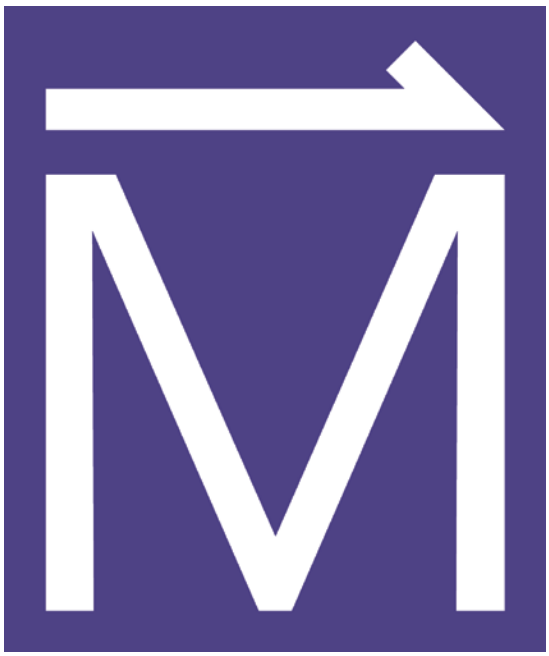
NHMFL User's Program Documentation

DC Field, EMR, HBT, ICR,

NMR, Pulsed Field Facilities

Proposal & Experiment Workflows



National High Magnetic Field Laboratory

Florida State University

Revised:

December 10, 2014

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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.

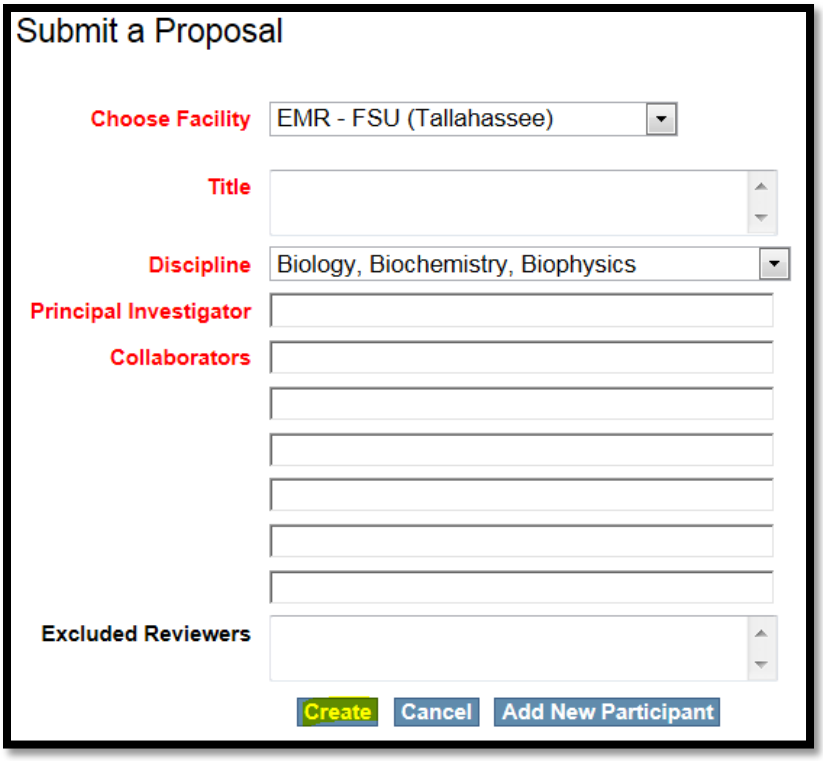
I. SUBMITTER

1) Proposal Workflow – Create Proposal and FIRST Experiment

1. Navigate to https://users.magnet.fsu.edu in your browser.
2. "**Log In**" or **"Register"** (if you're a first time user) using the link in the top right-hand corner.

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**".



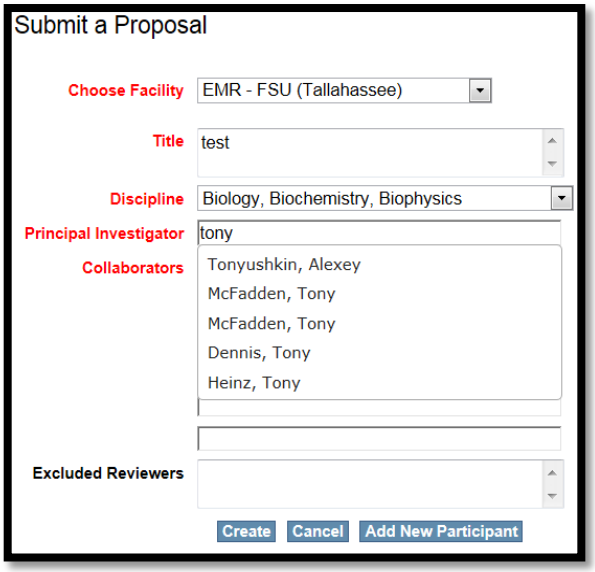
NOTE:

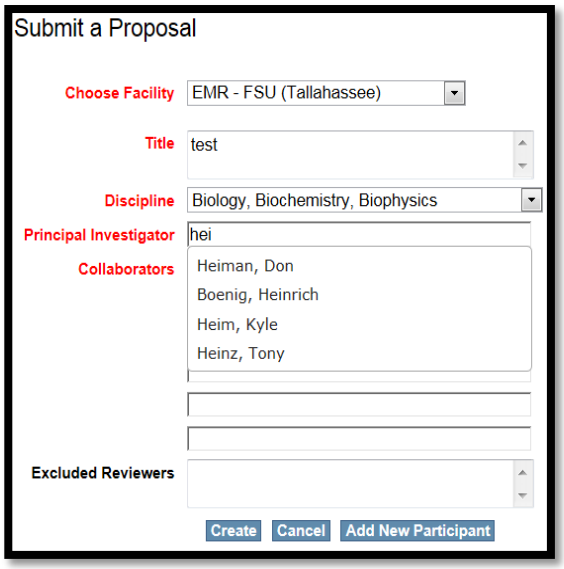
* There is also an **"Add New Participant"** feature that can be used when a PI or Collaborator is not registered in the User's System at the time of proposal submission. A Submitter may use the **"Add New Participant"** feature to partially register a user. This feature aborts the proposal creation 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.

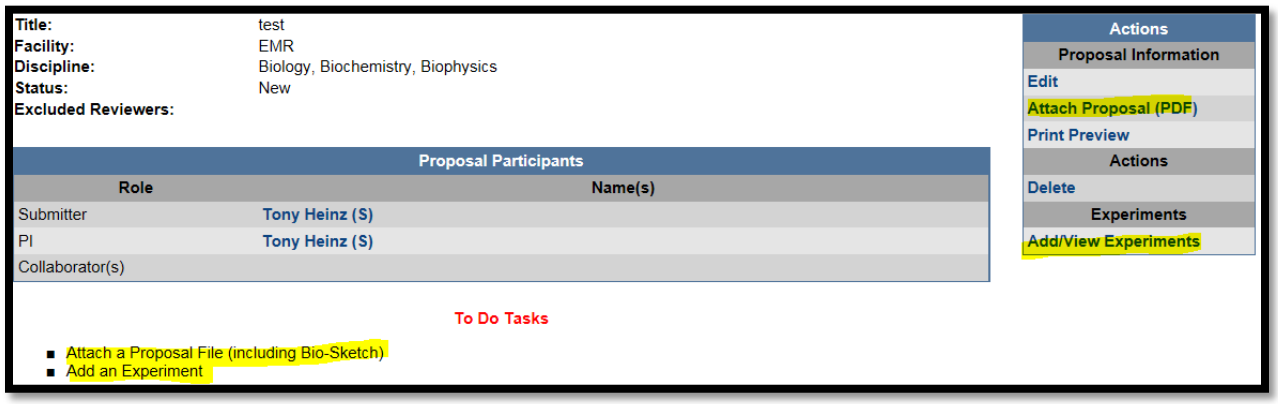
For example:

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

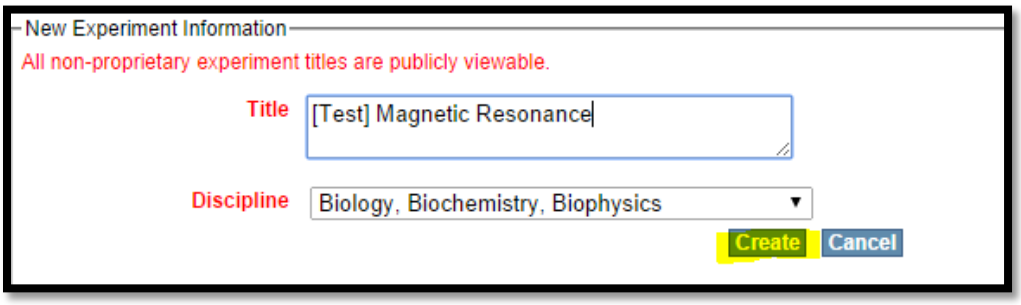




7. After proposal creation you will be directed to the proposal display page. Here there is a list of **“To Do Tasks”.** Complete all tasks on the list.



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”**.

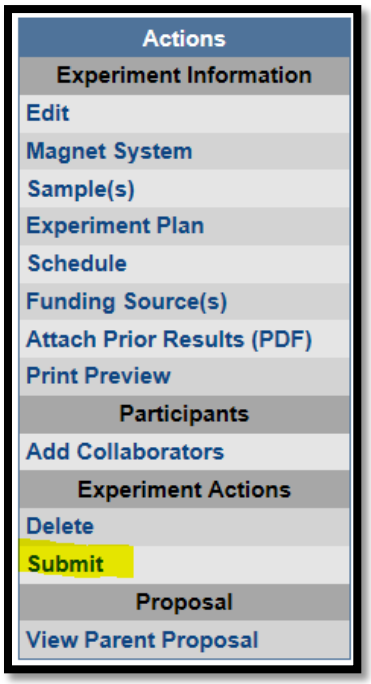


13. Use the **"To Do Tasks"** list and complete the required actions.

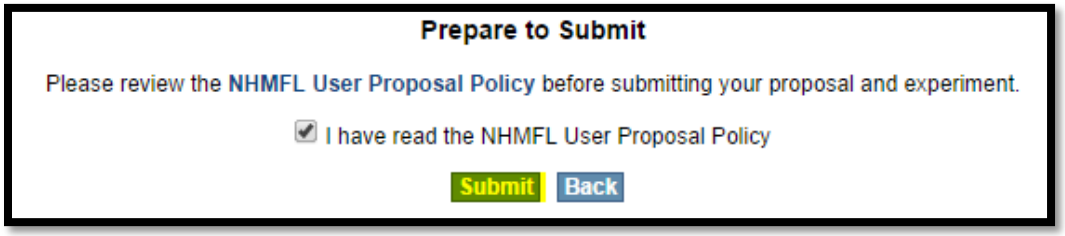
14. After completing the items on the **"To Do Tasks"** list, proceed with steps listed in next section I. 2.

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"**.



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".

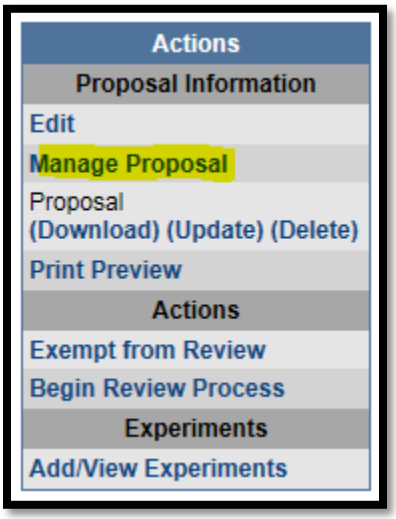
NOTE:

*Next steps are listed in section I.2.

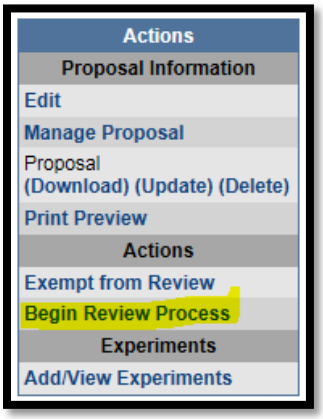
II. REVIEW MANAGER

1) Proposal Workflow – Open Review Process

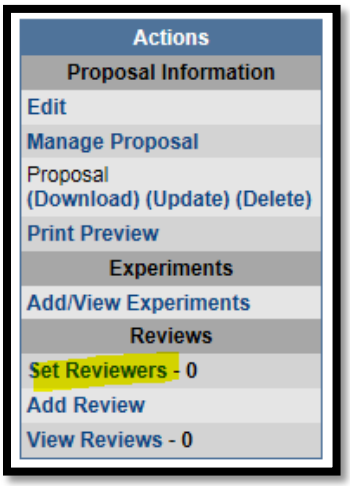
1. At this point in the workflow, the **Facility Review Manager** is responsible for starting the review process.
2. Navigate to https://users.magnet.fsu.edu in the browser.
3. **"Log In"** using the link in the top right-hand corner.
4. Click the "**Proposal"** link at the top of the page on the navigation 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.

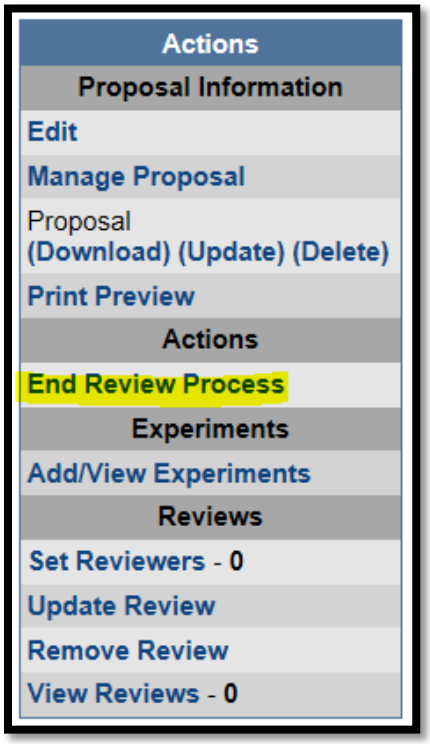


NOTE:

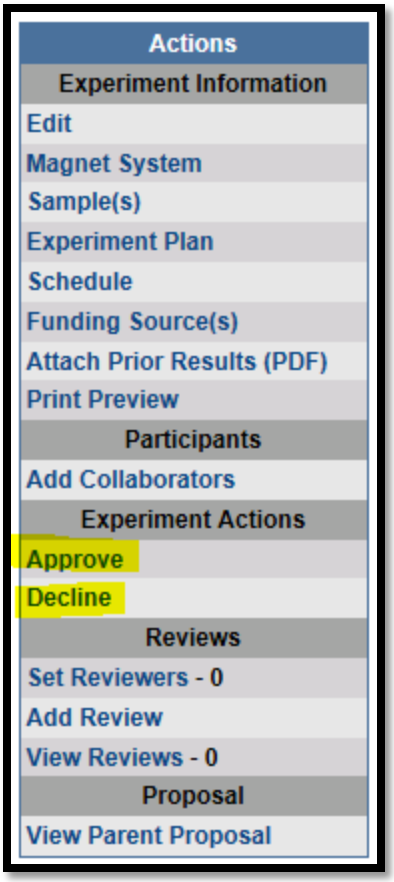
* In case the proposal should be exempted from review, click the link labeled “**Exempt from Review”** on the actions bar instead.

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

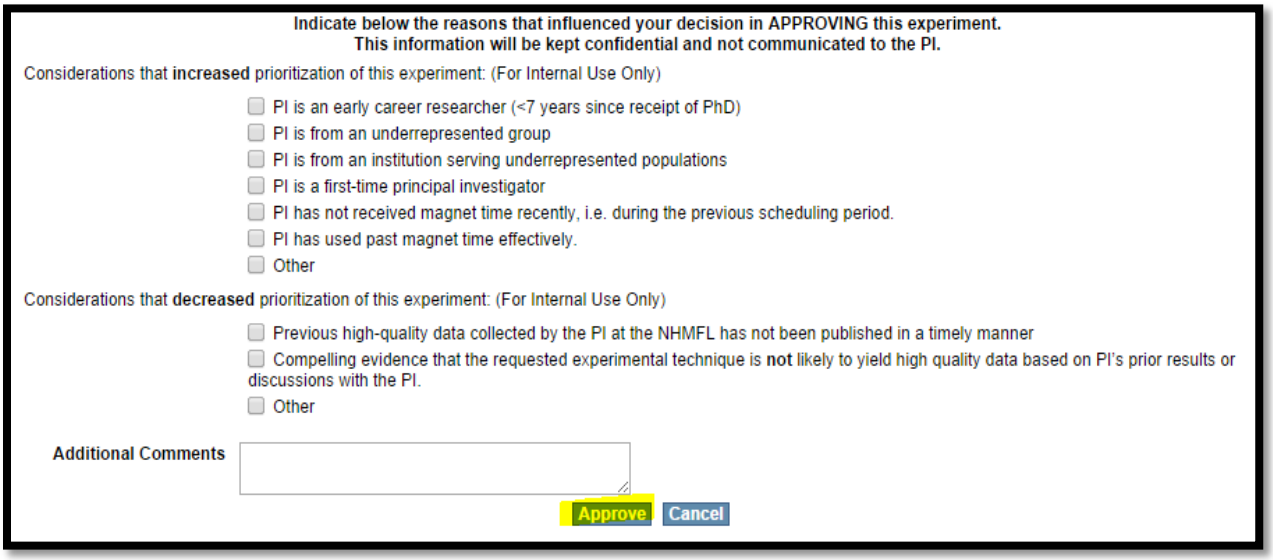
1. After proposal reviews have been submitted, navigate to https://users.magnet.fsu.edu in the browser.
2. **"Log In"** using the link in the top right-hand corner.
3. Click the "**Proposal"** link at the top of the page on the navigation bar to locate the appropriate proposal.
4. Click "**End Review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

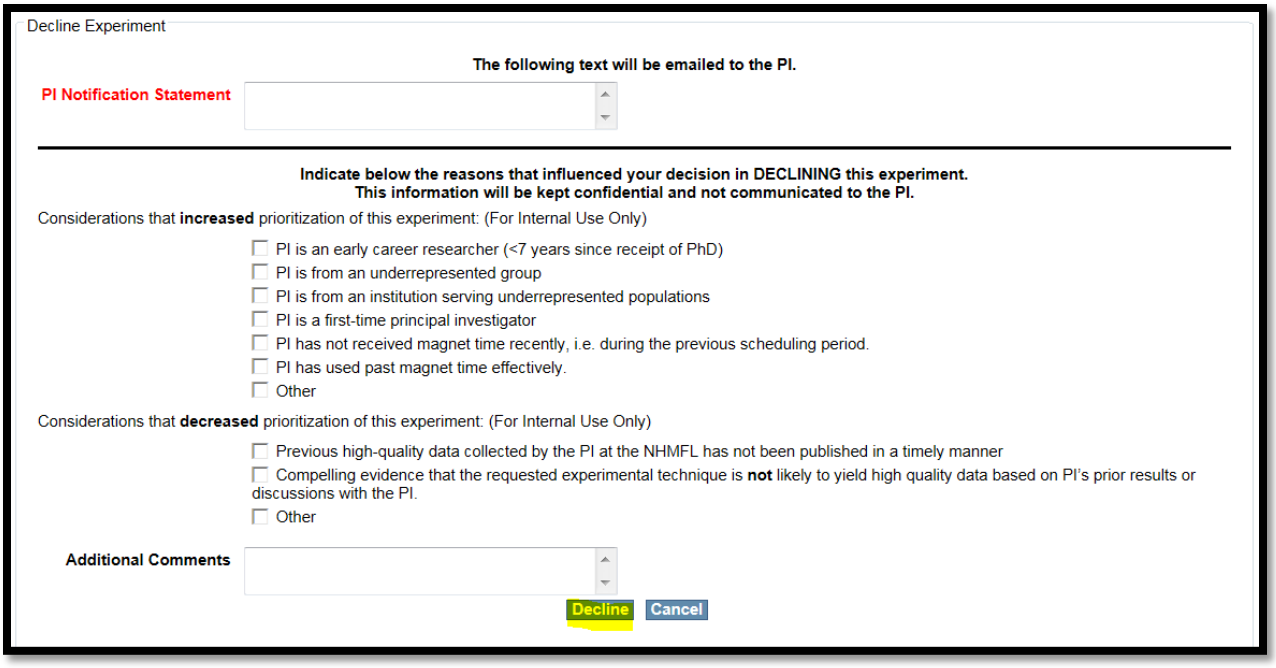


5. Click the "**Add/View Experiments"** on the Actions bar.
6. Then set reviewers for the experiment using the **"Set Reviewers"** link on the Actions bar (if applicable).
7. Next, **"Approve"** or **"Decline**" experiment.



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



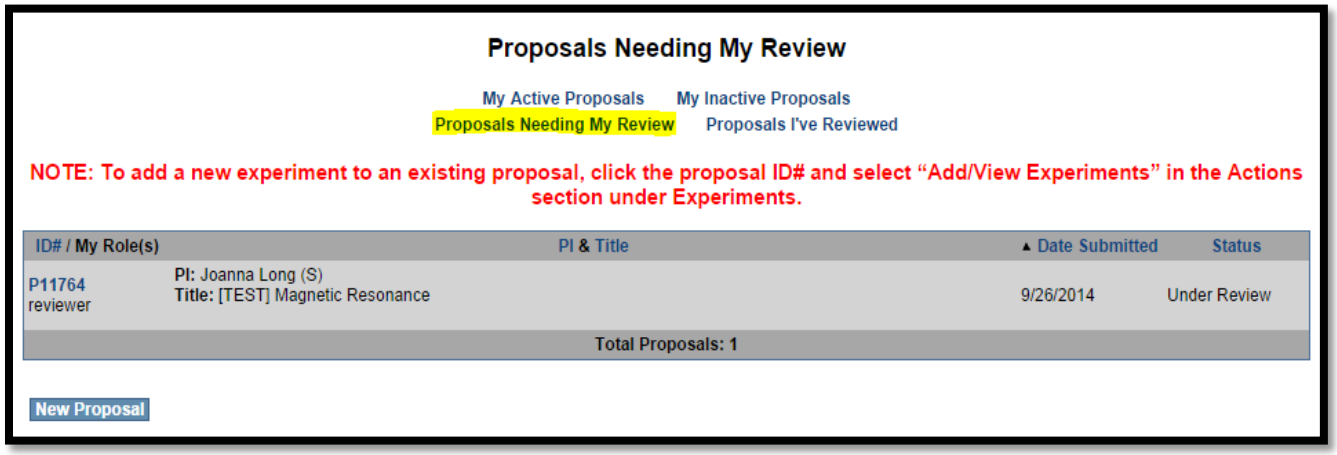

Decline Experiment
The following text will be emailed to the PI.
PI Notification Statement
Indicate below the reasons that influenced your decision in DECLINING this experiment.
This information will be kept confidential and not communicated to the PI.
Considerations that increased prioritization of 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)

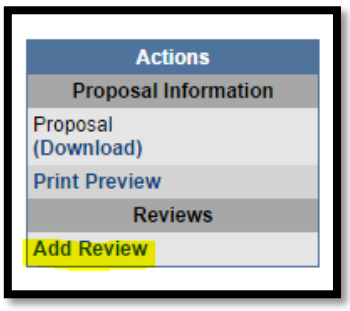
1) Proposal Workflow – Review the Proposal

1. Navigate to https://users.magnet.fsu.edu 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.



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.

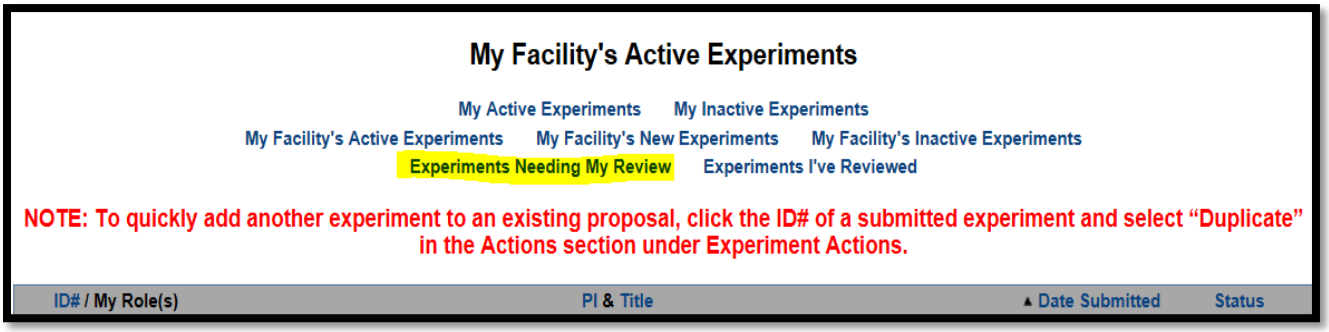


IV. FACILITY COORDINATOR (if applicable)

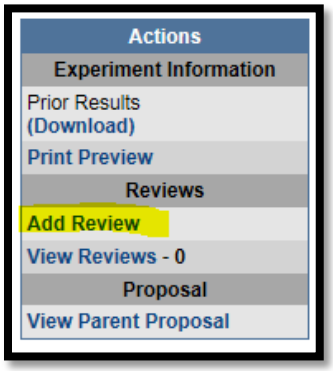
1) Experiment Workflow – Review Experiment

1. Navigate to https://users.magnet.fsu.edu 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.



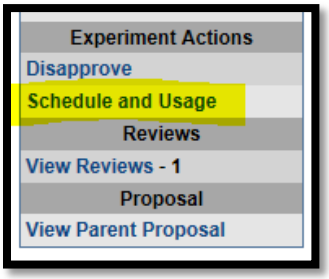
7. Click the link and follow instructions to "**Submit**" a review.

V. FACILITY DIRECTOR & FACILITY MANAGER

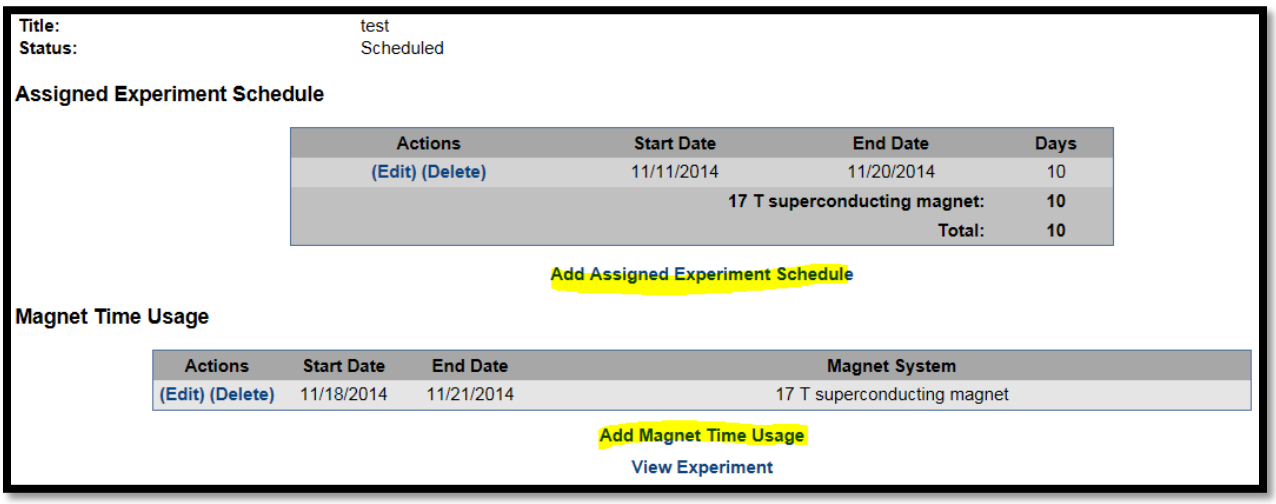
1) Experiment Workflow – Scheduling & Usage

NOTE:

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



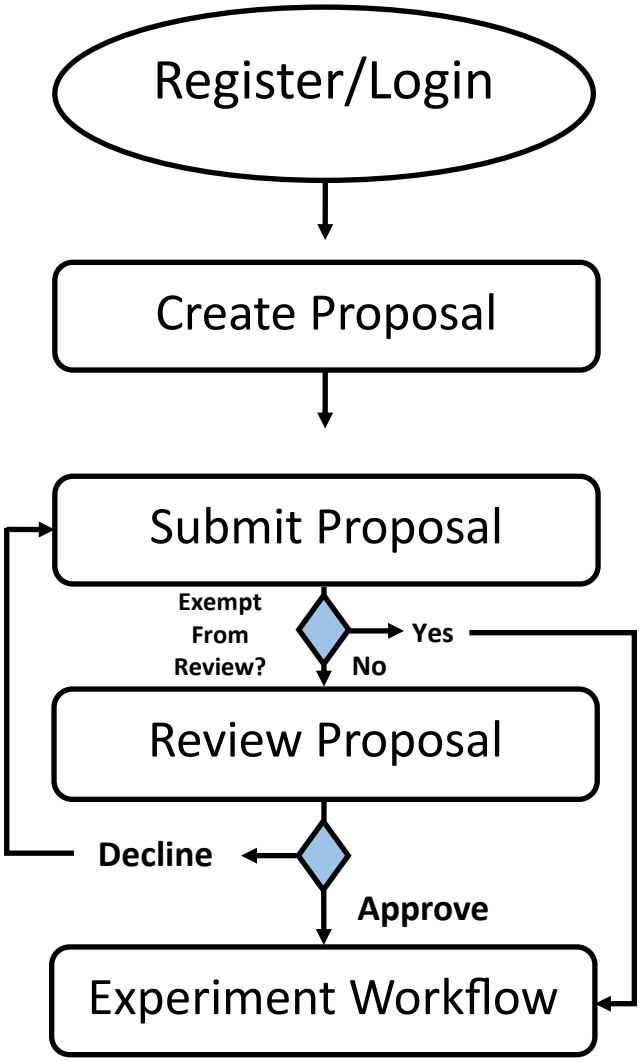
1. Click **"Schedule and Usage"** on the action bar and you will be redirected to the Schedule and Usage page.



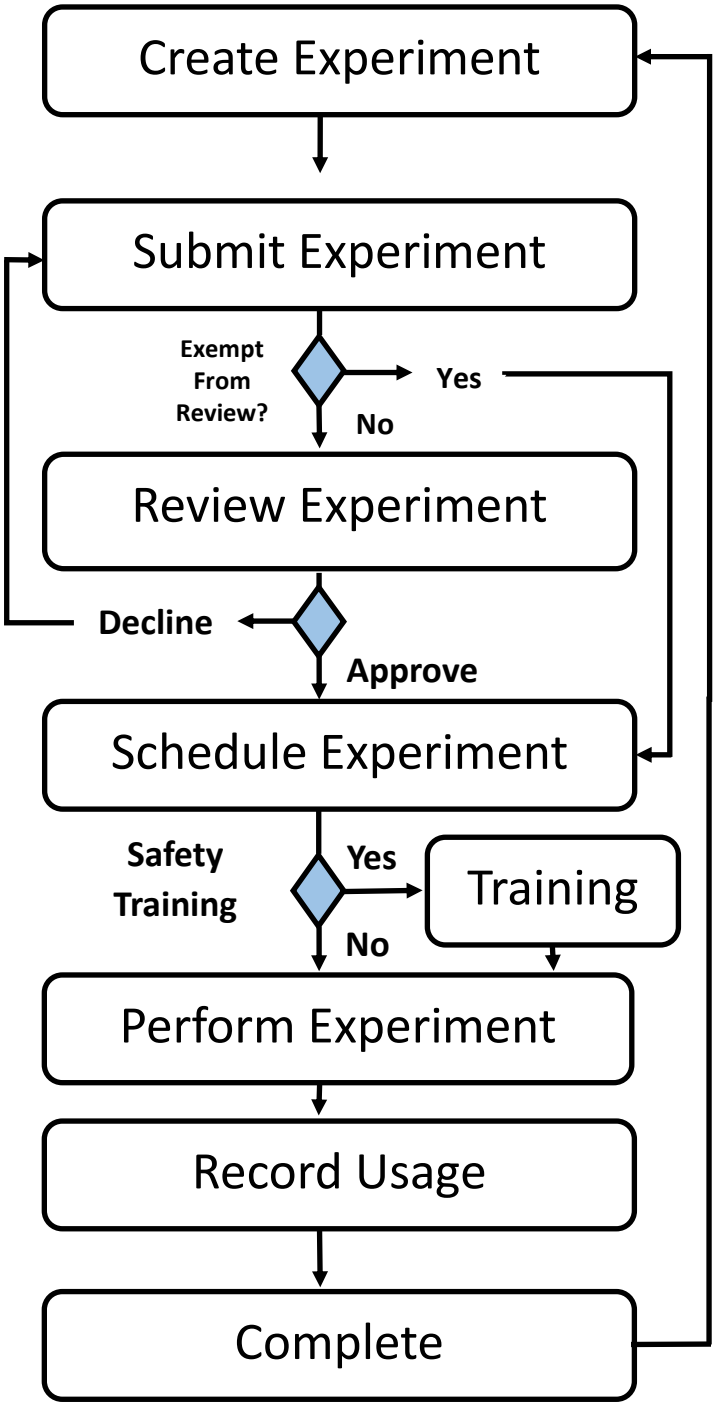
2. Click **"Add Assigned Experiment Schedule"** to complete the form and **"Save"** an experiment schedule.
3. If applicable, click **"Add Magnet Time Usage"** to complete the form and **"Save".**
4. After completing the assigned schedule and magnet time usage, you will be redirected to the experiment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

Appendix:
User Program Workflow

Proposal 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.