

## Appendix II – User Proposal ‘How-to’ Handout

### **How to Submit a Proposal for a Project at the Saskatchewan Centre for Cyclotron Sciences (SCCS)**

The first step in submitting a proposal to the Fedoruk Centre for a project utilizing the SCCS is to obtain forms HS-COF-0048 (the Research Permit Application) and HS-COF-0072 (the Research Project Application). Upon request of these forms, the SCCS Facility Manager will assign a Local Contact for you to work with on coordinating your project.

The Research Permit Application is intended to capture the over-arching research goals of your group as well as its background and expertise. This will help us to assess the level of assistance your group may need as well as what workstations within the facility you could be interested in using. The more detail you are able to provide, the better we understand how we can best facilitate your work within the SCCS.

The Research Project Application is intended to capture the specific information (such as project methodology, isotope use and chemical hazards) the Fedoruk Centre staff will need to understand prior to work beginning on your project at the SCCS. While we appreciate all information, this form is intended to streamline the application process for repeat users. Succinct answers are best here.

For users with an existing Research Permit (HS-COF-0052), please review your original Research Permit Application with your new Research Project Application in mind and ensure that it is up to date. If changes are needed, please contact your Local Contact. Once the amendment is made or if no changes are required, only the Research Project Application form needs to be completed.

For users who do not have an existing Research Permit, please read over the Research Permit Application and Project Application forms carefully. Please contact your Local Contact for any questions you may have about the facility’s capacities, the Fedoruk Centre staff’s roles or if you require clarifications about the forms. It is best to complete the forms in parallel to give us the most complete picture of your broad research interest as well as the specific work to be accomplished within the SCCS. Once the forms are completed, please submit them to your Local Contact for review. We will discuss the application internally and respond to you with either an approval or a request to clarify details on the forms.

Approval of the Research Permit Application will result in a Research Permit being issued, with a permit number in the format *SCCS-#### v.##*. The first four numbers are assigned to you as a permanent identifier and the last two numbers are revision numbers to capture any future amendments. A Research Permit Application will not need to be filled out for any future Research Project Applications.

Approval of the Research Project Application will result in an estimate being issued to you for the total cost of the project. For any questions, or to formally accept the quotation, please contact the Corporate Business Officer (CBO). Once an agreement has been signed based on the quotation presented, you will be assigned a project number for use in LabAgenda. Once a workstation is booked using this project number, your project can begin at the SCCS.

## Appendix III – Facility Response Time and Proposal Timeline

### **An Estimation of Response Times and Full Proposal Timeline**

Response after submitting form HS-COF-0048 (the Research Permit Application): 2 weeks [Iterative]

Assignment of Research Permit (HS-COF-0052): 1 week from notice of HS-COF-0048 acceptance

Amendment to an existing Research Permit (HS-COF-0052): 1 week [Iterative]

Response after submitting form HS-COF-0072 (the Research Project Application): 1 week [Iterative]

Estimate for project issued: 2 weeks from notice of HS-COF-0072 acceptance

Agreement presented: 1 week from acceptance of quotation

Assignment of Project Number (project can commence): 1 week from agreement execution

#### *Notes:*

- All times are indicated as targets and do not guarantee a response by the deadline. If a deadline has lapsed, please contact the Facility Manager or the assigned Local Contact for more information.
- An [Iterative] timeline indicates a process that may be repeated if information is deemed incomplete. The Facility Manager or assigned Local Contact will request clarification or additional information by the deadline, at which point a re-submission can be made and the timeline begins anew. The stated timelines are assuming a full consideration of each form; simpler changes will likely be responded to within a shorter time frame.
- As this process is recently developed, timelines will be reassessed and revised once enough data is available to justify adjustments.