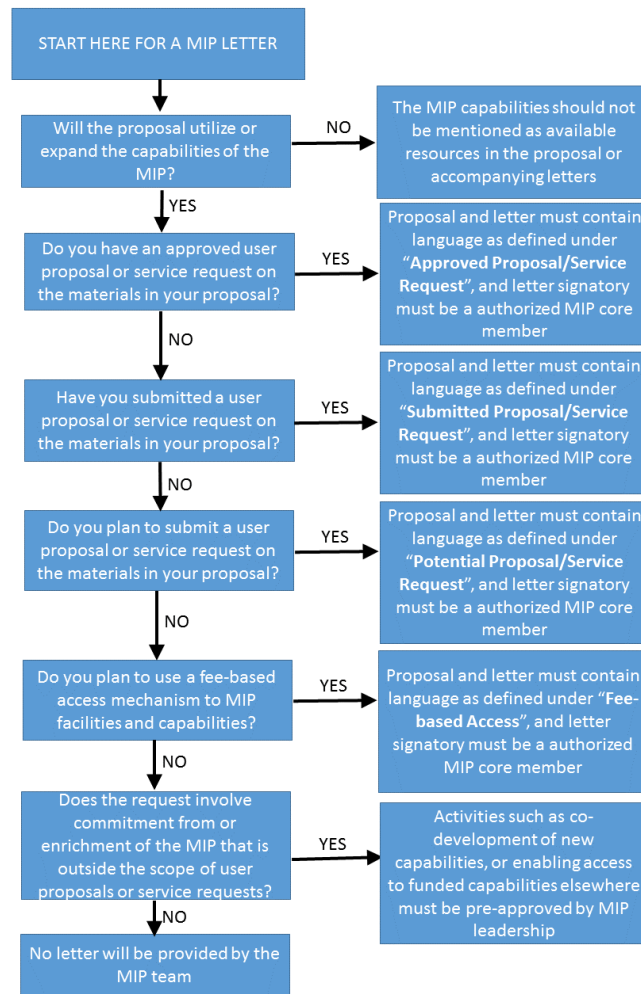


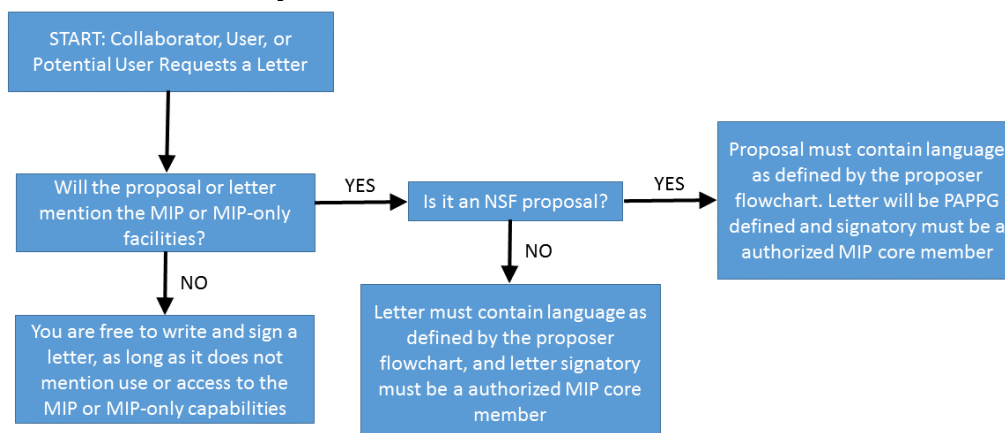
Guidance on MIP Letters

MIPs and their faculty and staff are routinely approached by users and potential users about providing letters for funding applications. This document seeks to codify a set of principles such that these letters provide maximal benefits to applicants while being clear on what is and is not promised, both to the applicants and the funding agency/foundation.

Our guidance to users/potential users is summarized by the proposer flowchart:



While our guidance to MIP faculty and staff is summarized as:



Frequently Asked Questions

1. Do these guidelines apply to in house researchers?

YES. Although there are variations in detail, all MIPs require some type of paperwork request for capabilities to be used for in-house research, and thus follow the same flow chart as proposals and external service requests.

2. Who is an “authorized MIP core member”?

Each MIP defines this category, but typically it will consist of leadership individuals e.g. facilities and platform directors. Other MIP senior personnel can help draft letters, but the signatory should be an authorized MIP core member.

3. To receive a MIP letter, is a user required to first submit a proposal / service request?

NO. There are multiple advantages of encouraging letters for all stages, including: (1) letters help advertise the MIPs to the broader community; (2) it helps avoid submission of proposals that have not gone through substantial discussion with platform faculty and staff, keeping platform reviewing burden manageable; (3) it aligns our practices with how other facilities operate; and (4) some requests (such as co-design of new capabilities) require consent of platform leadership but do not fall into the user proposal / service request workflow.

Proposal and Letter Language

APPROVED PROPOSAL / SERVICE REQUEST

--- Language included in proposal and/or FEOR for NSF-bound letters ---

A facility user proposal entitled “title” has been approved by [name of MIP]. If the present research proposal is selected for funding, we will use [specific list of services] provided by [name of MIP]. Use of [name of MIP] facilities [**non-proprietary**: [is free / is free with the exception of travel expenses / is free with the exception of the cost of consumables and travel expenses] **OR proprietary**: will incur platform-established user fees].

--- End ---

--- Language included in letter for non-NSF-bound letters ---

A facility user proposal entitled “title” has been approved by [name of MIP]. If the present research proposal is selected for funding, [name of MIP] will provide [specific list of services]. Use of [name of MIP] facilities [**non-proprietary**: [is free / is free with the exception of travel expenses / is free with the exception of the cost of consumables and travel expenses] **OR proprietary**: will incur platform-established user fees].

--- End ---

SUBMITTED PROPOSAL / SERVICE REQUEST

--- Language included in proposal and/or FEOR for NSF-bound letters ---

Recognizing that the research needs of the present research proposal for [list services desired] are aligned with the scientific focus and capabilities of [name of MIP], a facility user proposal entitled “title” has been submitted and is awaiting approval. If approved, we will use the MIP facilities to perform the proposed research. Use of [name of MIP] facilities [**non-proprietary**: [is free to users of

approved proposals / is free with the exception of travel expenses to users of approved proposals / is free with the exception of the cost of consumables and travel expenses to users of approved proposals] **OR proprietary:** will incur platform-established user fees].

--- End ---

--- Language included in letter for non-NSF-bound letters ---

Recognizing that the research needs of the present research proposal are aligned with the scientific focus and capabilities of [name of MIP], a facility user proposal entitled “title” was submitted and is awaiting approval. If approved, and if the present research proposal is selected for funding, [name of MIP] will provide [specific list of services]. Use of [name of MIP] facilities [**non-proprietary:** [is free to users of approved proposals / is free with the exception of travel expenses to users of approved proposals / is free with the exception of the cost of consumables and travel expenses to users of approved proposals] **OR proprietary:** will incur platform-established user fees].

--- End ---

POTENTIAL PROPOSAL / SERVICE REQUEST

--- Language included in proposal and/or FEOR for NSF-bound letters ---

The proposed work is aligned with the scientific focus and capabilities of [name of MIP]. If the present research proposal is selected for funding, we will submit a facility user proposal to [name of MIP]. If that facility user proposal is approved, we will use the MIP facilities to perform the proposed research. Use of [name of MIP] facilities [**non-proprietary:** [is free to users of approved proposals / is free with the exception of travel expenses to users of approved proposals / is free with the exception of the cost of consumables and travel expenses to users of approved proposals] **OR proprietary:** will incur platform-established user fees].

--- End ---

--- Language included in letter for non-NSF-bound letters ---

The proposed work is aligned with the scientific focus and capabilities of [name of MIP]. If the present proposal is selected for funding, the proposers will submit a facility user proposal to [name of MIP]. If that facility user proposal is approved, [name of MIP] will provide [specific list of services]. Use of [name of MIP] facilities [**non-proprietary:** [is free to users of approved proposals / is free with the exception of travel expenses to users of approved proposals / is free with the exception of the cost of consumables and travel expenses to users of approved proposals] **OR proprietary:** will incur platform-established user fees].

--- End ---

FEE-BASED ACCESS

--- Language included in proposal and/or FEOR for NSF-bound letters ---

The proposed work is aligned with the scientific focus and capabilities of [name of MIP]. Contingent upon instrument availability, we will use [name of MIP]’s [list of equipment] via the non-proposal access mechanism, which will incur platform-established user fees. These costs are included in the present proposal’s budget.

--- End ---

--- Language included in letter for non-NSF-bound letters ---

The proposed work is aligned with the scientific focus and capabilities of [name of MIP]. Contingent upon instrument availability, the proposers will have access to [name of MIP]'s [list of equipment] via the non-proposal access mechanism, which will incur platform-established user fees. These costs must be covered by the users.

--- End ---