\*\*

MONet Proposal Submission Guide

August 2024

Overview

This document will discuss how to submit a proposal for the Molecular Observation Network, known as MONet. For more information about the MONet soil program, visit the website <https://www.emsl.pnnl.gov/monet>.

Fill out the MONet Soil Function Request Form

1. Download the Word document.
2. Describe the scientific objectives answered by sampling your field sites in the text box under “Summary Research Description.”
3. Answer the form questions denoted by boxes that read “Choose an item” or black-outlined boxes for free text.
4. Save the file as a pdf as “PI last name\_SoilFunction\_FY24”—**this will be uploaded to the EMSL User Portal (NEXUS).**

Navigating the NEXUS Portal

1. Create a NEXUS account through the [User Portal](https://nexus.emsl.pnnl.gov/Portal).
2. Within the Quick Links on the left side, select “Submit a Proposal/LOI.”
3. Click the dropdown and select **Open Calls 🡪 MONet 🡪 MONet Quarterly Soil Function**.
4. Select “Start New Proposal.”
5. **Note: Any grayed-out sections were preselected by the MONet team**.

Details

1. **Requested Start Date:** Change the date to when you could reasonably sample your field site. This timeline will help MONet staff schedule the delivery of the soil sampling kit at different U.S. locations.
2. **Title:** Create a title that describes your scientific question.
3. **Abstract:** Copy/paste your “Summary Research Description” from the Request Form.
4. **Proposed Research:** Upload a pdf of your Request Form.

Participants

1. If you’d like to add co-PIs or team members, click on the “Add Participant” button.
2. Note: For all co-PIs on the project, NEXUS requires citizenship and an ORCID iD, so have your team members update their profile in NEXUS prior to submission.

Funding

1. Input the funding source that will support your research (soil sampling efforts) described in the Soil Function Request Form. Note: EMSL will cover MONet analysis costs.
2. Common sources include
	1. U.S. DOE Office of Science, Biological and Environmental Research
	2. U.S. Department of Agriculture
	3. Other government funding agency
	4. National Science Foundation
	5. U.S.-based university
	6. U.S.-based industry
	7. If none of the options in the drop-down menu apply to your funding source, put “Other Funding Agency.”

Resources

1. **Nothing to do in this section!** Instruments have already been prepopulated, and hours will be determined by the User Services Office later.
2. Advance to the next section to input your sample numbers and estimated shipment dates to EMSL.

Samples/Equipment

1. Initial sample risk questions have been prepopulated, so skip down to the Proposed Sample Groups.
2. Click the “Add experimental sample group” button:
	1. **Description of samples:** Denote your sample site ecoregion and land use.
	2. **Number of samples\*:** Specify the number of sample sets. *\*A sample set is defined as a pair of cores and four surface soil samples collected as close to one another as possible, e.g., within a 1 m diameter circle.*
	3. **Estimated sample shipment date to EMSL:** Fill in your best guess, and a formal date will be established during a MONet project kick-off call.
	4. **What type of instrument(s) do you plan to use for this sample group?** Type “the MONet suite.”
	5. **Is regulatory compliance needed for this sample?** Refer to the answers on the MONet Soil Function Request Form, Section III. Contact your institution’s Environmental Compliance Representative if you’re unsure.
	6. **Do any of the samples contain or potentially contain radioactive isotopes?** Use your knowledge of your field sites, typically no.
	7. **Do any of the samples contain bound or unbound nanomaterials?** This is in reference to engineered and intentionally produced nanomaterials. Use your knowledge of your field sites, typically no.
	8. **What are the latitude and longitude of where the sample was gathered?** Enter latitude and longitude in decimal degree (DD) notation. The easiest way to get DD notation is by locating your site on Google maps and right clicking on it.
	9. **Are any of the samples biological?** Select “Yes.”
	10. **Do the biological samples contain plant pathogens/pests?** Use your knowledge of your field sites, typically no.
	11. **Will you need to perform sample preparation at the facility?** Select “No.”

Terms

1. Read through the Proposal Terms and Conditions items and select “Confirm.”

Confirm

1. Check your information and click the “Submit” button!