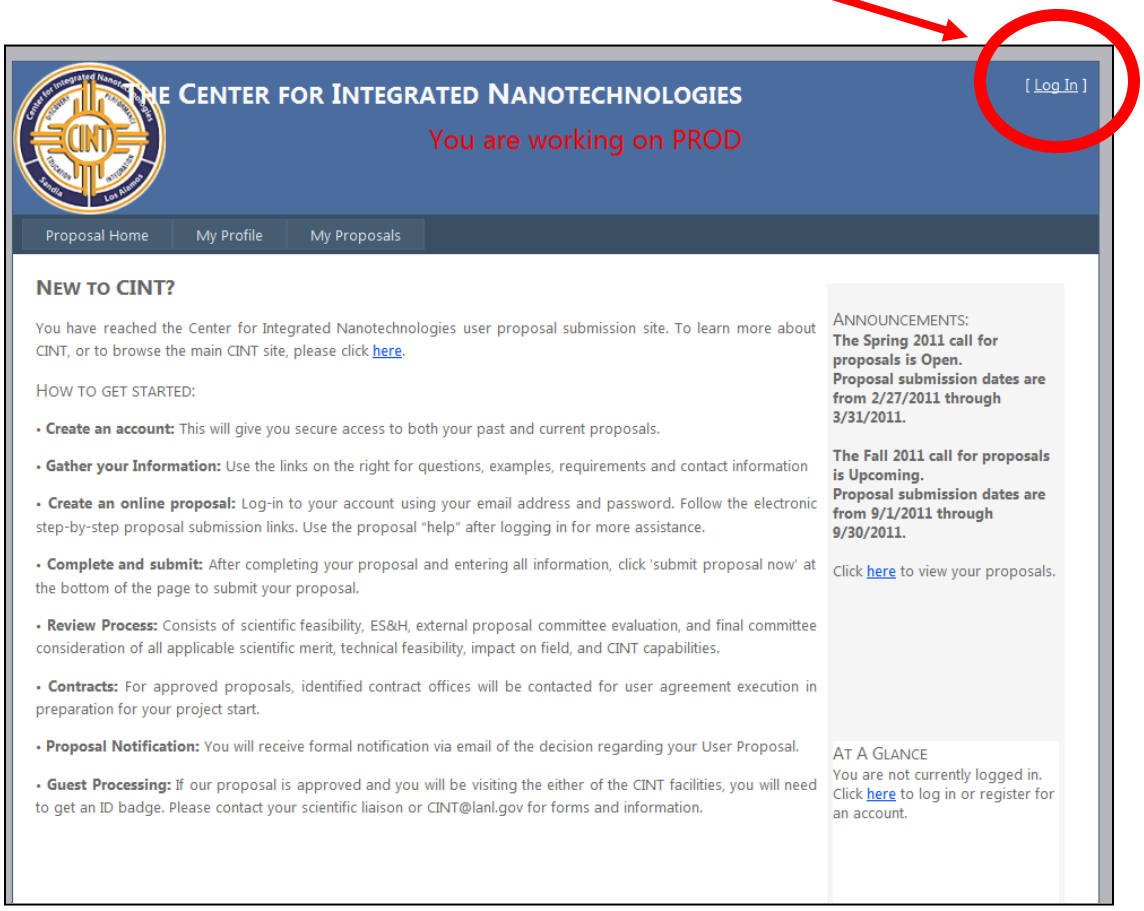
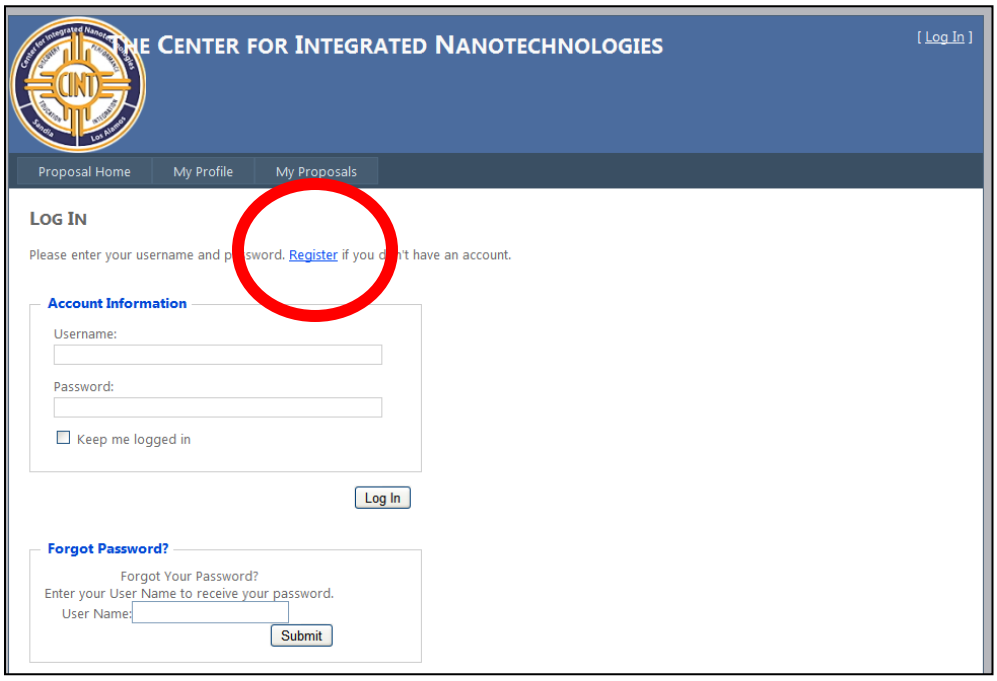
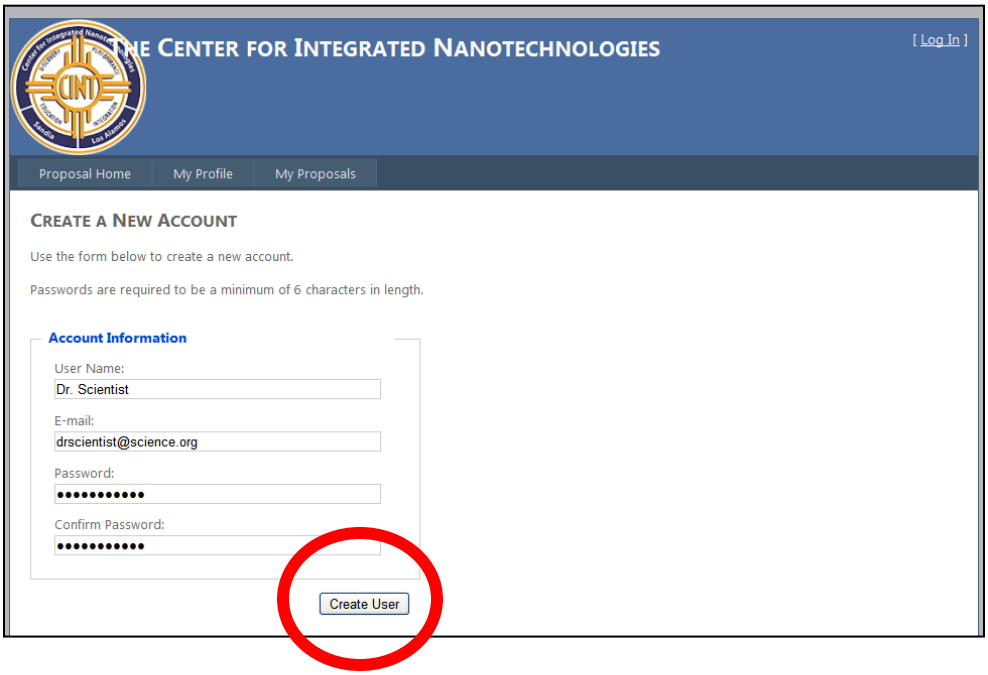
When you enter the proposal submission site, this is the home page you will see. Please click "log in" in the upper right hand corner



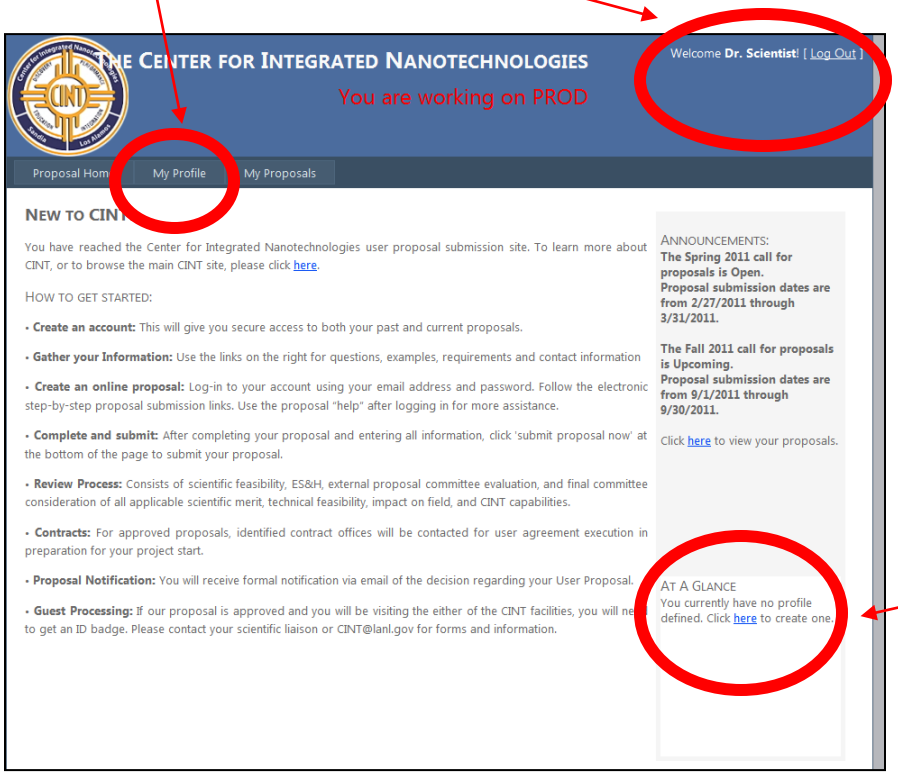
Once at the log in page, please select Register for an account



Fill in the appropriate account information and select the button "create user"

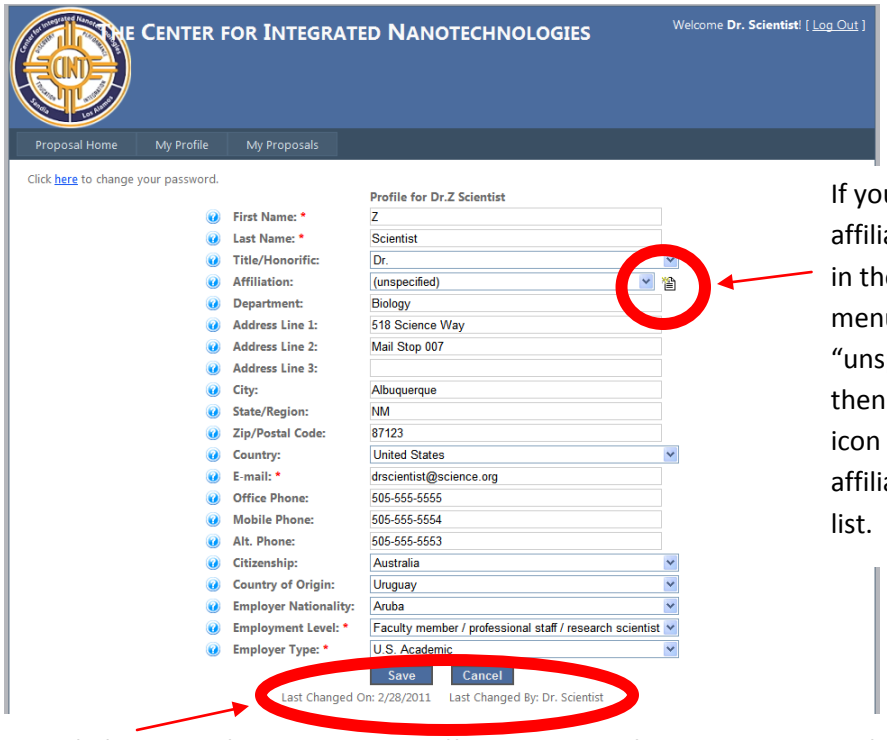


Once you have created your user account you will see your log in information in the top right screen confirming your log in. You are now ready to submit a proposal. To begin, click on My Profile



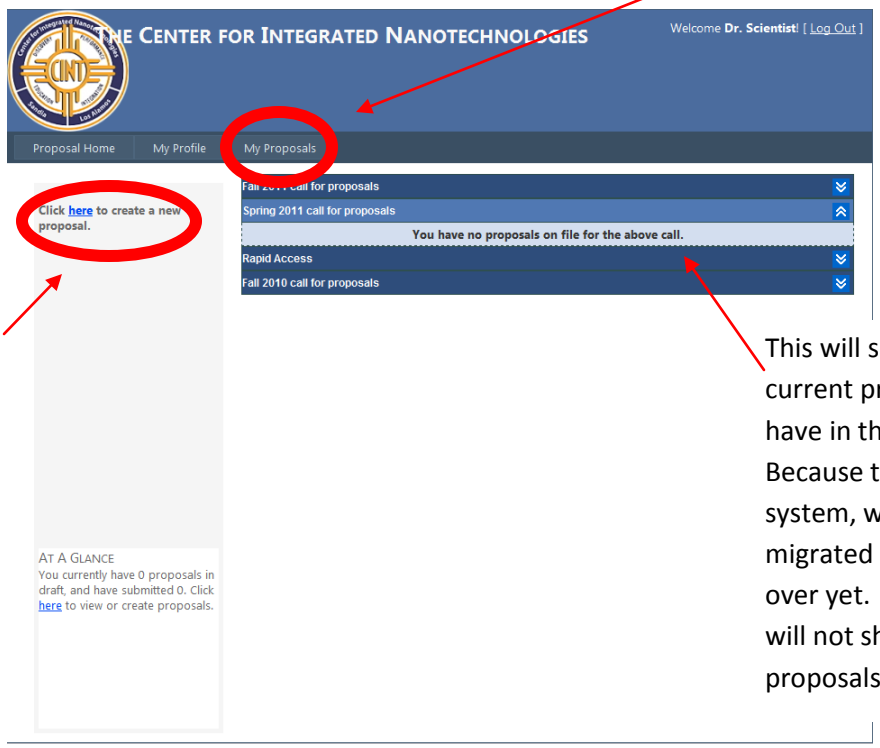
Your home page will now show any proposals you have in draft or that have been submitted for the current call

*Enter the applicable information in to the fields. Fields with a red * are required. Once complete select the save button.*



If your current affiliation is not list in the dropdown menu, select "unspecified" and then click on the icon to add your affiliation to our list.

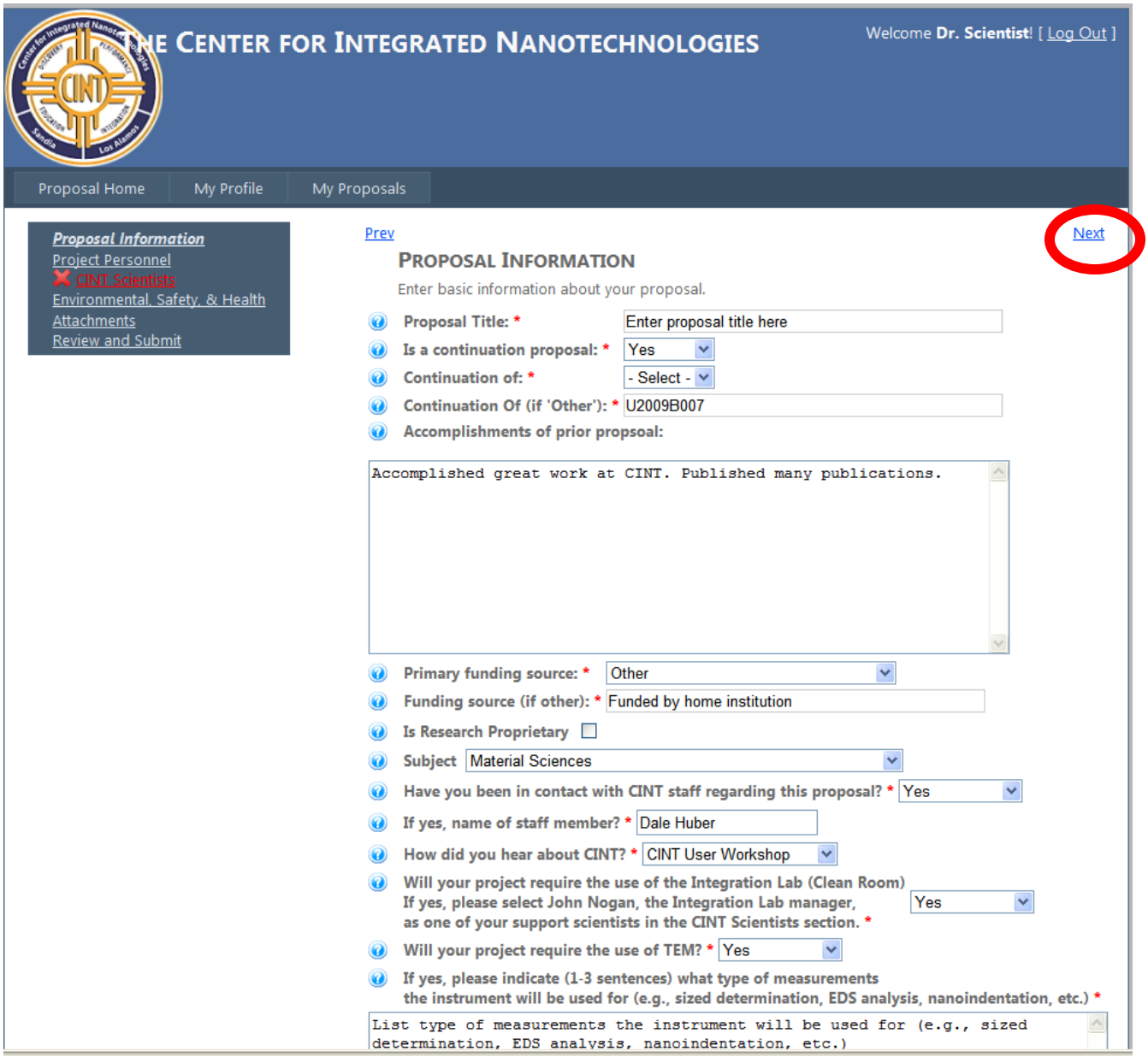
After you have selected the save button, you will see a note listing your modified date. Once you see this confirmation. Click on the My Proposals tab.



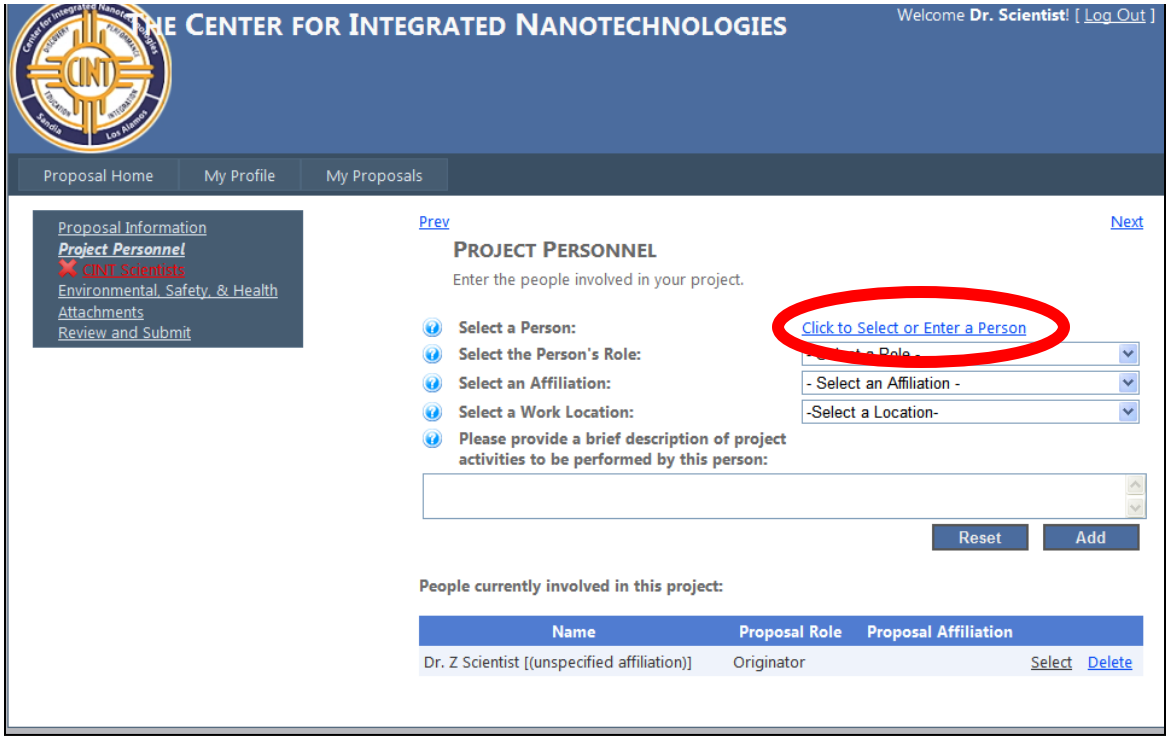
To <u>submit a proposal</u>, click on the link in the left hand menu bar.

This will show you any current proposals you have in the system. Because this is a new system, we have not migrated past proposals over yet. Your profile will not show any past proposals at this time

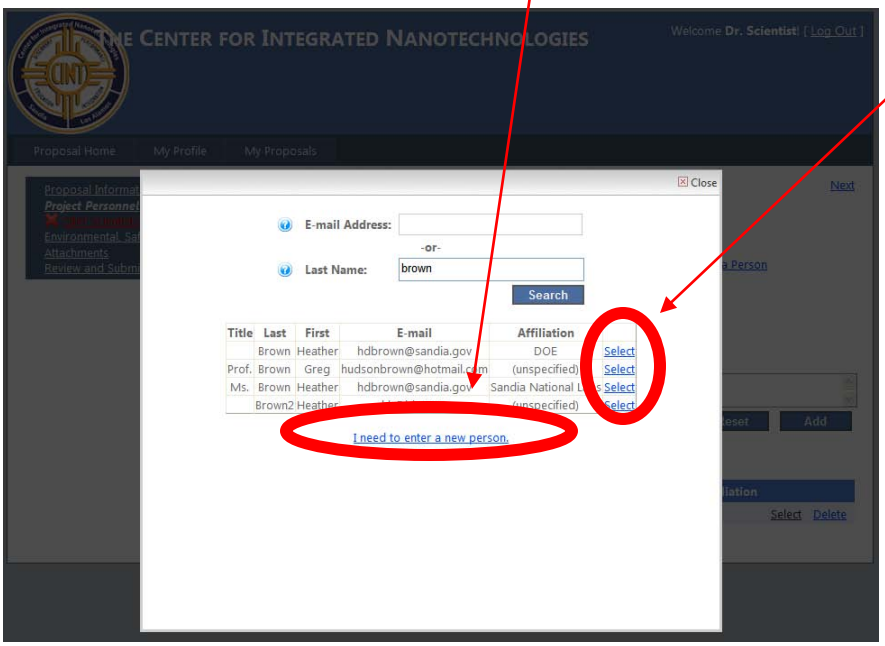
Proposal Information. *Enter the information in to the data fields. Fields with a red * are required. Once complete click "next" in the upper right hand corner of the screen*



Project Personnel. *Enter the information in to the data fields regarding the users that will be participating on this proposal. To begin, click on the blue hyperlink "click to Select or Enter a New person". You will note at the bottom that you are listed on the proposal as the originator.*

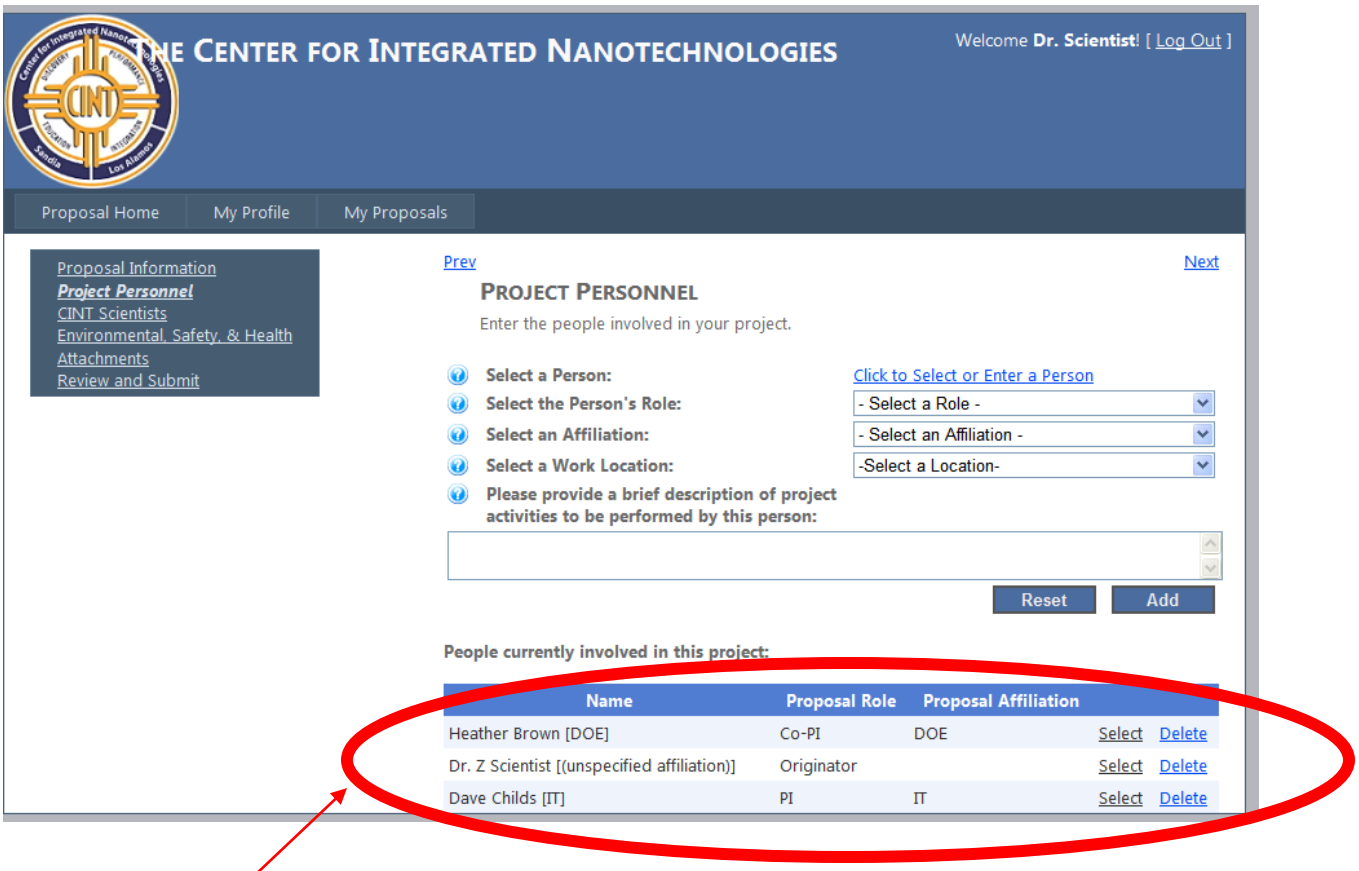


A box will pop up asking you to first search for a person, this will help cut down on duplicate profiles. Begin by either typing in an email address or name of the project personnel. If the person you are entering appears, press the select button. If they do not, click on the link that reads "I need to enter a new person"



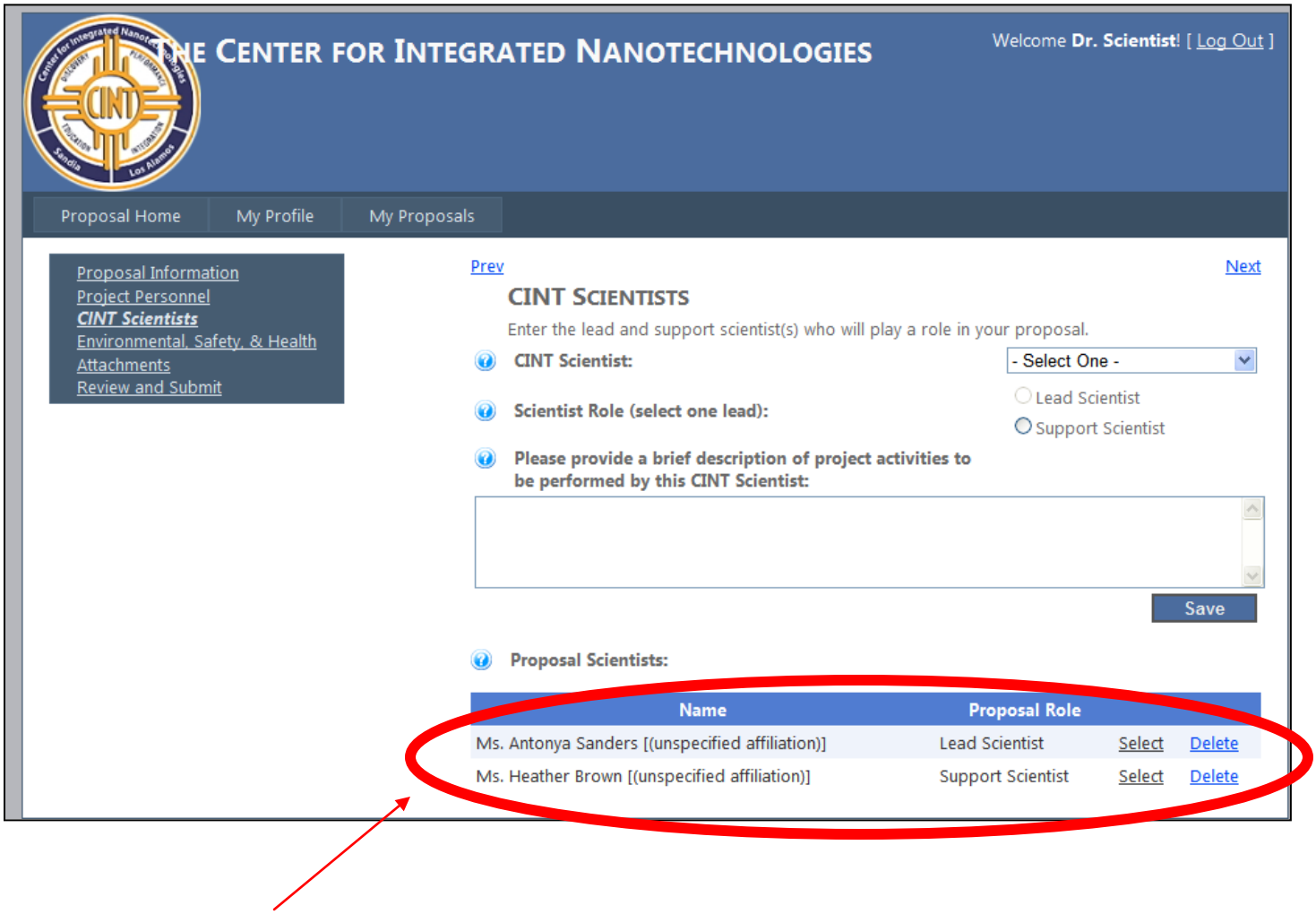
Note: If you are working in Internet Explorer and you cannot see the search text go to: tools, compatibility tool settings and uncheck the box that reads "display intranet sites with compatibility view"

Once you have selected your project personnel, fill in the rest of the fields and select the "add" button. If you would like to clear the selection, select the "reset" button



As you add your project personnel, you will see them added to your project personnel list at the bottom of the page. Once your selections are complete, click on the "next" link on the upper right corner of your screen.

CINT Scientists: *Please select CINT scientists from the dropdown menu provided who you would like to work with on your proposal. Please note that you can select only one LEAD scientist, and multiple Support scientists.*



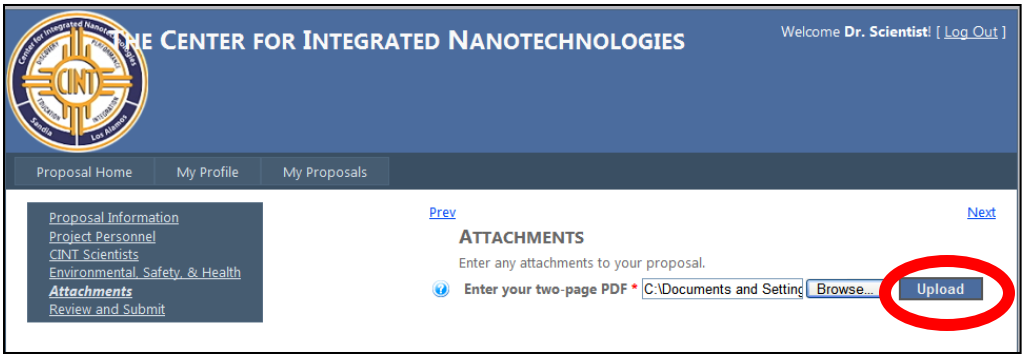
As you add your CINT scientists, you will see them added to your proposal scientists list at the bottom of the page. Once your selections are complete, click on the "next" link on the upper right corner of your screen.

Environmental, Safety & Health: *Answer the required question regarding any ES&H concerns/issues. Once your selection is complete, click on the "next" link on the upper right corner of your screen.*

Attachments: *To upload your 2 page pdf proposal, click on the browse button.*

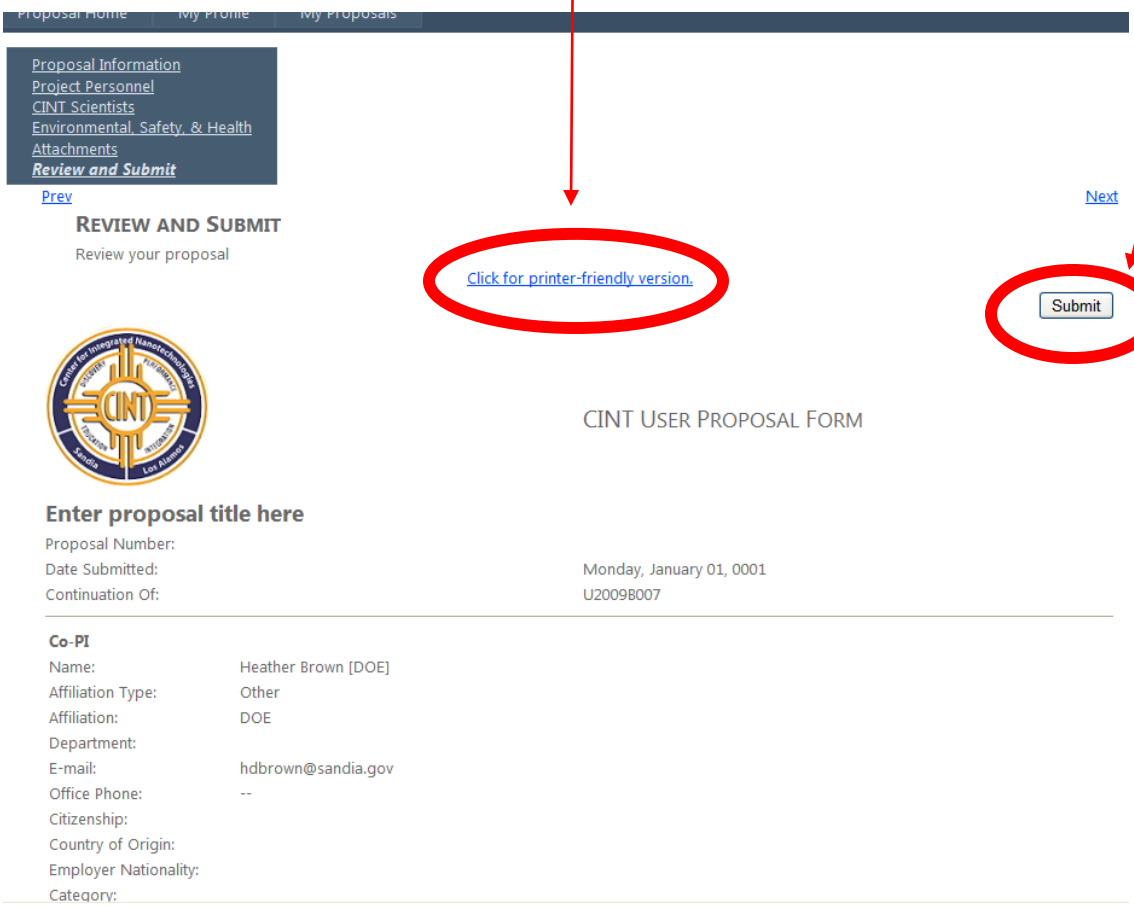
If you have not completed all the required fields within a section, you will be given this error message. You will need to go to that section and complete the required fields prior to submitting your proposal

Once you have selected your CINT proposal, select the upload button



Once you have received confirmation that your proposal has uploaded, click the "next" link on the upper right hand corner of your screen. To replace the current uploaded proposal select the "change" button

Review and Submit: *Once you have reviewed your proposal, you may print a copy of the proposal by selecting the link "Click for printer-friendly version" and you may submit your proposal by selecting the "submit" button at the upper right corner of your screen.*



Originator

Name:	Dr. Z Scientist [(unspecified affiliation)]
Affiliation Type:	
Affiliation:	
Department:	
E-mail:	drscientist@science.org
Office Phone:	505-555-5555
Citizenship:	United States
Country of Origin:	
Employer Nationality:	
Category:	Faculty member / professional staff / research scientist
Person Category (if other):	
Employer Type:	
Employer Type (if other):	

PI

Name:	Dave Childs [IT]
Affiliation Type:	Other
Affiliation:	IT
Department:	
E-mail:	dchilds@ktech.com
Office Phone:	(505)670-8646
Citizenship:	
Country of Origin:	
Employer Nationality:	
Category:	
Person Category (if other):	
Employer Type:	
Employer Type (if other):	

Proposal Information

Enter basic information about your proposal.

Is Research Proprietary ☐

Subject MaterialSciences

Have you been in contact with CINT staff regarding this proposal? Yes

If yes, name of staff member? Dale Huber

How did you hear about CINT? Workshop

Will your project require the use of the Integration Lab (Clean Room)
If yes, please select John Nogan, the Integration Lab manager, Yes
as one of your support scientists in the CINT Scientists section.

Will your project require the use of TEM? Yes

Department:	
E-mail:	dchilds@ktech.com
Office Phone:	(505)670-8646
Citizenship:	
Country of Origin:	
Employer Nationality:	
Category:	
Person Category (if other):	
Employer Type:	
Employer Type (if other):	

Proposal Information

Enter basic information about your proposal.

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If yes, please select John Nogan, the Integration Lab manager, Yes
as one of your support scientists in the CINT Scientists section.

Will your project require the use of TEM? Yes

If yes, please indicate (1-3 sentences) what type of measurements
the instrument will be used for (e.g., sized determination, EDS analysis, nanoindentation, etc.)

List type of measurements the instrument will be used for (e.g., sized determination, EDS analysis, nanoindentation, etc.)

CINT Scientists

Enter the lead and support scientist(s) who will play a role in your proposal.

Scientist	Proposal Role	Expected Work
Ms. Antonya Sanders [(unspecified affiliation)]	Lead Scientist	I will work in Antonya Lab
Ms. Heather Brown [(unspecified affiliation)]	Support Scientist	Heather will help me run the experiments

Environmental, Safety, & Health

Enter any ES&H concerns.

Does your proposal involve bringing hazardous/controlled materials into a CINT facility? No

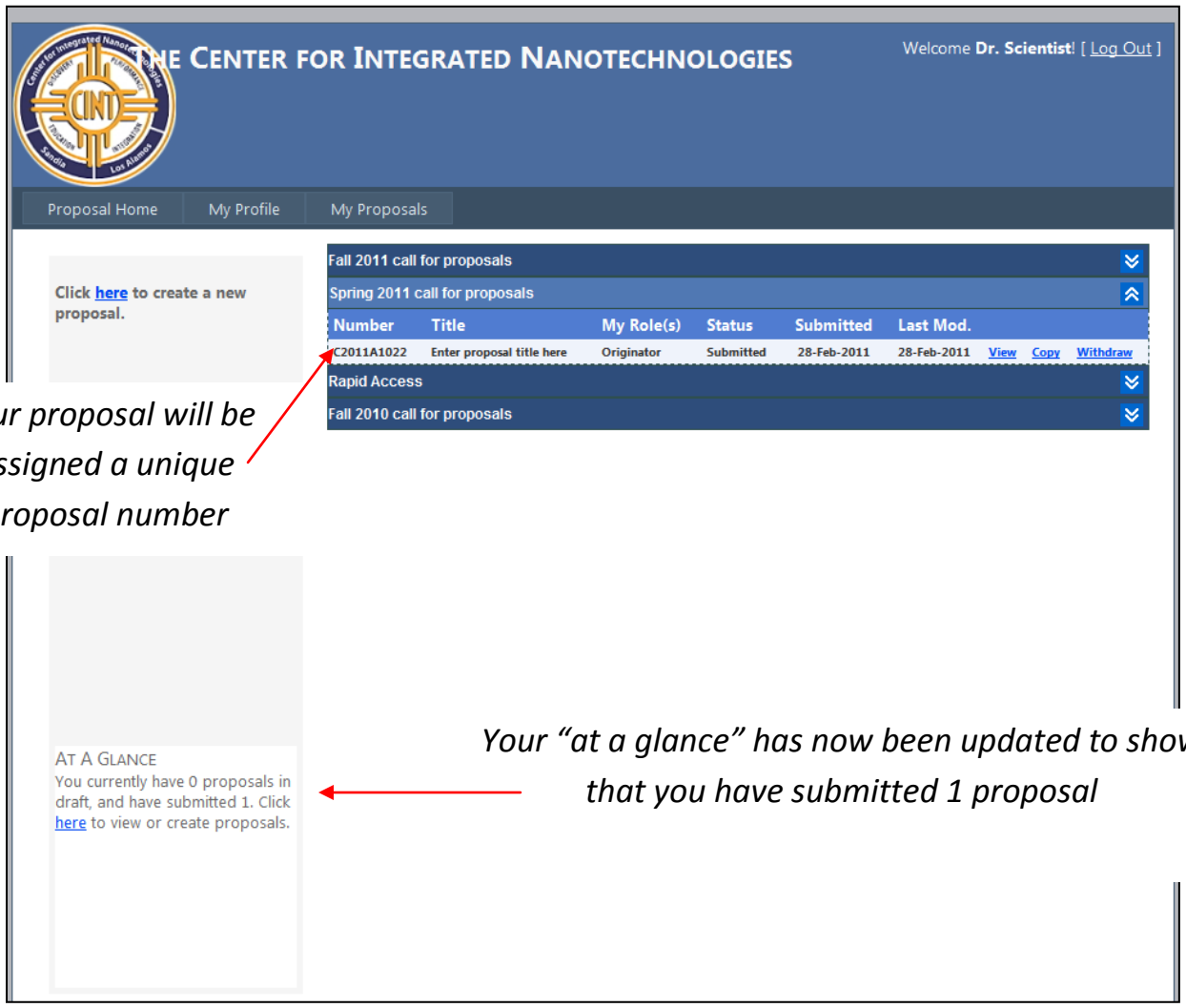
Attachments

Enter any attachments to your proposal.

Enter your two-page PDF Click here to view the file CINTProposal.pdf

You are able to view your 2 page pdf proposal from this review page

Once your proposal has been submitted you will be taken back to the "My Proposals" page where you will see your proposal listed under the current call with a status shows as "submitted". Once a proposal has been submitted you will not be able to delete or edit a proposal. Your options are to "View", "Copy" or "withdraw" your proposal. If you need to make changes to the proposal please withdraw the current proposal, copy it and resubmit once the changes are complete.



Your proposal will be assigned a unique proposal number

Your "at a glance" has now been updated to show that you have submitted 1 proposal

For any questions, please contact Heather Brown @ hdbrown@sandia.gov