

# Molecular Foundry User Proposal Content Guide (Standard Proposal Form)

This document presents the content requested in the form for a Standard Proposal to the Molecular Foundry. Most of the prompts and guidance are taken verbatim from the form, but some modifications and omissions have been made for clarity.

**Note that this document is provided only as a guide and that proposals must be submitted through the [Molecular Foundry User Portal](#) using the interactive form, not as a compiled document.**

## Overview

Project Title

Project Summary

Provide a one to two sentence summary of the research project, written for non-specialists.

Areas of Study (select from list)

Staff Contact

If you have been in contact with Molecular Foundry staff members regarding this project, enter their names.

Is this a follow-on proposal?

If yes: Describe progress made during the prior project (which may still be active), highlight any changes in scope of work, and justify need for an additional term. (3,000 character limit; approx. 400 words)

Is this a resubmission of a previously rejected proposal?

If yes: Respond to reviewer comments and describe any significant revisions to proposal content. (3,000 character limit; approx. 400 words)

## Users (Researchers)

Identify the following users for this project:

### Principal Investigator

Principal investigator (PI) is the project leader. Usually, the PI is a faculty member or a senior-level scientist who is head of a scientific organizational unit such as research group, program or laboratory. The PI is expected to make final decisions and supervise scientific work. Students and postdoctoral scholars cannot be PI.

### Primary Researcher

Primary Researcher is the individual performing most of the research on the proposal, and/or the lead researcher performing hands-on work.

### Co-Researchers

Up to three additional co-researchers may be identified.

For each user, provide details below. Form will auto-fill if email is already in our system. To update the auto-filled information, the researcher must log in to the proposal system and edit their details under "My Account."

- Email address
- Title (Ms/Mr/Mrs/Dr/Prof)
- First Name
- Middle Initial
- Last Name
- Work Location (will perform work onsite/will not perform work onsite)
- Source of Support (select from list)
- Citizenship (select from list)
- Birth Country (select from list)
- Primary affiliation/employer details
  - o Name (select from list or enter new)
  - o Department/Division
  - o Street Address
  - o City
  - o State (select from list)
  - o ZIP code
  - o Country (select from list)
  - o User Employment Level (select from list)
- Demographic Information for DOE
  - o Gender
  - o Race/Ethnicity
  - o Year of Birth
  - o Year PhD Completed

## Project Goals and Significance

Describe the scientific or technological motivation, long-term goals, and significance of your project in the context of your field of study. Describe your immediate goal in the context of a one-year Molecular Foundry User Project. Figures may be included in-line using the "add image" function below the text box. (3,750 character limit; approx. 500 words)

## Need for the Foundry

Describe how Foundry capabilities and expertise are needed to realize the immediate goal identified in "Project Goals and Significance". (3,750 character limit; approx. 500 words)

## Foundry Facilities Requested

Identify the lead facility and any support facilities requested and give a short description of the intended work at each. (Word limit: 200 for lead; 100 per support facility)

Refer to our [guidance on identifying Lead versus Support Facility requests](#). If a high level of engagement is required by more than one Facility, equivalent to multiple Lead Facility requests, you should identify those Facilities in this section and submit a separate copy of your proposal for each Lead Facility desired.

## Project Plan and Timeline

Describe your project plan, indicating the work to be done at your home institution and in the Foundry Facilities requested in "Resource Request". Describe how each of these pieces of work contributes to the immediate goal identified in "Project Goals and Significance". Describe the expected timeline of your project, including an estimate of the time required for each piece of work. (3,750 character limit; approx. 500 words)

## Relevant Experience

Describe the current level of expertise of each researcher in relation to the proposed work. For researchers expected to do hands-on work at the Foundry, be explicit about their level of training or experience on the requested instruments and capabilities. (3,000 character limit; approx. 400 words)

## References

List references for literature cited in the scientific narrative portion of the proposal (Goals and Significance, Resource Request, Project Plan).

## Advanced Light Source

As part of your research proposal to the Molecular Foundry, you can request limited access to the Advanced Light Source (ALS) at Berkeley Lab. The beamlines currently available through this mechanism are listed in the form.

You may request up to 3 shifts of beam time on the specified beamlines through your Molecular Foundry proposal. If you need greater access to the ALS, please submit a full ALS proposal at <https://alshub.als.lbl.gov>

Please note that this request does not guarantee access. Learn more about the capabilities and resources available at the ALS on their website: <http://www-als.lbl.gov>

Does the proposed work require access to the Advanced Light Source facility? If yes:

If you have existing approved ALS proposals for this or other work, please enter the proposal numbers.

Do you plan to submit a separate proposal to ALS for this work? If no:

Provide a brief technical description of the work you intend to perform at ALS. (3,000 character limit; approx. 400 words)

Select requested beamline (select from list) (Note that this list will vary based on current availability at ALS.)

Number of shifts requested (1/2/3)

Justification for requested beamline and number of shifts.

## Safety

Will your proposed work require you to bring any of the following new materials into the Molecular Foundry? *If the answer is yes for any of the following, additional questions are asked to gather more details.*

Radioactive Materials

Equipment that generates x-rays.

Risk Group 3/4 infectious organisms or tissues/materials that may contain risk group 3 or 4 organisms.

Toxic or pyrophoric compressed/liquefied gases.

Chemicals with very high acute toxicity (e.g. biological warfare agents, biotoxins).

Will your proposed work require you to bring explosive materials into the Molecular Foundry?

New class 3B or 4 laser systems.

Will any of the work you propose for the Foundry be deemed 'Classified' (that is, secret) by the United States Government?

## Foundry Proposal Awards

A pre-populated list will show any approved Foundry proposals for this Principal Investigator from the last three years. Please check the accuracy of the list and submit any missing final reports. This information is used by reviewers to assess your track record at the Foundry. Preliminary reports can be entered for projects that are still active.

### Past Productivity

If any prior awards are identified: Describe the past productivity of your group at the Molecular Foundry for the proposals listed above. Include a list or discussion of research products such as papers, grants, invited talks, patent awards, product milestones, etc. Peer-reviewed publications resulting from these projects should be listed on the following page. (3,750 character limit; approx. 500 words)

### Foundry Publications

A pre-populated list will show the refereed journal articles in our database for this Principal Investigator from the last three years. These publications have been identified using the last name and first initial of the Principal Investigator. Please place a check mark next to the publications that are correctly identified and enter any missing publications using provided link.

### Contracts Officers

A User Agreement contract between each user's home institution and LBNL is required before work begins. This agreement forms the contractual basis covering the distribution of intellectual property rights. [More](#)

A pre-populated list will show any new User Agreements needed. For each of the institutions listed, provide the name and contact information of a Contracts Officer. A Contracts Officer is an official or legal representative who is authorized to obligate the entire institution/company to the terms and conditions in a legally binding document.

First Name:

Last Name:

Email:

Phone:

### Conflict of Interest Declaration

The Molecular Foundry strives to maintain a fair and equitable user proposal evaluation and acceptance process, while also addressing legitimate needs of all users and staff personnel. We award access to the Foundry only to proposals deemed scientifically feasible by our staff, that have been externally reviewed and evaluated by subject matter experts.

Please help us to continue this dedication to fairness by self-declaring any known or potential conflicts of interest in the following key areas of consideration:

Any SCIENTIFIC interest that could reasonably be construed as infringing on the intellectual property of any other user or institution identified on this proposal (yes/no)

Any FINANCIAL interest, influence or control between LBNL scientific or administrative staff and users identified in this proposal (yes/no)

Any ROMANTIC interests between listed users and Foundry staff that could give rise to the perceived issue of favoritism among other users if it were to be disclosed (yes/no)

Any MATERIAL interests between users, staff and/or vendors that could be potentially viewed or construed as leading to unfair influence on outcome of a user project (yes/no)

### Attachments

Attach the CV of the Project Leader:

OPTIONAL: Attach any supplementary documentation that would help reviewers evaluate this proposal.