

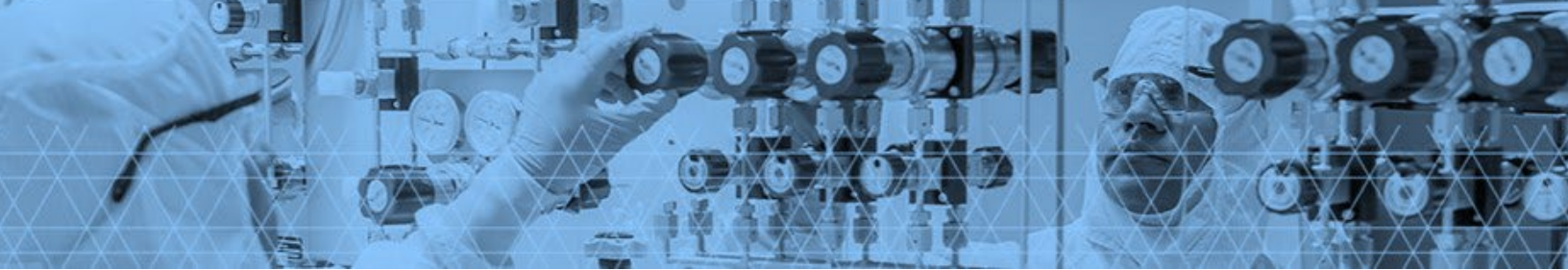
## How to Submit a Proposal

To submit a CNM proposal, you will need to have an ORCID, CNM/Argonne badge number (be a registered CNM user), and have a profile in the Universal Proposal System (UPS). You can find more information on how to complete CNM registration in the How to Guide (<https://cnm.anl.gov/pages/how-to-videos>).

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## Section 1: Creating your UPS Profile

1. Go to UPS Landing at <https://ups.servicenowservices.com/ups>.
2. Click on the **LOG IN WITH ORCID** button in the upper right corner.



3. Log in with your ORCID ID credentials.



### Sign in to ORCID

Don't have your ORCID ID yet? [Register now](#)

**Email or ORCID ID**

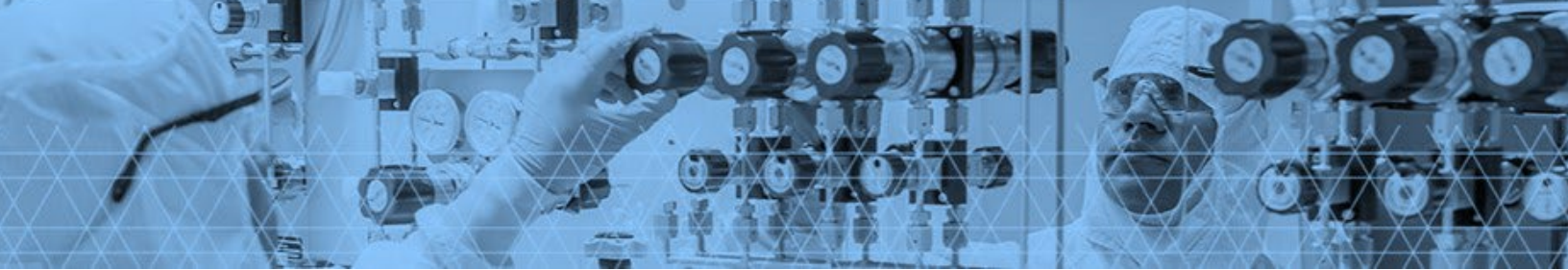
For example: joe@institution.edu or 0000-1234-5678-9101

**Password**

**Sign in to ORCID**

[Forgot your password or ORCID ID?](#)

OR



4. Your first visit will direct you to your profile page. Provide all required information.

5. After your profile is complete, you will be able to access the UPS platform.

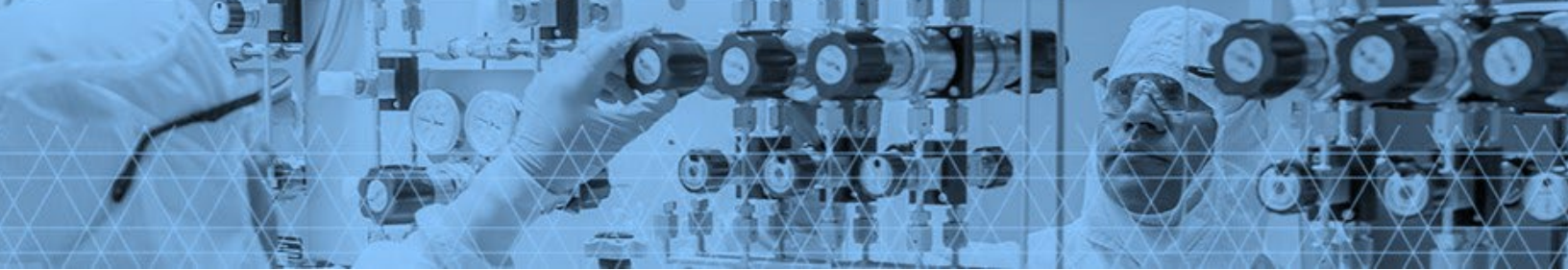
#### Tips:

- The UPS has customizable time zones. Select your appropriate time zone when setting up your user profile. If you do not update your time zone, it will default to Pacific time.

#### Troubleshooting:

- Trouble logging in? Click on the “Forgot your password or ORCID ID?” button on the Sign in to ORCID page. As ORCID ID is an external source, the Argonne service desk will not be able to assist.
- If your log in is taking you in a circle, it’s possible that your CNM user registration has not been submitted or that your submitted registration has not yet been processed. Contact the CNM user office for assistance. Reach out to the CNM user office ([cnm\\_useroffice@anl.gov](mailto:cnm_useroffice@anl.gov), 630-252-6952).



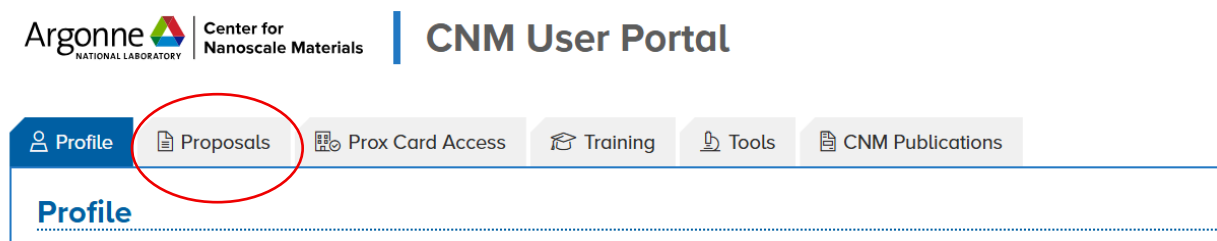


## Section 2: Logging in and Selecting a Proposal Call

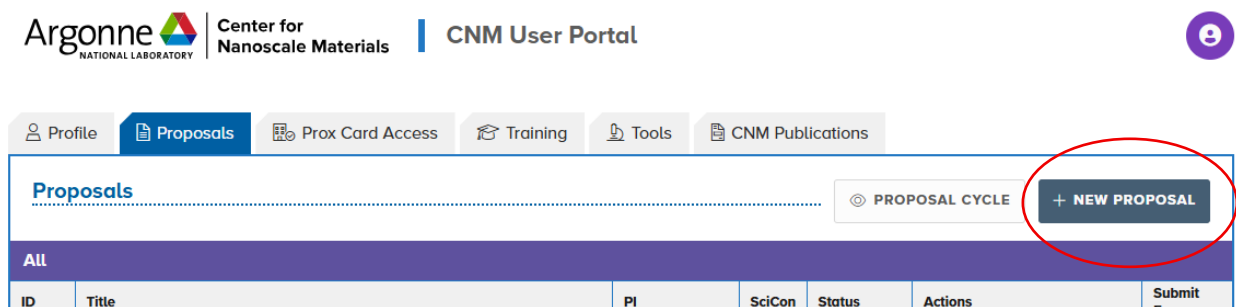
1. Log in at the UPS Landing Page at <https://ups.servicenowservices.com/ups> or the CNM User Portal (<https://userportal.cnm.anl.gov/people/login>).
2. If accessing through the UPS Landing Page, click on **LOG IN WITH ORCID** button in the upper right corner and proceed to step 5.

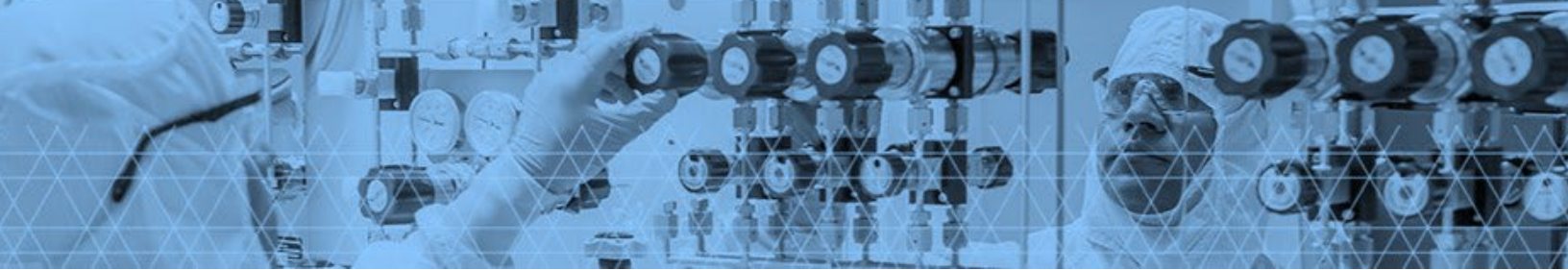


3. If accessing through the CNM User Portal, click on the **PROPOSALS** tab.



4. Click on the **+ NEW PROPOSAL** button in the upper right corner.





5. Log in to the UPS with your ORCID ID.

id

Sign in to ORCID

Don't have your ORCID id yet? [Register now](#)

Email or ORCID ID

Email or 16-digit ORCID ID

For example: joe@institution.edu or 0000-1234-5678-9101

Password

Your ORCID password

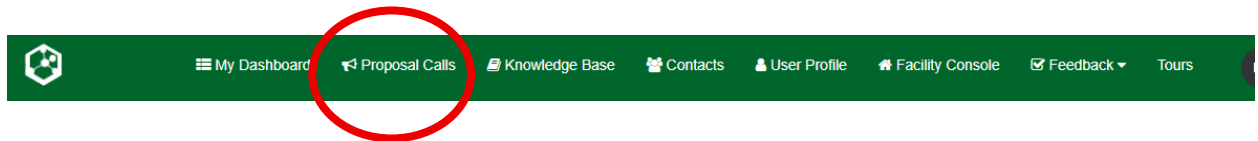
Sign in to ORCID

[Forgot your password or ORCID ID?](#)

OR

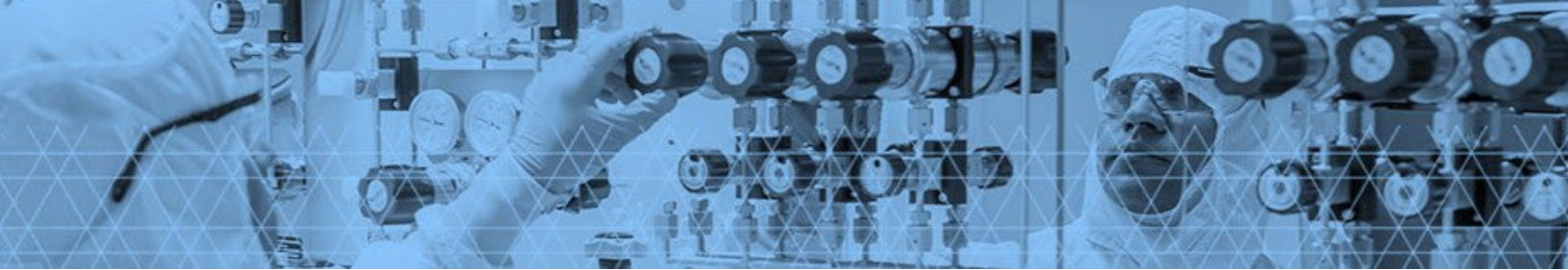
Sign in through your institution

6. Click on the **PROPOSAL CALLS** button in the green navigation bar at the top of the page.



7. Click the **Argonne – Center for Nanoscale Materials** button on the map to be directed to the CNM proposal calls OR scroll down to view all facilities.





8. In the CNM section, select the relevant call/proposal type by clicking on the yellow **SUBMIT A PROPOSAL** button.

Title	Types	Proposal Cycles	Deadline	Proposal Call Status
CNM Call for Proposal Test	General User	CNM: 2025-10	12/31/2025 13:02:33	<a href="#">SUBMIT A PROPOSAL</a>

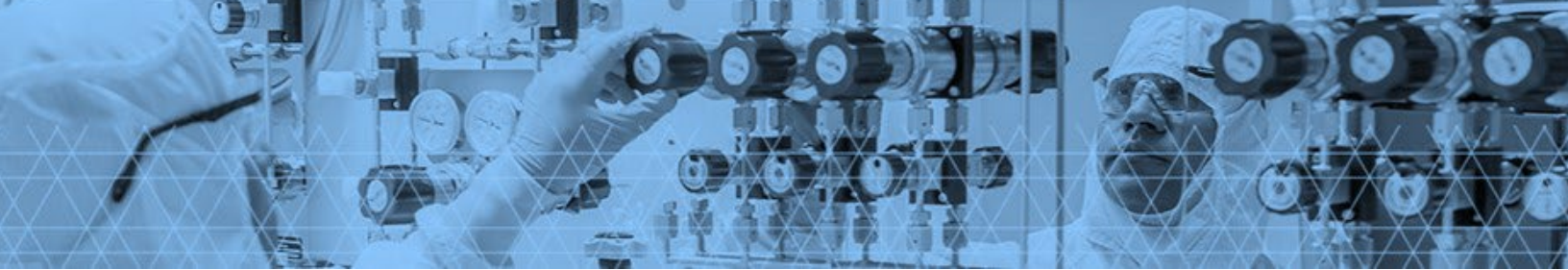
#### Tips:

- If you log into the UPS and do not see the green task bar, click on All in the top menu bar and select UPS Portal from the drop-down menu.

#### Troubleshooting:

- Having trouble logging in? Click on the “Forgot your password or ORCID ID?” button on the Sign in to ORCID page. As ORCID ID is an external source, the Argonne service desk will not be able to assist.
- If your log in is taking you in a circle, it’s possible that your CNM user registration has not been submitted or that your submitted registration has not yet been processed. Contact the CNM user office ([cnm\\_useroffice@anl.gov](mailto:cnm_useroffice@anl.gov), 630-252-6952) for assistance.

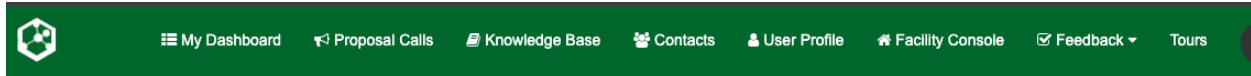




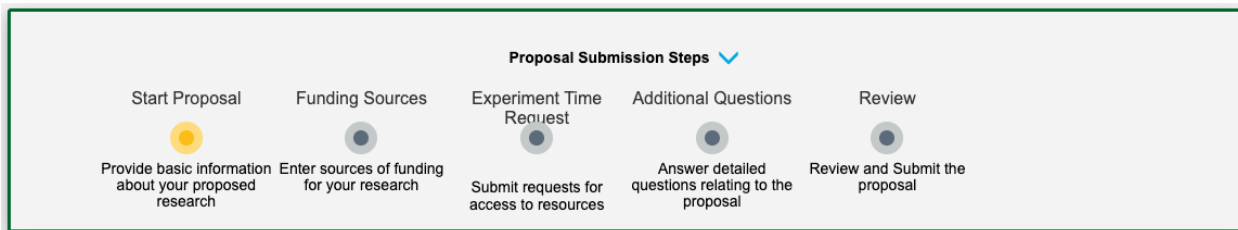
## Section 3: Proposal Completion and Submission Steps

### General Information

- The green menu at the top navigates away from the proposal into the UPS system.



- The Proposal Submission Steps menu displays the steps required, the status for each, and can be used to navigate by clicking on the steps.



- The proposal form is directly below the submission steps. Note: Required information on the form is denoted with an asterisk (\*)

Proposed Information

Required Information

Proposal Title

Proposal Type

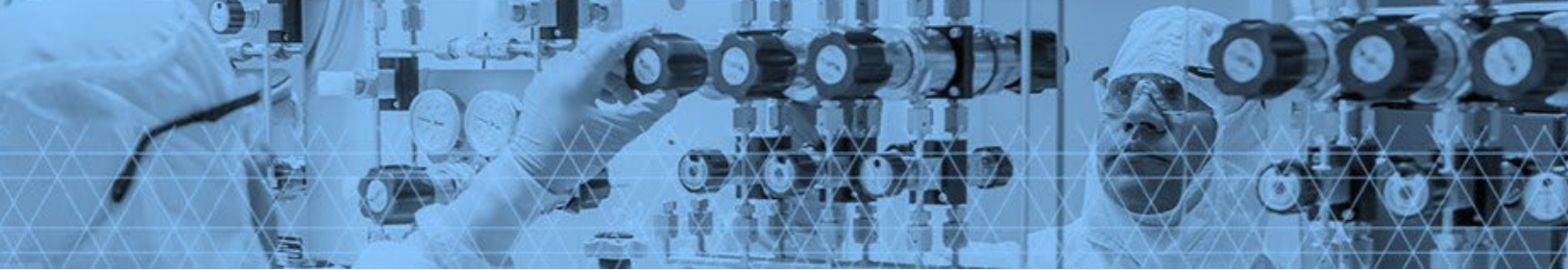
Primary Area of Research

Keywords

Principal Investigator (PI)

Abstract





- Required information is listed at the bottom of the page in red and updates as the fields are completed.



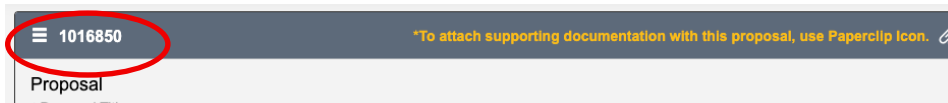
## Completing the Proposal

### Proposal Form Section

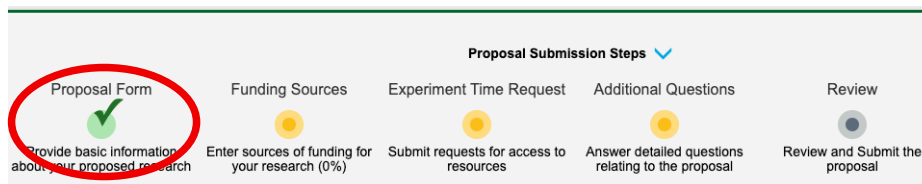
1. Fill in the required fields on the Start Proposal step.
2. Add any relevant attachments by clicking the paperclip icon on the top right corner of the proposal section. DO NOT attach any documents containing CUI (controlled unclassified information). Contact the CNM User Office for guidance.

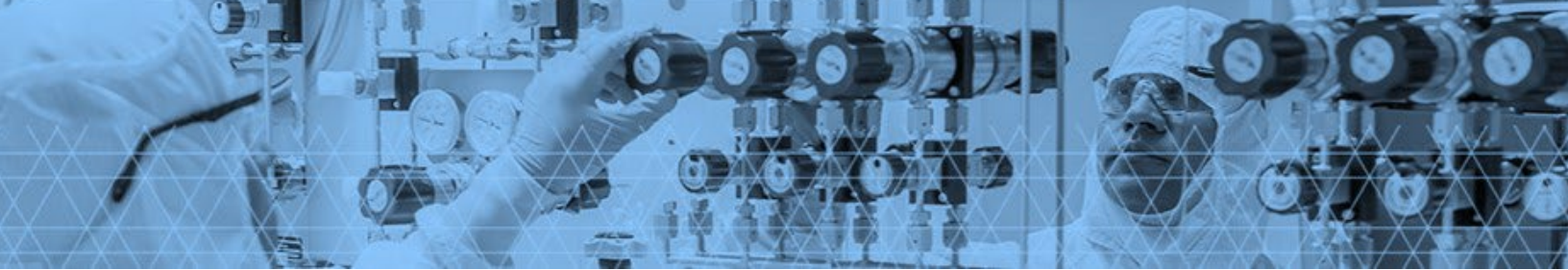


3. Add all experimenters involved as a Principal Investigator, Co-Principal Investigator, or Co-proposer. Note: Don't forget to add yourself!
4. Click **SAVE** at the bottom right when complete.
  - a. You will notice two changes after saving:
    - i. Your draft proposal has been given a proposal ID number.



- ii. The Proposal Form dot at the top changed from yellow to green and has been given a check mark, indicating it is complete. You can now navigate through the additional pages of the proposal by clicking on the dots on the top.





## Funding Sources Section

1. Click on the yellow **FUNDING SOURCES** dot at the top. Click the blue **ADD FUNDING SOURCE** button for a pop-up window to open

Proposal Submission Steps

- Proposal Form: Provide basic information about your proposed research
- Funding Sources**: Enter sources of funding for your research (%)
- Create Experiment Time Request: Provide basic information about the planned experiments
- Additional Questions: Answer detailed questions relating to the proposal
- Review: Review and Submit the proposal

Funding information is required for facility reporting purposes

Funding sources must total 100%

There are no funding sources for this proposal

ADD FUNDING SOURCE

2. Complete all required fields on the form denoted with an asterisk (\*). Click **SAVE** when complete.

Funding Source

Funding Source - new record

\* Indicates required

Funding Source

\* Proposal Record

1016850

\* Funding Source

-- None --

Funding Source Details

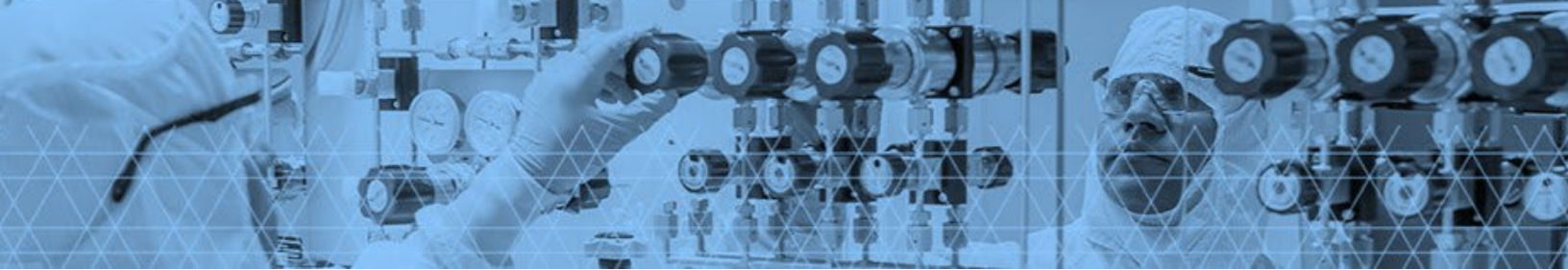
\* Grant Number

\* Percentage

SAVE (# + S)

Required information: Funding Source Grant Number Percentage

3. To add more funding sources, repeat the above step



- The Funding Sources step will turn green with a checkmark once your percentage is at 100%.

**Proposal Submission Steps** ▾

<b>Proposal Form</b> Provide basic information about your proposed research	<b>Funding Sources</b> Enter sources of funding for your research (100%)	<b>Experiment Time Request</b> Submit requests for access to resources	<b>Additional Questions</b> Answer detailed questions relating to the proposal	<b>Review</b> Review and Submit the proposal
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Funding information is required for facility reporting purposes

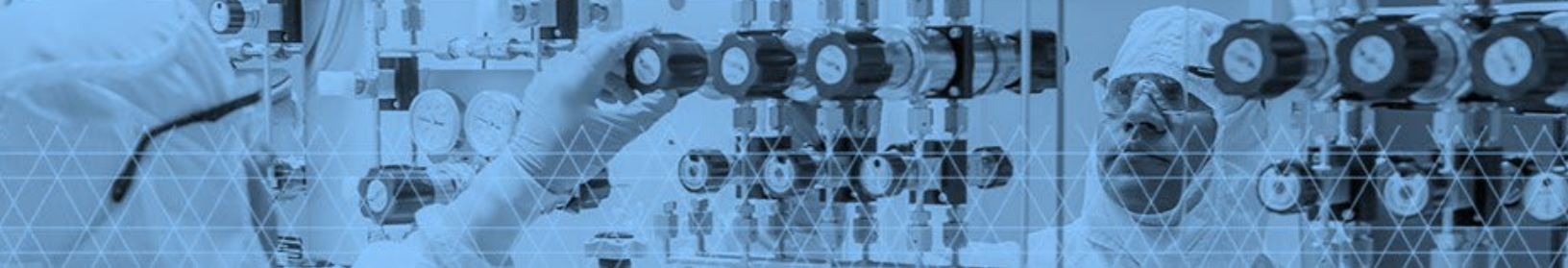
Funding Source	Details	Grant	Percentage	
DOE, Office of Basic Energy Sciences (BES)		ABC123	95%	<a href="#">EDIT</a> <a href="#">DELETE</a>
DOE, Other (includes LDRD)		N/A	5%	<a href="#">EDIT</a> <a href="#">DELETE</a>
<b>Total: 100%</b>				

[+ ADD FUNDING SOURCE](#)

Tips:

- The total funding source percentage must equal 100%.
- Type “N/A” in the Grant Number field if you do not have or know your grant number.
- Funding sources can be edited or deleted after saving.
- Additional funding sources can be added after saving.





## Experiment Time Request (ETR)

1. Click the yellow **CREATE EXPERIMENTAL TIME REQUEST (ETR)** button and then click **ADD NEW REQUEST** button on the following page.

Proposal Submission Steps

- Proposal Form  Provide basic information about your proposed research
- Funding Sources  Enter sources of funding for your research (100%)
- Create Experiment Time Request  Provide basic information about the planned experiments
- Additional Questions  Answer detailed questions relating to the proposal
- Review  Review and Submit the proposal

There are no Experiment Time Requests for this proposal

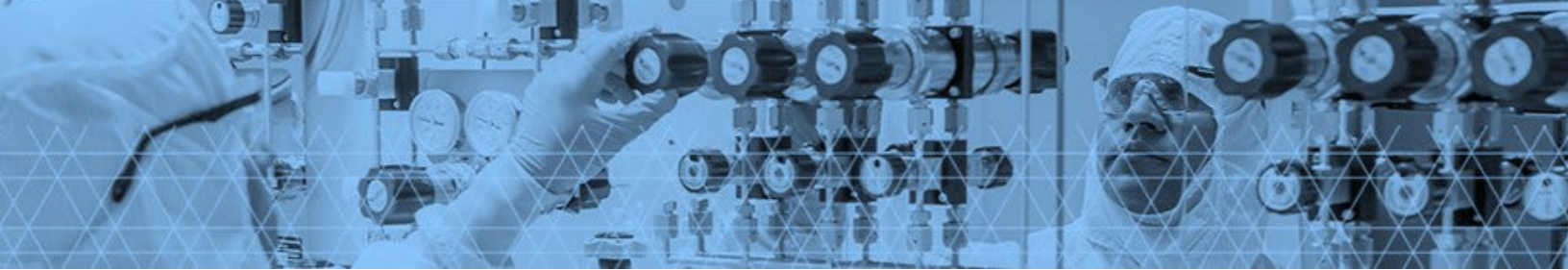
**ADD NEW REQUEST**

2. Complete the required fields indicated with an asterisk. For CNM, tools and capabilities will be chosen in the **ADDITIONAL QUESTIONS** section. Leave the **INSTRUMENTS** section blank.
3. Click the **SAVE** when complete. Saved ETRs cannot be edited. If you have an error in your ETR, you will need to **DELETE** the ETR and create a new one prior to submitting your proposal.

### Tips:

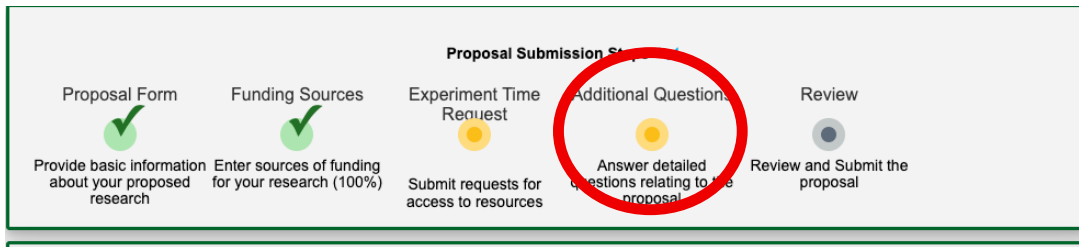
- For 1<sup>st</sup> choice Scientific Group, please choose the group that maintains your main tool and capability for your request. The next proposal section “Additional Questions” will have the group listed for the tools requested. You can return to this section to fill out the 1<sup>st</sup> choice Scientific Group after completing the “Additional Questions”. Or you can reference our tools and capabilities list for the group: <https://cnm.anl.gov/tools-and-capabilities>
- Days requested and minimum useful days are just a general overall estimate.



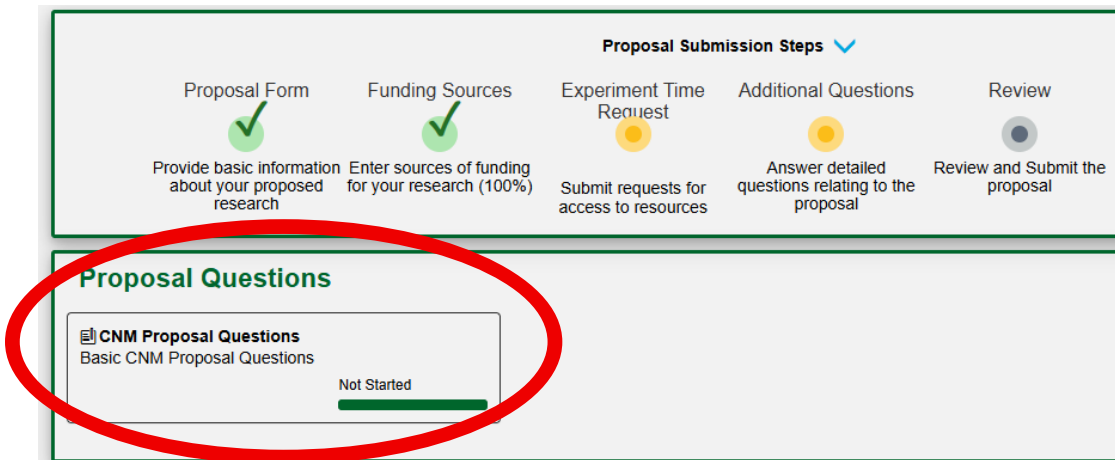


## Additional Questions Section

1. Click on the yellow **ADDITIONAL QUESTIONS** button.

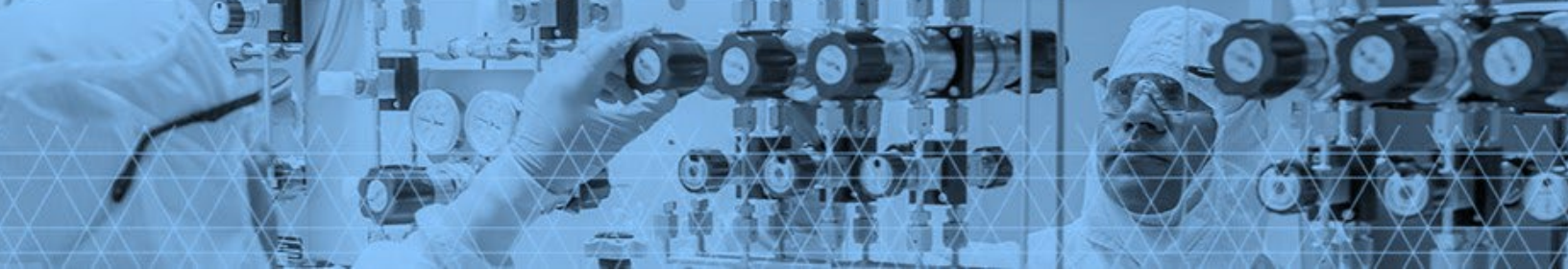


2. Click on **CNM PROPOSAL QUESTIONS** box.



3. Complete all the questions and fields marked with an asterisk.





4. Click the **SAVE** button at the bottom right corner of the form. The Additional Questions button will turn green with a checkmark after you save. You can return to the survey to edit your selections any time until you submit the proposal by clicking on the check marked Additional Questions button and then clicking on the CNM Proposal Questions survey.

**Proposal Submission Steps** ▾

Step	Status	Description
Proposal Form	Completed (Green Checkmark)	Provide basic information about your proposed research
Funding Sources	Completed (Green Checkmark)	Enter sources of funding for your research (100%)
Experiment Time Request	In Progress (Yellow Circle)	Submit requests for access to resources
Additional Questions	Completed (Green Checkmark)	Answer detailed questions relating to the proposal
Review	Pending (Grey Circle)	Review and Submit the proposal

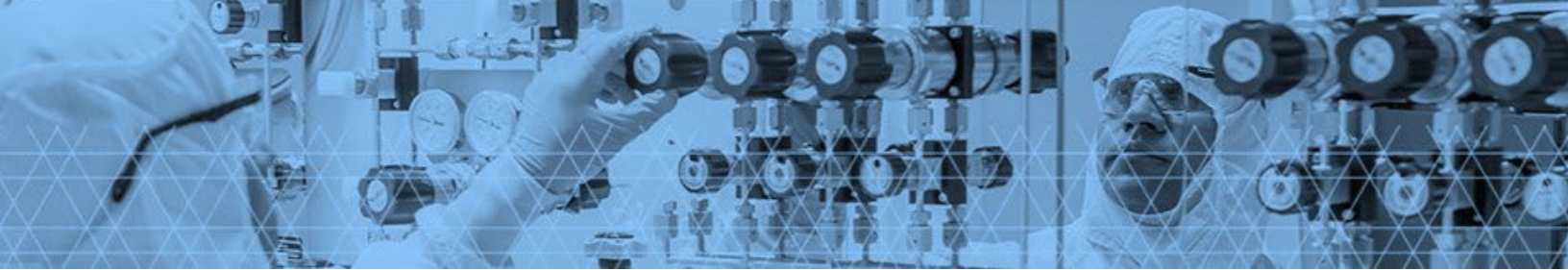
**Proposal Questions**

- CNM Proposal Questions**  
Basic CNM Proposal Questions  
Completed

Tips:

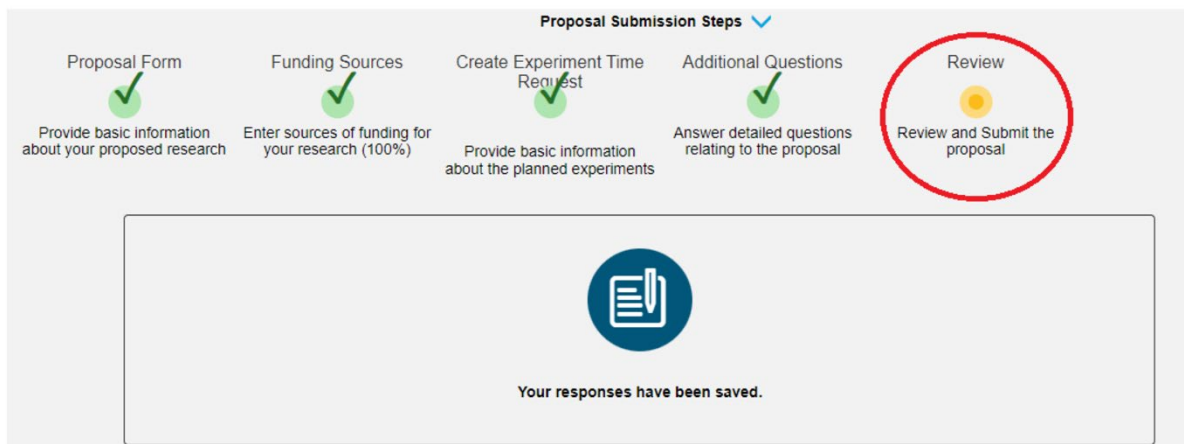
- Expand text response fields by clicking on the lower right corner of the field and dragging the box to a larger dimension.
- Click the Cancel button on the bottom left to clear out all answers and start over.
- Reference <https://cnm.anl.gov/pages/proposal-samples-and-tips-for-writing-a-successful-proposal> for sample proposals and tips for writing a successful proposal.
- Reference our Tools and Capabilities list at <https://cnm.anl.gov/instruments>.
- Reach out to CNM staff to discuss your proposal scope and details at <https://cnm.anl.gov/pages/scientific-contacts>.





## Review Section

1. Click on the yellow **REVIEW** button



2. The Review page will display your proposal package for your review prior to submission, including:
  - a. Basic information such as proposal number, title, PI, and co-proposers.
  - b. Abstract
  - c. Funding source(s)
  - d. Experiment time request(s)
  - e. Proposal questions
  - f. Attachments
3. Click the dots at the top of the page to make any changes. When ready, click **SUBMIT PROPOSAL** at the bottom of the Review page to finish.

After submitting your proposal, you will no longer be able to edit the proposal package  
A PDF summary will be attached to the proposal after submission

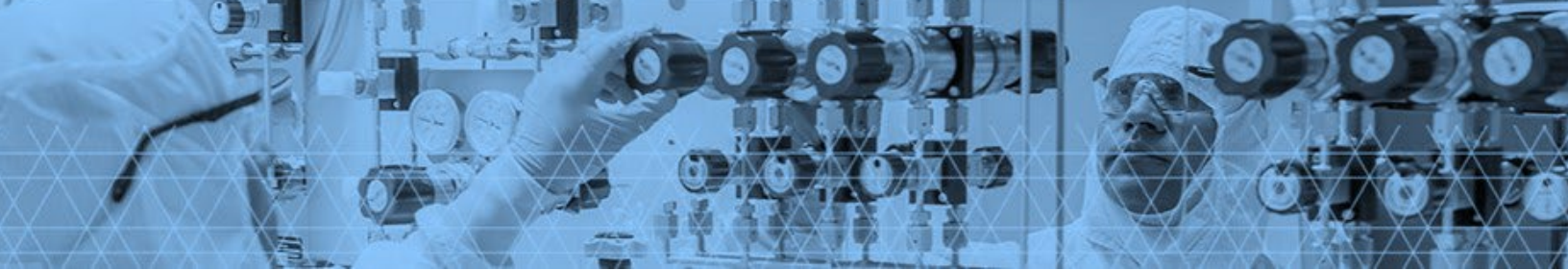


4. You will be redirected to your Dashboard. A PDF summary will be generated upon submission and can be accessed on the first and last page of the proposal form.

### Tips:




- After submission, you will no longer be able to edit the proposal package.
- To view your proposal status, visit the Proposal tab in the CNM User Portal at <https://userportal.cnm.anl.gov/>.





## Your Proposal After Submission

1. Visit the Proposal tab in the CNM User Portal at <https://userportal.cnm.anl.gov/>.

ID	Title	PI	SciCon	Status	Actions	Submit Forms
				Submitted	  	

2. Your proposal Status will appear as Submitted
3. Click on the pdf icon to view the pdf report of your proposal. Note that this pdf changes to your UWA if your proposal is allocated and after activation.

**Actions**

