

## **Instructions to proposers**

### Registration

Proposers must register and obtain an account by entering necessary registration information (proposer's name, affiliation, and email address) through the proposal submission web-page.

Upon approval by the AO Committee, an account for all processing for proposal submission via the web-page will be sent by email.

### Sample distribution rule

Previously allocated samples must be returned before the start of the sample distribution interval for the 3rd A/O (scheduled for July 31, 2015). Proposers must be ready to receive samples by the end of the sample distribution interval (scheduled for Aug. 31, 2015).

### Proposal preparation

The language used should be English. Reading the Guidebook posted at the A/O web site will help a proposer understand why the items below are requested to be entered through the web-page and/or a proposal.

### Input through the web-page

In addition to the proposal itself, a proposer must input the following summary information through the proposal submission web-page.

1. Proposer's name, affiliation, and email address.
2. Title of proposal.
3. Collaborators (name and affiliation).
4. Keywords that characterize the proposal.
5. Analysis method.
6. **Requested number of samples (up to five).**
7. **ID number of requested samples (up to 10, with priority ranking).**
8. **Investigation period (Nominal one year, if consortium study, up to two years )**
9. Requested properties of samples.
10. Abstract (up to 250 words). (#1)
11. **Post-analysis alteration.**
12. **Proposer's capability of handling HAYABUSA samples.**

13. Requested environmental conditions for transferring samples.

(#1: The Abstracts of successful proposals will be released on the Web page after the selection)

### Proposal

Proposal must be in PDF format and be up-loaded through the proposal submission web-page. A proposer who does not receive an email receipt notice from the AO Committee within three working days after submission should contact the Committee.

A proposal consists of three parts. **The font size should be 11 pt and the text should be single-spaced. The proposal main body should NOT exceed 12 pages (including figures) when printed on A4 (or US letter) paper. Only information in the first 12 pages of the proposal main body will be considered during proposal evaluation.**

### Summary

- (1) Title of proposal.
- (2) Name of proposer.
- (3) Affiliation and email address.
- (4) Collaborators (name and affiliation).
- (5) Abstract (up to 250 words).
- (6) Keywords that characterize the proposal
- (7) **ID number list of requested samples (up to 10 samples with priority ranking),** requested properties of samples.
- (8) **Investigation period (Nominal one year, if consortium study, up to two years )**

### **Proposal main body**

- (9) Proposed investigation
  1. Scientific background
  2. The science question and **why HAYABUSA sample investigation is best suited to answer it.** This section should also explain why the requested samples have been selected.
  3. Research plan. This section should also include statements regarding the roles played by collaborators. Post-analysis alteration should be mentioned here, too.
- (10) Requested environmental conditions for transferring samples. If you need a special container for the proposed investigation, you have to describe the details of both the container and why it is needed.

(11) Proposer's capability of handling HAYABUSA samples. **A proposer should detail the analytical techniques to be used and prove that the proposal team is capable of fully utilizing the techniques** for good scientific performance.

#### Reference list

(12) References. List selected publications related to the proposed investigation and the related techniques.

#### Sample request

**A maximum of five samples can be allocated.** If more than one investigator requests the same particle, the proposer should **select up to 10 sample IDs as sample candidates** that match the requirements of the proposed investigation. **If all the samples indicated in the proposal have been assigned to other proposals with higher priorities, the proposal will be rejected.**