

**How to apply for funds to pay for AMRIS magnet time through the
National High Magnetic Field Laboratory (NHMFL)**

1. Review The NHMFL [User Proposal Policy](#)
2. [Register](#) yourself in the NHMFL user portal
3. Prepare documentation. The following must be uploaded in one single PDF file (not separate sections):
 - Description of the proposed science and/or technology development **including the [broader impacts](#)** of the work (up to 3 pages).
 - Description of previous relevant work (up to 1 page).
 - A 2 page biographical sketch of the PI. Please use [this template](#) or current NIH/NSF format.
4. [Log on](#) to the NHMFL submission system and submit your proposal. Have the following information handy:
 - Magnet system(s) you would like to use
 - Sample(s) Information (IRB or IACUC for live subjects, gas requirements, whether your sample is toxic, flammable, etc.)
 - Collaborator names (and additional demographic information, including work address and email, if not already in the NHMFL system)
 - Experimental plan (types of probes you will need, whether you will need the assistance of a consultant, and gradient required)
 - Schedule request (when you would like to use the magnet, whether you will be sending your samples or be present for the experiment, etc.)
 - Funding source information
5. Follow the prompts:
 - Choose Facility: AMRIS – UF (Gainesville)
 - Independently Funded?: Select ‘No’ if you are submitting a proposal to get MagLab funding (\$5000 per year, up to three years total)
 - If you do not already have an AMRIS billing code for this work, select “ML-A Billing Code Needs to Be Assigned.” Otherwise, choose from an existing AMRIS billing code, typically identified by the PI’s last name.
 - If your PI is not listed in the drop down menu, your PI will need to [register](#) for the NHMFL online user system before the proposal can be submitted
 - Finish entering experiment-specific details to Create the proposal
6. Once you have reached the proposal screen, complete the “Tasks” in the highlighted

panel above Proposal Participants. This should include “Attach a Proposal File including Biosketch” and “Set User FAIR Data Plan”

7. In the “Actions” panel, you can “Add/View Experiments”, then Set “Magnet System,” “Samples,” “Experiment Plan,” and “Schedule” – **NOTE: the User Program portal does NOT reserve system time at AMRIS**, so you may delay completing this step until after you submit your proposal and are approved (with billing code) to reserve system time at: <https://amris.mbi.ufl.edu/reservations/make-a-reservation/>
8. Once an experiment has been added to the proposal, you must enter at least one “Funding Source” – ideally NIH, NSF, DoD, State of Florida, etc. – Note: the Funding Agency on ML-proposals may only be “No other support...core grant,” however, **ALL research project-related funding should be disclosed**, even if it does not contribute funding for the magnet system time.
9. Add information on all collaborators by choosing “Add Collaborators” in the Actions side bar on the right of the screen.
10. If you are continuing a previous proposal, you can “Attach Prior Results” as a pdf, using the button in the Actions panel
11. Once you have completed all the necessary steps, a new prompt will appear in the Actions panels and in the highlighted bar above your collaborators. Choose “Preview and Submit” when you are ready to proceed, or select “Delete” to withdraw your proposal.
12. After submission, you will be able to login and shortcut using the top bar menu “Experiments” → “My Active Experiments,” if you want to view your proposal(s).

Report your results!

After your work is completed, please report all publications resulting from use of MagLab facilities, including talks, books, Ph.D. and masters theses, and other one-time publications via the MagLab's [User Reporting System](#).

Publications, presentations, or other activities or products resulting from use of MagLab facilities should include one of the following two acknowledgements:

A portion of this work was performed at the National High Magnetic Field Laboratory, which is supported by the National Science Foundation Cooperative Agreement No. DMR-1644779 and the State of Florida.

-or-

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