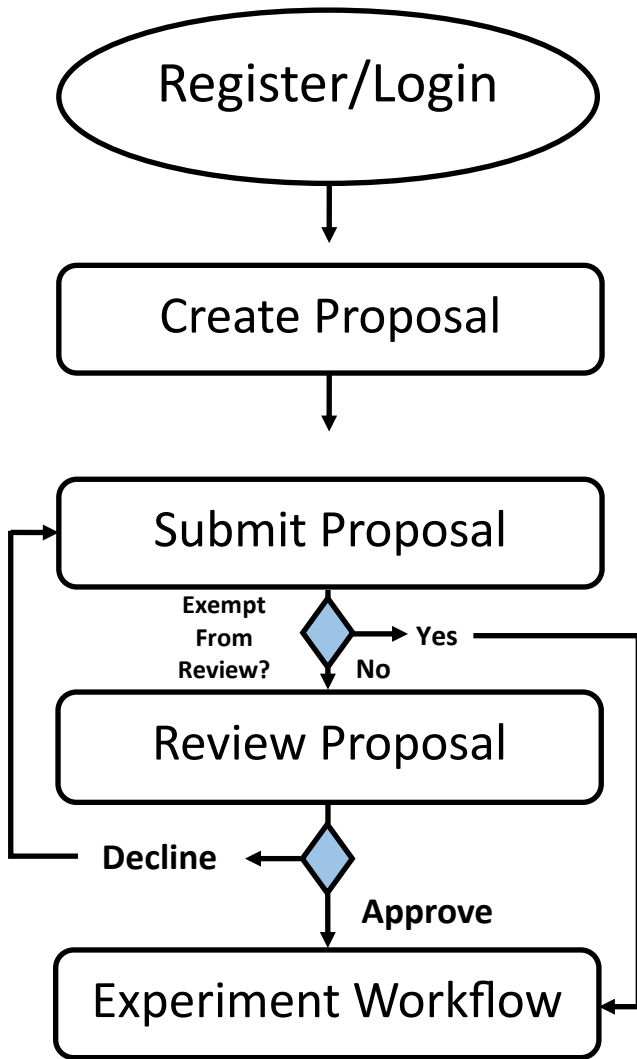
**Add Magnet Time Usage**

[View Experiment](#)

2. Click **“Add Assigned Experiment Schedule”** to complete the form and **“Save”** an experiment schedule.
3. If applicable, click **“Add Magnet Time Usage”** to complete the form and **“Save”**.
4. After completing the assigned schedule and magnet time usage, you will be redirected to the experiment display page. Logout.

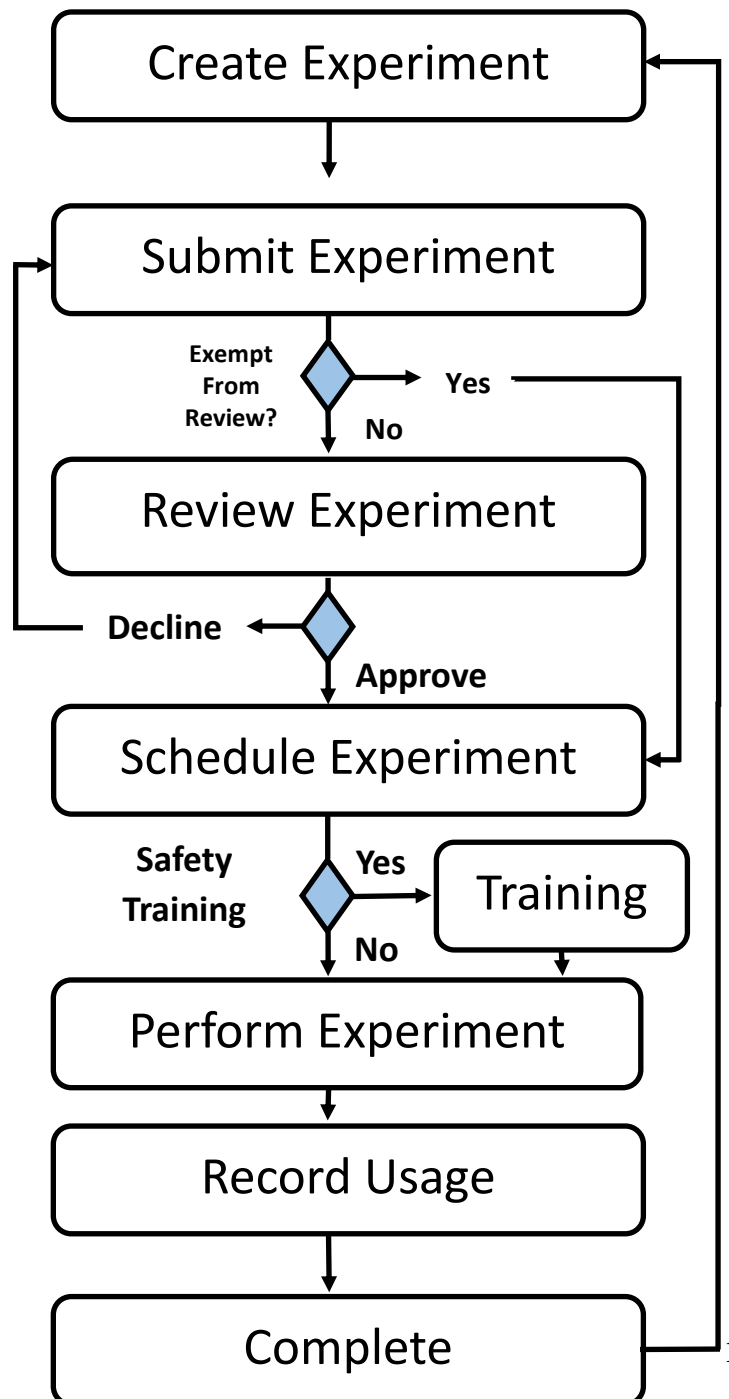


# Proposal Workflow



# Appendix: User Program Workflow

## Experiment Workflow



\*\*\* (Not pictured in either workflow): In the event a proposal or experiment is declined, Facility Management is given the option to Reconsider.

\*\*\* For certain facilities, during submission of a proposal for NSF-funded research a first experiment must be submitted along with the proposal.

\*\*\* After an experiment is submitted it may be duplicated and edited to reduce entry time for the next experiment submission.