

Reporting Guidelines for users of all facilities at the National High Magnetic Field Laboratory

All that is required from our users is the reporting of the information outlined below using the users and reporting web sites. The submission process is straightforward, and we are happy to assist if any issues arise.

1. Information on the PI, students, post-docs, and collaborators

- A. Log into <https://users.magnet.fsu.edu/>
- B. Click on the **Experiments** link at the top of the page to access your experiments.
- C. Click on the **My Active Experiments** link, this will open a full list.
- D. For any of the experiments from the applicable reporting year in this list, click on the ID number in the **ID# / My Role(s) column**.
- E. Links for the **Sample(s)** and **Experiment Plan** at the right-hand side can be examined to remind you what experiments were/are being conducted. Using the **Funding Source(s)** and **Add Collaborators** links, please add/update/verify all funding sources, as well as students, post-docs, and external collaborators (including those that may have provided samples and other data) that were involved with these projects.

NOTE:

1. Collaborating students, post-docs, *etc.* have to be added to any experiment by using the **Add Collaborator** page. You can search for users that are already in the database, as well as add new users (enter only required contact information indicated in red). New users will be contacted to fill out further demographic information.
 2. Funding entries have to be verified/updated/added for each experiment.
- F. When completed the entries in this list, click on the **Experiments** link at the top of the page, followed by the **My Inactive Experiments** link, and make the corresponding entries under the ID numbers for the applicable reporting year, as described above, since some of the earlier experiments might have already been completed and inactivated.

2. Report of activities

- A. Log into <https://reporting.magnet.fsu.edu/>
- B. Add items from the applicable reporting year, including publications, presentations, books, patents, awards, theses, and/or grants that are related to research conducted with MagLab facilities and personnel.

3. Acknowledgements

Please remember to fully acknowledge the MagLab when you submit manuscripts with data that you have obtained through MagLab instrumentation or involvement of MagLab funded personnel: *e.g.*, “A portion of this work was performed at the National High Magnetic Field Laboratory which is supported by National Science Foundation Cooperative Agreement DMR-1644779 and the State of Florida.”

This information provides a series of very important metrics to the NSF, which is crucial for continued support of the MagLab’s user programs. As always, your support is appreciated, and we always look forward to hearing about the fantastic science that you have been working on over the year.

For more information on the Users’ program, please contact Anke Toth (atoth@magnet.fsu.edu).