



MONet/ETI Campaign Proposal Submission Guide

May 2026

Overview

This document discusses how to submit a proposal for [Molecular Observation Network \(MONet\)](#) or [Environmental Transformations and Interactions \(ETI\)](#) campaigns.

Completing the Campaign Request Form

1. Download the Word document.
2. Describe the scientific objectives that your field site sampling will address in the text box under "Summary Research Description."
3. Answer the form questions denoted by drop-down options or black-outlined boxes for free text.
4. Save the file as a PDF. **This will be uploaded to the [EMSL User Portal \(NEXUS\)](#).**

Navigating the EMSL User Portal (NEXUS)

1. Create a NEXUS account through the [EMSL User Portal \(NEXUS\)](#).
2. Within the "**Quick Links**" column on the left side, select "Submit a Proposal/LOI."
3. Click the drop-down menu and select the appropriate call.
4. Select "Start New Proposal."
5. Note: **Any grayed-out sections were preselected by the EMSL team.**

Details

1. **Title:** Create a title that describes your scientific question.
2. **Abstract:** Copy and paste your "Summary Research Description" from your request form.
3. **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 profiles in NEXUS prior to submission.

Funding

1. Input the funding source that will support your research (soil sampling efforts) described on your soil function request form. Note: EMSL will cover analysis costs.
2. Common sources include the following:
 - a. Department of Energy Office of Science's Biological and Environmental Research program
 - b. U.S. Department of Agriculture
 - c. Other government funding agency
 - d. National Science Foundation
 - e. U.S.-based university
 - f. U.S.-based industry
 - g. 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 EMSL User Program Services office later.
2. Advance to the next section to input the number of samples and estimated shipment dates to EMSL.

Samples/Equipment

1. Initial sample risk questions have been prepopulated, so skip down to "Proposed Sample Groups."

2. Click the "**Add experimental sample group**" button and enter the following:
 - a. **Description of samples.** Denote your sample site ecoregion and land use.
 - b. **Number of samples.** Specify the number of sample sets. Note: 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).
 - c. **Estimated sample shipment date to EMSL.** Enter your best guess, and a formal date will be established during a project kick-off call.
 - d. **What type of instrument(s) do you plan to use for this sample group?** Enter "the campaign suite."
 - e. **Is regulatory compliance needed for this sample?** Contact your institution's environmental compliance representative if you're unsure.
 - f. **Do any of the samples contain or potentially contain radioactive isotopes?** Use your knowledge of your field sites (typically "no").
 - g. **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").
 - h. **What are the latitude and longitude of where the sample was gathered?** Enter the latitude and longitude in decimal degree (DD) notation. The easiest way to determine the DD latitude and longitude is by locating your site on Google Maps and right-clicking on it.
 - i. **Are any of the samples biological?** Select "Yes."
 - j. **Do the biological samples contain plant pathogens/pests?** Use your knowledge of your field sites (typically "no").
 - k. **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!