MONet Proposal Submission Guide

May 2023

Overview

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

Fill out the MONet Soil Function Request Form

1. Download the Word Doc.
2. Describe the scientific objectives answered by sampling your field sites in the text box under “Summary Research Description”.
3. Answer form questions denoted by boxes which read “Choose an item” or black-outlined boxes for free text.
4. Save file as a pdf as “PI last name\_SoilFunction\_FY23” - **this will be uploaded in the NEXUS portal**

Navigating 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 Soil Function**
4. Select “Start New Proposal”
5. **Note: any greyed-out sections were pre-selected by the MONet team.**

Details

1. **Requested Start Date:** change the date to 2-6 month prior to when you could reasonably sample your field site. This timeline will help MONet staff schedule the delivery of soil sampling kit at different US locations.
2. **Title:** “PI last name MONet Request”
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 ORCID iD, so have your team members update their profile in NEXUS prior to submitting a proposal

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. USDOE Office of Science, Biological and Environmental Research
	2. US Department of Agriculture
	3. Other Government Funding Agency
	4. National Science Foundation
	5. US-based University
	6. US-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 on this section!** Instruments have already been pre-populated, 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 pre-populated, 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\*:** Multiply your field locations by sampling events

*\*Sampling event 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.*

* 1. **Estimated sample shipment date to EMSL:** fill in your best guess and a formal date will be established at a MONet project kick-off call
	2. **What type of instrument(s) do you plan to use for this sample group?** Type “the MONet suite”
	3. **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
	4. **Do any of the samples contain or potentially contain radioactive isotopes?** Use your knowledge of your field sites, typically no
	5. **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
	6. **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.
	7. **Are any of the samples biological?** Select Yes
	8. **Do the biological samples contain plant pathogens/pests?** Use your knowledge of your field sites, typically no
	9. **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 over your information and click the “Submit” button!