



What To Do Once Your Proposal Expires

Section 1: Where to find your proposal status and expiration date

1. You can view your UWA expiration date in your CNM User Portal under the Proposals tab in the Status column at <https://userportal.cnm.anl.gov/>.
2. Reference your activation email (Subject: CNM ##### Proposal Activated).
3. Reference your expiration email (Subject: CNM ##### Proposal Expiration).
4. Contact the CNM User Office (cnm_useroffice@anl.gov, 630-252-6952).

Tips:

- Plan ahead. Compare your proposal's expiration date to the proposal call deadlines at <https://cnm.anl.gov/pages/user-information>. Allocation notifications are sent 6-8 weeks following the proposal call deadline. Once allocated, the PI has up to 1 year following allocation notification to activate the proposal.

Section 2: Next steps following expiration

1. Complete a User Activity Report. It can be found in the Submit Forms column in the Proposals tab in the [CNM User Portal](#).
2. Submit a satisfaction survey at https://pico.cnm.anl.gov/survey/cnm_survey.php.
3. Acknowledge the CNM in any publications. See the acknowledgement statement at <https://cnm.anl.gov/pages/acknowledgment-statements>.
4. Send all publications to the CNM User Office at cnm_useroffice@anl.gov.

Tips:

- For Partner User Proposals, the User Activity Report should be submitted at the 1-year point for the proposal to be extended.
- Everyone involved in the project is encouraged to submit an anonymous satisfaction survey upon expiration of their proposal.

Troubleshooting:

- Need assistance? Reach out to the CNM user office (cnm_useroffice@anl.gov, 630-252-6952).

