

## **Instruction to proposers**

A proposer must submit two types of document, (A) summary sheet and (B) proposal. The language used should be English. By reading the Guidebook posted at the A/O web site, a proposer would understand why the items below are requested to be written in a summary sheet and/or a proposal.

The submission should be done by emailing to

hayabusa-proposal [AT]restec.or.jp

The required two documents should both be in PDF format and be attached to an email message with the subject: HAYABUSA AO Proposal.

### **(A) Summary Sheet**

A summary sheet should contain the following information:

- (1) Name of proposer
- (2) Affiliation and email address
- (3) Title of proposal
- (4) Collaborators (name and affiliation)
- (5) Keywords that characterize the proposal
- (6) Analysis method
- (7) Requested number of samples
- (8) ID number of requested samples
- (9) Requested properties of samples
- (10) Abstract (up to 250 words)
- (11) Post-analysis alteration
- (12) Proposer's capability of handling HAYABUSA samples (up to 250 words), together with a list of selected publications (up to 5 papers) related to the proposed investigation
- (13) Requested environmental condition for the transfer process

\* (9) is needed even if ID numbers are specified, in case multiple requests arise to the same sample, or in case the exact samples that are requested cannot be allocated by other reasons.

**(B) Proposal**

The standard length of a proposal is that of a letter size paper (for the main body, ~ 5 pages in print format, or ~20 pages in double-space draft format). A proposal should contain an Abstract (up to 250 words) and well-tempered description of the following issues.

(1) Scientific background

(2) The science question and the reason why HAYABUSA sample investigation is best suited for the quest of it

(3) Requested number of samples, ID number of requested samples, requested properties of samples

(4) Research plan: This section should also include statements regarding the roles played by collaborators, access to the required analysis facility, post-analysis alteration of samples, proposer's capability of handling HAYABUSA samples, and requested environmental condition for the transfer process.