

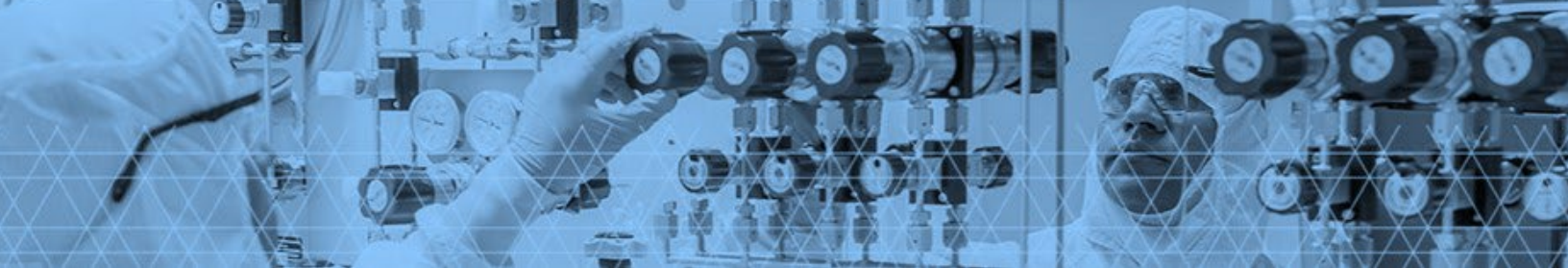
What is the User Quick Start Guide

The User Quick Start Guide (<https://cnm.anl.gov/pages/user-quick-start-guide>) is an at-a-glance resource with all the steps in the user process and relevant links. The guide breaks the proposal process down to 3 parts: submitting your proposal, after your proposal is accepted, and after your experiment is complete.

Section 1: Submitting Your Proposal

1. Register as a new or returning user
 - a. Required for anyone planning to conduct hands-on work, utilize resources remotely, mail in samples for analysis, or collaborate on a proposal at the CNM.
 - b. CNM user registration is required to submit a proposal or to later add experimenters or collaborators to an active user work authorization (UWA).
 - c. Users with previous registration can check their registration status in the CNM User Portal (<https://userportal.cnm.anl.gov/>) to verify if this step is needed.
 - d. Reference “Register as a CNM User” in our How-To Video Library (<https://cnm.anl.gov/pages/how-to-videos>) for more information.
2. Submit your proposal in the CNM Portal (after discussing feasibility with scientific staff)
 - a. Reference “How to Submit a Proposal” in our How-To Video Library (<https://cnm.anl.gov/pages/how-to-videos>) for more information.
3. Additional Resources
 - a. Registration Information (<https://cnm.anl.gov/pages/register-to-become-a-cnm-user>): offers a more detailed explanation of the process including what documents or information will be needed in advance of registering.
 - b. Verify or establish a user agreement (<https://www.aps.anl.gov/Users-Information/Legal-Financial/Argonne-User-Facility-Agreements>): Check to see if your home institution already has a user agreement in place with Argonne. If you do not find your institution, there are links and samples on the page to explain what it is and how to request one. Contact the agreements specialist at agreements@anl.gov with questions.
 - c. Proposal Form Worksheet (<https://cnm.anl.gov/pages/fact-sheets-and-other-resources#user-proposal-form>): Download a pdf of a CNM proposal





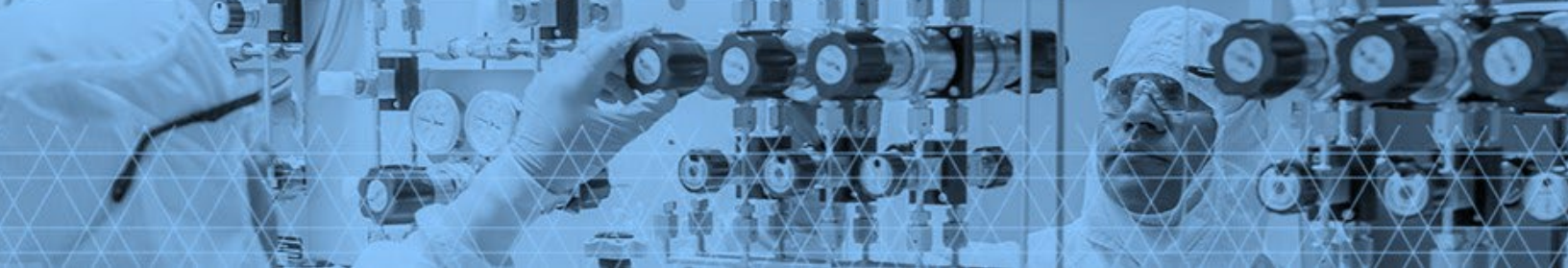
as a job aid to prepare information for entering into the electronic proposal fields.

- d. Tools and Capabilities List (<https://cnm.anl.gov/instruments>): A complete list of tools and capabilities that can be requested at the CNM. There is also a downloadable pdf of the list on the page.
- e. Scientific Contacts (<https://cnm.anl.gov/pages/scientific-contacts>): a list of CNM staff and their related expertise. A downloadable pdf is also available on the page. We recommend contacting staff to discuss your proposal and feasibility prior to submission.
- f. Sample Proposal and Tips for a Successful Proposal Submission (<https://cnm.anl.gov/pages/proposal-samples-and-tips-for-writing-a-successful-proposal>): find suggestions and guidance based on the input provided by previous peer review panels.
- g. Conducting Proprietary Research (<https://cnm.anl.gov/pages/proprietary-research>): if you are planning to keep your research results private and retain title to your inventions, read more about the steps involved for proprietary research at the CNM.

Section 2: After Your Proposal is Accepted

1. Principle Investigator (PI) submit safety documentation (UWS). See allocation email for the link.
 - a. First step to activating your proposal.
 - b. Link is Step 4 in the allocation email or can be found in the Submit Forms column in the Proposals tab in the CNM User Portal (<https://userportal.cnm.anl.gov/>).
2. Complete CNM core user training
 - a. Must be completed before beginning any user work.
 - b. Can view your current training status in the CNM User Portal (<https://userportal.cnm.anl.gov/>).
 - c. Reference “How to Complete Core User Training” in our How-To Video Library (<https://cnm.anl.gov/pages/how-to-videos>) for more information.
3. Tool Reservations
 - a. Your scientific contact can help you connect with the tool custodian for training. The tool custodian assigns permission to make tool reservations based on the policy for each tool.
 - b. Be sure the tool is listed on your active UWA.



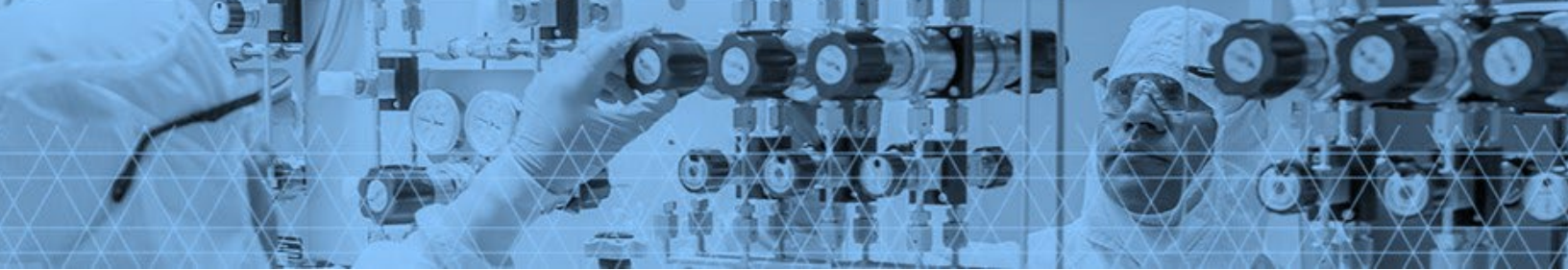


- c. Reference “How to Make Tool Reservations” in our How-To Video Library (<https://cnm.anl.gov/pages/how-to-videos>) for more information.
4. Additional Resources
 - a. Test your Argonne Domain Account (https://servicenow.anl.gov/pr?id=test_password_pr): confirm your domain account is active and your password is current. Reference “How to Test Your Domain Account” in our How-To Video Library (<https://cnm.anl.gov/pages/how-to-videos>) for more information or call the Argonne service desk (630-252-9999, option 4) for assistance.
 - b. Planning for chemical usage, shipping, storage, and disposal (<https://cnm.anl.gov/pages/chemicals-and-samples>): details and guidance related to any samples and chemicals you plan to use at the CNM.
 - c. Submitting a Visit Request: Voluntary scheduling of upcoming visits. It does not create a tool reservation.
 - d. Forms of Identification Needed (<https://www.anl.gov/site-entry-requirements>): Confirm ahead of time that your identification will meet Argonne’s requirements for site access. There are also maps and directions for entering campus.
 - e. Arrange Lodging (<https://www.anl.gov/area-accommodations>): Links to a few on- and off-site lodging options. Note that a reservation to the on-site hotel does not guarantee site access.
 - f. Check Facility Access Status (<https://cnm.anl.gov/pages/current-facility-access>): Up-to-date information regarding accessing Argonne’s site. Any lab closures or delays due to weather will be posted here.

Section 3: After Your Experiment is Complete

1. Complete a User Activity Report
 - a. To be submitted by the PI when the work is complete.
 - b. It’s found in the Submit Forms column in the Proposals tab in the CNM User Portal (<https://userportal.cnm.anl.gov/>).
2. Submit a User Satisfaction Survey
 - a. Everyone involved in the project is encouraged to submit an anonymous satisfaction survey upon expiration of their proposal.
3. Acknowledge the CNM in any publications
 - a. Two options for the CNM acknowledgement are available at <https://cnm.anl.gov/pages/acknowledgment-statements>.





- b. CNM staff should be included as co-authors when appropriate and notified in advance for input on the manuscripts.
4. Report all publications to the CNM User Office
 - a. Email cnm_useroffice@anl.gov with your publication information and specify the proposal number and the CNM tools/capabilities used.

Tips:

- Visit the CNM User Portal (<https://userportal.cnm.anl.gov/>) and click on the Publications tab to review your submitted publications.
- Any questions? Reach out to the CNM user office (cnm_useroffice@anl.gov, 630-252-6952).

