



INSTRUCTIONS: ONLINE SUBMISSIONS FOR TRIUMF EEC MEETINGS

Please take the time to read through these instructions before beginning your submission. The following pages give step-by-step information on how to submit a Proposal or Progress Report to the EEC. It is important to start your work early in case you encounter any errors that require the [Admin Assistant](#) or the [Computing Group \(MIS\)](#).

JAVASCRIPT: Must be turned on

NAVIGATION: Please use the Navigation Tools at the left-hand side of the page or by clicking "Save and Next".

SAVE buttons can be found on the bottom of the screens. Don't forget to save your work!

TO SUBMIT your work, you must go to the last section "Review For Submission" and click on the "Submit to the EEC" button.

It is important to follow the steps below.

1. Request a Secure Access ID at <https://admin.triumf.ca/d2w-sec/internalid/apply>
2. Login to the Experiment Database at <https://mis.triumf.ca/science/experiment/list.jsf>
3. If you are a spokesperson on a project you can click on "Spokesperson's Portal" and there will be the list of projects that you are spokesperson for. Please note that only *spokespersons* will be able to submit and edit progress reports and new proposals.
4. If you have a new proposal you will need to contact Niki Martin in the Science Division office (sciencediv@triumf.ca) for a proposal number (she will need your experiment title and the spokespersons name and email addresses).

If you have any difficulties during the submission process, please contact the Science Division office at 604-222-7438 or sciencediv@triumf.ca.

Spokespersons - Experiments Database Screen

TRIUMF
Canada's National Laboratory for Particle and Nuclear Physics
Laboratoire national canadien pour la recherche en physique nucléaire et en physique des particules

Home | Beam Schedules | Experiments Database | Beam Request | Logout of Science Applications

Experiment List | Spokespersons' Portal | Personal Information | My Experiments

Number	Title	Spokespersons
L101	Collaborative Program for the Production of C-11 labelled amino acids	N. Martin , P. Schaffer
L102	This is a fake experiment title	N. Martin
Strial2	Spin Structure and Magnetic Volume Fraction of La214 Systems	N. Martin

Contact Us | Directories | Media | Done

<https://mis.triumf.ca/science/experiment/spokesperson/list.jsf>

This screen lists all the experiments for which you are listed as the current spokesperson, including any new experiments you have proposed for the current meeting. If an experiment for which you are a spokesperson is missing, please contact the Science Division office at sciencediv@triumf.ca or 604- 222-7438.

Click on the experiment number to be taken to the experiment summary page.

Experiment Summary

TRIUMF
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Home | Beam Schedules | Experiments Database | Beam Request | Logout of Science Applications

Experiment List | **Edit Original Proposal**

Spokespersons' Portal
Personal Information

TRIUMF — EEC Submission
EEC meeting: 201104L
Original Proposal

Exp. No.
L102 — In Preparation

Date Submitted
2011-01-11 14:34:54

Title of Experiment
This is a fake experiment title

Name of Group
Nik's Fake Experiment Group

Detailed Information
[Complete / merged PDF](#)
[Form data only](#)

Spokesperson(s) for Group
[N. Martin](#)

Current Members of Group

Name	Institution	Status	% of research time devoted to experiment
N. Martin	TRIUMF	Staff Member	%

Basic Information
Date submitted
2011-01-11 14:34:54

Done

This screen shows your progress report/original proposal so far.

Clicking on the “Edit Original Proposal” or “Edit Progress Report” buttons will take you to the Edit the Experiment Description.

Editing Experiment Description

The screenshot shows the TRIUMF website interface for editing an experiment description. The header includes the TRIUMF logo and the text "Canada's National Laboratory for Particle and Nuclear Physics" and "Laboratoire national canadien pour la recherche en physique nucléaire et en physique des particules". The navigation bar contains links for Home, Beam Schedules, Experiments Database, Beam Request, and Logout of Science Applications. The main content area is titled "Editing Experiment L102" and includes a "Back to Summary" link. Below the title, it says "This is a fake experiment title by Niki's Fake Experiment Group". The form is titled "Edit Experiment Description" and contains the following fields and options:

- Type: Radio buttons for Sub-Atomic, Molecular and Material Science, Life Sciences (selected), and None.
- Experiment number: Text input field containing "102".
- Base/ISAC: Dropdown menu showing "Base".
- Status: Dropdown menu showing "In Preparation".
- Publicly-viewable: Unchecked checkbox.
- Date proposal submitted: Text input field.
- First proposed at EEC: Dropdown menu showing "201104L".
- Start of preparations: Text input field.
- Title: Text input field containing "This is a fake experiment title".
- Plain-text title: Text input field containing "This is a fake experiment title".
- Group name: Text input field containing "Niki's Fake Experiment Group".
- Experiment URL (home page): Text input field.

At the bottom of the form are three buttons: "Save", "Save and next", and "Reset form". A sidebar on the left contains navigation links: "Experiment List", "Spokespersons' Portal", "Experiment Description", "Create New Proposals And Progress Reports", "201104L (Original Proposal)", "Experiment Dates", "Summary", "Primary Beam", "Secondary Beam", "TRIUMF Support", "Safety Issues", "Members", "Beam Shift Requests", and "Detailed Information".

The Edit the Experiment Description is where you can self-manage your experiment's type, BASE/ISAC-I/ISAC-II/Nuclear Medicine, Date Submitted, Start of Preparations, Group Name, and Experiment website.

IMPORTANT NOTES:

When you make a choice on the Base/ISAC-I/ISAC-II/Nuclear Medicine section, the rest of your questions will be screen specific to that choice. Double check your choice before you hit "Save and next" for your description.

All new submissions of progress reports and proposals will have an unchecked box beside "Publicly Viewable" until after the Committee has made its recommendations. Only the spokesperson can view reports and proposals submitted to the current EEC meeting. Make sure that your participants have a copy of your final submission, by clicking on Complete / merged PDF at the end.

Clicking on the "Save and next" button will take you to the next page which is creating a new report page and there is only one option to click "Next".

Editing Report – Experiment Dates

The screenshot shows the TRIUMF website interface. At the top, there is a dark red header with the TRIUMF logo and the text "Canada's National Laboratory for Particle and Nuclear Physics" and "Laboratoire national canadien pour la recherche en physique nucléaire et en physique des particules". Below the header is a navigation bar with links: Home, Beam Schedules, Experiments Database, Beam Request, and Logout of Science Applications. The main content area is divided into a sidebar on the left and a main panel on the right. The sidebar contains links for Experiment List, Spokespersons' Portal, Experiment Description, Create New Proposals And Progress Reports, and a list of menu items for experiment 201104L (Original Proposal): Experiment Dates, Summary, Primary Beam, Secondary Beam, TRIUMF Support, Safety Issues, Members, Beam Shift Requests, and Detailed Information. The main panel displays the "Editing Report 201104L for Experiment L102" page. It includes a "Back to Summary" link, a note that the title is a fake, and a section titled "Edit Experiment Dates". This section contains three input fields: "Date submitted" (2011-01-11 02:34:54), "Date experiment ready" (2011-05-03), and "Project completed date" (2011-08-31). Below these fields are three buttons: "Save", "Save and next", and "Reset form".

Please fill in the “Date Experiment Ready” and the “Projected Completion Date” fields and click “Save and next”.

Editing Report – Summary

Canada's National Laboratory for Particle and Nuclear Physics
Laboratoire national canadien pour la recherche en physique nucléaire et en physique des particules

Home | Beam Schedules | Experiments Database | Beam Request | Logout of Science Applications

Experiment List | **Back to Summary**

Editing Report 201104L for Experiment L105

Test for Paul by Early Birds

Edit Summary

There is a 500-word maximum for this field. Text beyond 500 words will truncate. Please use LaTeX tags for equations only and not for text formatting.

HTML | **B** | *I* | U | Ω | x, x' | ABC | [List Icons]

The proponents will attempt to make the perfect cup of coffee in which the key ingredient is 1,3,7-trimethylxanthine. The applicants feel that this ingredient, when interacting with the greater than 300 other known compounds from a roasted coffee bean work to prevent the consumer from entering into a coma on Monday mornings. The effect is noted to decrease as the days approach Friday with nearly no effect on Saturdays or Sundays - suggesting a strong psychological component to the mechanism of action. 19 subjects will be presented with a normal North American diet and given only coffee and water to drink. After the study is complete, the subjects will be provided with ibuprofen to offset the withdrawal symptoms associated with caffeine.

Path: p

A 60-word version of your summary that does not use any markup (for future use in public outreach).

Coffee, a well known stimulant will enhance productivity and decrease mental downtime in individuals that consume beverages containing a critical compound. Productivity may be offset through the diuretic affects of the key ingredient.

Done

Fill in the summary section, please be sure to fill-in the 60-word version for the public's view.

After your beam time you will need to submit a 300-word summary of your experiment results. It is requested that this be submitted to the Science Division (sciencediv@triumf.ca) 60-days after your beam time.

SAVE buttons can be found on the bottom of the screen. Don't forget to save your work!

Edit Report – Primary Beam

TRIUMF
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Home | Beam Schedules | Experiments Database | **Beam Request** | Logout of Science Applications

Experiments Database | [Back to summary](#)

Editing Report 200707S for Experiment Strial2

Spin Structure and Magnetic Volume Fraction of La214 Systems by McMaster

Edit Primary Beam Information

Primary beamline:

Base

- n/a
- M9A
- M9B
- M11
- Belle
- DR (Pandora)
- Gas Cart
- Helios

µSR spectrometers

- n/a
- 1at1_1cmbe
- 1at1_1cmc
- 1at2_10cmbe

Meson target

Summary list of samples

HTML | **B** | *I* | U | Ω | x | x² | ABC | [List Icon] | [List Icon] | [List Icon] | [List Icon]

Fill in the fields relevant to your experiment report (these fields will be dependent on what you chose for experiment type and the Base/ISAC-I/ISAC-II/Nuclear Medicine choice that was made.

SAVE buttons can be found on the bottom of the screen. Don't forget to save your work!

Edit Report – Secondary Beam

The screenshot shows the TRIUMF website interface. At the top, there is a dark red header with the TRIUMF logo and the text "Canada's National Laboratory for Particle and Nuclear Physics" and "Laboratoire national canadien pour la recherche en physique nucléaire et en physique des particules". Below the header is a navigation bar with links: Home, Beam Schedules, Experiments Database, Beam Request, and Logout of Science Applications.

The main content area is titled "Editing Report 200707S for Experiment Strial2" and includes the subtitle "Spin Structure and Magnetic Volume Fraction of La214 Systems by McMaster". The page is for editing "Secondary Beam Information".

On the left, there is a sidebar menu with the following items: Experiments Database, Administrators' Portal, Experiment Description, Create New Proposals And Progress Reports, 200707S (Original Proposal), Experiment Dates, Summary, Primary Beam, Secondary Beam, TRIUMF Support, Safety Issues, Members, Beam Shift Requests, Committee Recommendations, and Beam Used.

The main form area is titled "Edit Secondary Beam Information" and contains the following fields:

- Proton beam**
 - Energy (meV)
 - Intensity (uA)
 - Pulse width (ns)
- Secondary beam**
 - Particle type
 - Energy (meV)
 - Spot size (mm)
 - Intensity (pps)
 - Special characteristics

At the bottom of the form, there are three buttons: "Save", "Save and next", and "Reset form".

Fill in the fields relevant to your experiment report (these fields will be dependent on what you chose for experiment type and the Base/ISAC-I/ISAC-II/Nuclear Medicine choice that was made.

SAVE buttons can be found on the bottom of the screen. Don't forget to save your work!

Edit Report – Support

The screenshot shows the TRIUMF website interface. At the top, there is a dark red header with the TRIUMF logo and the text "Canada's National Laboratory for Particle and Nuclear Physics" and "Laboratoire national canadien pour la recherche en physique nucléaire et en physique des particules". Below the header is a navigation bar with links: Home, Beam Schedules, Experiments Database, Beam Request, and Logout of Science Applications. The main content area is divided into a sidebar on the left and a main panel on the right. The sidebar contains links for Experiments Database, Administrators' Portal, Experiment Description, Create New Proposals And Progress Reports, and a list of options for experiment 200707S (Original Proposal): Experiment Dates, Summary, Primary Beam, Secondary Beam, TRIUMF Support, Safety Issues, Members, Beam Shift Requests, Committee Recommendations, and Beam Used. The main panel displays the title "Editing Report 200707S for Experiment Strial2" and the subtitle "Spin Structure and Magnetic Volume Fraction of La214 Systems by McMaster". It includes a "Back to summary" link and a "TRIUMF support" section with a text area containing "Path: p". Below this is an "NSERC support" section with another text area containing "Path: p". Both text areas have a rich text editor toolbar at the top.

Fill in the fields for your experiment report. It is important to note what TRIUMF support is required for the experiment (including all external support that is being given).

SAVE buttons can be found on the bottom of the screen. Don't forget to save your work!

Edit Report – Safety Issues

The screenshot shows the TRIUMF website interface. At the top, the TRIUMF logo is on the left, and the text "Canada's National Laboratory for Particle and Nuclear Physics" and "Laboratoire national canadien pour la recherche en physique nucléaire et en physique des particules" is on the right. Below this is a navigation bar with links: Home, Beam Schedules, Experiments Database, Beam Request, and Logout of Science Applications. The main content area is titled "Editing Report 200707S for Experiment Strial2" and "Spin Structure and Magnetic Volume Fraction of La214 Systems by McMaster". Underneath, there is a section for "Edit Safety Issues" with a red warning message: "Summarize possible hazards associated with the experimental apparatus, precautions to be taken, and other matters that should be brought to the notice of the Safety Officer. Details must be provided separately in a safety report to be prepared by the spokesperson under the guidance of the Safety Report Guide available from the Science Division Office." Below the message is a large text input area with a rich text editor toolbar. At the bottom of the page, there are three buttons: "Save", "Save and next", and "Reset form". On the left side, there is a vertical menu with various options like "Experiment Description", "Create New Proposals", "Experiment Dates", "Summary", "Primary Beam", "Secondary Beam", "TRIUMF Support", "Safety Issues", "Members", "Beam Shift Requests", "Committee Recommendations", and "Beam Used".

Fill in the safety information for your experiment report.

SAVE buttons can be found on the bottom of the screen. Don't forget to save your work!

Edit Report – Members

The screenshot shows the TRIUMF website interface for editing a report. The top navigation bar includes links for Home, Beam Schedules, Experiments Database, Beam Request, and Logout of Science Applications. The main content area is titled 'Editing Report 201104L for Experiment L105' and includes a 'Back to Summary' link. Below this is the 'Edit Membership' section, which contains a table with the following data:

Name	Email	Institution	Status	Time commitment (%)	Spokesperson?	Revoked
Nicole Martin	<input type="text" value="nmartin@triumf.ca"/>	<input type="text" value="TRIUMF"/>	<input type="text" value="Staff Member"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Paul Schaffer	<input type="text" value="pschaffer@triumf.ca"/>	<input type="text" value="TRIUMF"/>	<input type="text" value="Research Scientist"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Below the table is an 'Enroll member...' button. At the bottom of the form are 'Save', 'Save and next', and 'Reset form' buttons. The left sidebar contains various navigation options, including 'Experiment List', 'Spokespersons Portal', 'Experiment Description', 'Create New Proposals And Progress Reports', and a list of tabs for the current report (201104L Original Proposal), such as 'Experiment Dates', 'Summary', 'Radiotracers', 'Timeline', 'TRIUMF Support', 'Safety Issues', 'Members', 'Detailed Information', and 'Review For Submission'.

To add new members, click on “Enroll member” and then choose the member from the list. You can search by first or last name. If you cannot find the member in the list click “New experimenter” and fill in the fields. The publication name should be the first initials followed by the family name.

Please be sure the member is not already in the list to prevent duplicates.

Also please double check the information we have in the database on member institutions and status and fill-in the information to update it. You must also designate a % of time for each member and also indicate if any other member will be acting as a spokesperson for the experiment.

Members can also update their own information in the Spokespersons portal under the Personal Information tab.

SAVE buttons can be found on the bottom of the screen. Don’t forget to save your work!


Edit Report – Beam Shifts Request

The screenshot shows the TRIUMF website interface. At the top, there is a dark red header with the TRIUMF logo and the text "Canada's National Laboratory for Particle and Nuclear Physics" and "Laboratoire national canadien pour la recherche en physique nucléaire et en physique des particules". Below the header is a navigation bar with links: Home, Beam Schedules, Experiments Database, Beam Request, and Logout of Science Applications. The main content area is divided into a left sidebar and a main panel. The sidebar contains links for Experiments Database, Administrators' Portal, Experiment Description, Create New Proposals And Progress Reports, and a list of experiment details for 200707S (Original Proposal), including Experiment Dates, Summary, Primary Beam, Secondary Beam, TRIUMF Support, Safety Issues, Members, Beam Shift Requests, Committee Recommendations, and Beam Used. The main panel displays the "Editing Report 200707S for Experiment Strial2" with the subtitle "Spin Structure and Magnetic Volume Fraction of La214 Systems by McMaster". Below this is the "Edit Beam Shift Requests" form, which is a table with columns: 12-hour shifts, Beamline / channel, Primary beam polarized?, Comments, and Delete. The table has one row with input fields for the first three columns and a rich text editor for the Comments column. Below the table is a red button labeled "+ Add Beam Shift". At the bottom of the form are three buttons: "Save", "Save and next", and "Reset form".

Fill in the number of 12-hour shifts you are requesting, the beamline/channel, and any comments.

SAVE buttons can be found on the bottom of the screen. Don't forget to save your work!

Edit Report – Beam Usage

**TRIUMF**

Canada's National Laboratory for Particle and Nuclear Physics
Laboratoire national canadien pour la recherche en physique nucléaire et en physique des particules

[Home](#) | [Beam Schedules](#) | [Experiments Database](#) | [Beam Request](#) | [Logout of Science Applications](#)

[Experiments Database](#) | [Back to summary](#)

Editing Report 200707S for Experiment Strial2
Spin Structure and Magnetic Volume Fraction of La214 Systems by McMaster

[Administrators' Portal](#)

[Experiment Description](#)

[Create New Proposals And Progress Reports](#)

200707S (Original Proposal)

[Experiment Dates](#)

[Summary](#)

[Primary Beam](#)

[Secondary Beam](#)

[TRIUMF Support](#)

[Safety Issues](#)









[Members](#)

[Beam Shift Requests](#)

[Committee Recommendations](#)

[Beam Used](#)

Edit Beam Usage

12-hour shifts	Beamline / channel	Primary beam polarized?	Comments	Delete
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<div><p>HTML B <i>I</i> <u>U</u> Ω \times \times' ABC       </p><div style="border: 1px solid gray; height: 100px; width: 100%;"></div><p>Path: p</p></div>	

[+ Add Beam Shift](#)

Do not fill out.

Edit Report – Beam Remaining

The screenshot shows the TRIUMF website interface. At the top, the TRIUMF logo is on the left, and the text "Canada's National Laboratory for Particle and Nuclear Physics" and "Laboratoire national canadien pour la recherche en physique nucléaire et en physique des particules" is on the right. Below this is a navigation bar with links: Home, Beam Schedules, Experiments Database, Beam Request, and Logout of Science Applications. The main content area is titled "Experiments Database" and includes a "Back to summary" link. The primary heading is "Editing Report 200707S for Experiment Strial2" with the subtitle "Spin Structure and Magnetic Volume Fraction of La214 Systems by McMaster". A sidebar on the left contains a menu with items: Administrators Portal, Experiment Description, Create New Proposals And Progress Reports, 200707S (Original Proposal), Experiment Dates, Summary, Primary Beam, Secondary Beam, TRIUMF Support, Safety Issues, Members, Beam Shift Requests, Committee Recommendations, and a partially visible "Proposals" item. The main table, titled "Edit Beam Remaining", has columns: "12-hour shifts", "Beamline / channel", "Primary beam polarized?", "Comments", and "Delete". The "Comments" column contains a rich text editor with a toolbar (HTML, Bold, Italic, Underline, Link, Unlink, ABC, Bulleted list, Numbered list, Undo, Redo, Refresh) and a text area. Below the table is a "+ Add Beam Shift" button and a row of "Save", "Save and next", and "Reset form" buttons. At the bottom left, the URL "https://mis.triumf.ca/science/experiment/admin/edit/beams_remaining.jsf#" is visible.

Do not fill out.

Edit Report – Detailed Information

The screenshot shows the TRIUMF website interface. At the top, there is a dark red header with the TRIUMF logo and the text "Canada's National Laboratory for Particle and Nuclear Physics" and "Laboratoire national canadien pour la recherche en physique nucléaire et en physique des particules". Below the header is a navigation bar with links: Home, Beam Schedules, Experiments Database, Beam Request, and Logout of Science Applications. The main content area is divided into a sidebar on the left and a main panel on the right. The sidebar contains links for Experiments Database, Administrators' Portal, Experiment Description, Create New Proposals And Progress Reports, and a list of options for experiment 200707S (Original Proposal): Experiment Dates, Summary, Primary Beam, Secondary Beam, TRIUMF Support, Safety Issues, Members, Beam Shift Requests, Committee Recommendations, and Beam Used. The main panel displays the "Editing Report 200707S for Experiment Strial2" page. It includes a "Back to summary" link, the title "Spin Structure and Magnetic Volume Fraction of La214 Systems by McMaster", and instructions: "Spokespersons should upload a 'Detailed Statement' document." and "New Proposals and Progress Reports require also the following documents: Spokespersons Publications list, Experiment related Publications list, and optionally Student Theses list. But at a minimum one 'Detailed Statement' document **must** be uploaded." Below this is a table with columns: Download, Title, File name, Document type, Date posted, and Delete. The table is currently empty, showing "No records found." At the bottom of the table is a "Select PDF file:" input field with "Browse..." and "Upload" buttons. Below the table are "Save", "Save and next", and "Reset form" buttons.

Templates for Detailed Information, Spokesperson/Experiment Publications, and Student Theses for the TRIUMF Experimental Program can be found at <http://www.triumf.ca/research/experimental-program/how-submit-proposal>. At a minimum the Detailed Statement is required to be uploaded.

Documents for detailed information, EEC information, and other information for the TRIUMF Experimental Program can be found at <http://www.triumf.ca/research/experimental-program/how-submit-proposal>.

Please upload all documents in PDF format and label the “Document Type” for each file. Documents that should be uploaded are: Detailed Statement, Spokespersons’ Publications, Experiment Publications, and/or Student Theses.

Review for Submission

Canada's National Laboratory for Particle and Nuclear Physics
Laboratoire national canadien pour la recherche en physique nucléaire et en physique des particules

Home | Beam Schedules | Experiments Database | Beam Request | Logout of Science Applications

Experiment List | [Back to Summary](#)
Review Report for Submission to the Experiments Evaluation Committee

Submit Report to EEC

TRIUMF — EEC Submission EEC meeting: 201104L <i>Original Proposal</i>		Exp. No. L102 — <i>In Preparation</i>
Title of Experiment This is a fake experiment title		Date Submitted 2011-01-11 14:34:54
Name of Group Nik's Fake Experiment Group		
Detailed Information Complete / merged PDF Form data only		
Spokesperson(s) for Group N. Martin		
Current Members of Group		
Name	Institution	Status
N. Martin	TRIUMF	Staff Member %
Basic Information		

Done

AN IMPORTANT NOTE: Be sure to click on “Complete / merged PDF” to print the final PDF of your progress report or new proposal for files (and so you can send it to any of the members of the experiment).

You must submit the final version of your progress report or new proposal by the deadline stated in the Call for Submissions. You may make revisions to any progress report or new proposal up until the deadline, even if you have already hit the “Submit to the EEC” button. After the specified deadline, no further changes can be made to your submission.