

# Proposal Guidelines

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When compiling your proposals the following guidelines should be followed. They are meant to increase the reviewability of the proposals and make the program more effective.

## Front Page

The front page should contain the title of the project, date of submission, a list of all proponents and their institutions. The PIs should be clearly indicated as well as the contact person (typically a PI). There should be at most two contact persons, preferably one. If the proposal comes from an already approved R&D group/consortium or individual the R&D ID (eRD#) needs to be indicated on the front page. A short abstract describing briefly the project is very helpful.

## Progress Report Section

If the proposal is the continuation of an already existing program it should also include a progress report of achievements in the past term. It should precede the proposal section and should provide answers to the following questions:

- What was planned for this reporting period?
- What was achieved?
- What was not achieved, why not, and what will be done to correct?
- What is planned for the coming months and beyond? How, if at all, is this planning different from the original plan?
- What are critical issues?

It should include a list of the existing manpower and what approximate fraction each has spent on the project. If students and/or postdocs were funded through the R&D, please state where they were located and who supervised their work. Please provide a list of publications coming out of the R&D effort.

The report must clarify what has been accomplished with the EIC R&D funds and what came as a contribution from potential collaborators. Describe what external funding was obtained, if any.

## Proposal Section

Proposals need to include a well-articulated motivation for the research, which should include a description of the technologies currently being used, what the technical limitations are, and how the proposed research will advance the current state-of-the-art and what physics program at an EIC it will enable (based, *e.g.*, on measurements described in the 2012 White Paper, “Electron Ion Collider: The Next QCD Frontier”, arXiv:1212.1701) Furthermore, it should describe why the current state of the art of the instrumentation is not adequate. The opportunity and time horizon exist now to attempt R&D projects, which carry a higher degree of risk, yet hold the promise to advance the state of the art significantly. Proponents are encouraged to explore more innovative ideas. Tables of performance requirements with a discussion of how the resulting detector spec-

ifications will produce a detector that meets the physics goals would be most helpful. Clearly state the expected results (deliverables) of the R&D project.

Proposals should note whether the concept can work at eRHIC and/or JLEIC, since the crossing rates are markedly different, and should also note whether the IR designs proposed are presenting any particular challenges for proposed physics measurements.

Proposals should be as definitive as possible. When resources are requested proposals should state where the resources would be located and the specific responsibilities of the personnel. When graduate students and postdocs are required, the proposal should state who would supervise them and where they would conduct their work.

If this proposal was previously turned down, please state how the proponents addressed the concerns of the EIC R&D committee.

Proponents are encouraged to form research consortia with a well-defined, targeted scope of research. Please state what synergies exist with related projects? Do the proponents see possibilities for collaboration?

A single comprehensive section on funding requests and budget is mandatory. Funds can only be requested for the coming FY, i.e. October 1 until September 30. The proposal can contain a work plan for up to 3 years but the proponents need to be aware that each subsequent year requires a new proposal for continued funding. Funding awards for out-years will be contingent on progress reports at future meetings. The budget should be presented preferably at the end of the proposal and best augmented by separate tables listing the requests ordered by group and by subject. Please indicate the costs for manpower, hardware and travel.

The proposal should not exceed 30 pages (20 if no or separate progress report) with reasonable formatting and font size.