

Guidelines for Submission of a Beam Time Request

for the NASA Space Radiation Laboratory (NSRL)

or Tandem Van de Graaff Radiobiology Laboratory

**POLICY:**

***CATEGORIES OF USERS AND PRIORITIES***

The following categories of Users are defined, together with their corresponding scheduling priorities:

**CATEGORY 1**: Principal Investigators with a current award selected following competitive peer-review of scientific proposals submitted in response to a research solicitation sponsored by the NASA Space Radiation Program, alone or in collaboration with another agency such as DOE or international partners. Scientific Merit: scientific review by appropriate peer review panel; Technical Merit: technical review by the SACRR, in conjunction with review panel; Scheduling Priority: **1**.

**CATEGORY 2**: Principal Investigators with a current award sponsored by NASA but not through the Space Radiation Program, whose home institution has negotiated an agreement with the Space Radiation Program. Scientific Merit: scientific review documented by PI upon application for beam time; Technical Merit: technical review by the SACRR; Scheduling Priority: **2**.

**CATEGORY 3**: Experiments intended to obtain preliminary data for inclusion in an application to an identified research solicitation sponsored by the NASA Space Radiation Program, alone or in collaboration with another agency such as DOE or international partners. The resources required by such experiments shall be modest and compatible with the experiment objectives, as determined by the SACRR. Scientific Merit: scientific review by the SACRR; Technical Merit: technical review by the SACRR; Scheduling Priority: **3**, depending on availability.

**CATEGORY 4**: “Parasite” or “piggyback” experiments (*i.e.*, short-term irradiations requiring no significant BNL resources as determined by the SACRR). Scientific Merit: scientific review documented by investigator upon application for beam time; Technical Merit: technical review provided by the SACRR; Scheduling Priority: **2**, depending on availability.

**CATEGORY 5**: Experiments not sponsored by NASA that can document scientific peer-review or other appropriate review process and sufficient funding to procure beam time. Scientific Merit: scientific review documented by investigator upon application for beam time; Technical Merit: technical review provided by SACRR; Scheduling Priority: **4**, depending on availability.

**CATEGORY 6**: Experiments performed in conjunction with an educational or outreach activity sponsored by the Space Radiation Program (*e.g.*, NASA Space Radiation Summer School, HBCU experiments); Scientific Merit: determined by Space Radiation Program management; Technical Merit: technical review provided by the SACRR; Scheduling Priority: **3**, depending on availability.

**CATEGORY 7**: Irradiations performed as part of industrial or commercial testing by NASA-funded projects, including SBIR grantees. Scientific/Technological Merit: documented by investigator upon application for beam time; Technical Merit: technical review provided by SACRR; Scheduling Priority: **5**, depending on availability.

**CATEGORY 8**: Experiments unable to document scientific or technical review. Scheduling: not allowed.

Note that beam time proposals become inactive after: 1) one year has elapsed, 2) the maximum beam time allotment has been reached, or 3) a replacement proposal has been submitted.

**TYPES OF REQUEST:**

1. Experimental Proposals
2. New Proposal: describes a single project for which no previous NSRL or Tandem beam time has been assigned.
3. Renewal Proposal: describes a single project with previously assigned NSRL or Tandem beam time.
4. Replacement Proposal: resubmission of a proposal updated to address SACRR comments. Replacement proposals replace the original proposal and will be re-rated.

2. Beam Time Request

Proper justification for the amount of beam time requested is REQUIRED FOR ALL PROPOSALS.

***PRIOR TO SUBMISSION:***New users **MUST** (and returning investigators are encouraged to) contact the accelerator facility and radiobiology/laboratory facilities personnel (see Radiobiology Contact list below) to determine availability of specific ions and any laboratory support requirements for the proposed experiments.

**ABOUT YOUR PROPOSAL:**

1. Full proposals must be submitted **ELECTRONICALLY** in a standard word-processing file format (MS Word or RTF) to Ms. Leah Selva at [nsrladmin@bnl.gov](mailto:nsrladmin@bnl.gov). Note that the following three proposal items must be sent in **HARD COPY** to Ms. Leah Selva at the BNL mailing address listed below: 1) Att3: Face page of the User Proposal **SIGNED BY THE PI**, 2) Att4: Experimental Safety Review Sheet **SIGNED BY THE PI**, and 3) BNL and the home institution’s Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC) approval forms, as applicable.
2. Proposals must not exceed the specified page limits.
3. Proposals for beam time must be submitted **ON** or **BEFORE** the deadline for each run’s scheduling cycle in which beam time is desired. Proposals received after the deadline will not be considered in the upcoming review cycle, but will be considered as submitted for next subsequent deadline and review cycle.
4. Investigators must provide, either through an accessible web site or as an email attachment, a copy of their grant proposal under which the research is being carried out. The copy should have proprietary and salary information removed. This copy of the grant will be sent to reviewers upon request to aid in their review of the beam time proposal.
5. Proposals must include completed and signed copies of the following experimental safety and grant award information forms, as appropriate:

***To be submitted ELECTRONICALLY:***

* Att.3: User Proposal and Request for Beam Time
* Att.4: BNL ES&H (Environmental Safety and Health) Experimental Safety Review and Approval Form. This must be submitted by users requesting use of any laboratory, cell/tissue culture or animal facilities at BNL.
* Att.5: Cesium-137 Gamma Ray Irradiation Request Form, to be submitted for use of the cesium-137 gamma irradiators located in the Biosciences Department (contact Dr. Paul Wilson for more information).
* Copy of your research proposal (budgetary & proprietary information removed, please label it “**Grant**”)

***To be submitted in HARD COPY (see address below):***

* Att3: **Signed** face page of User Proposal and Request for Beam Time only
* Att4: **Signed and dated** copy (last page) of NSRL Users Experimental Safety Approval Form
* Copies of current BNL and home institution IRB and/or IACUC approvals, as applicable

### A “Check List for NSRL/Tandem Beam Time Proposal Submission” is included at the end of these guidelines.

**PROPOSAL SUBMISSION AND DEADLINES:**

Proposals MUST be received at BNL by 5 PM (EST time) on or before the date of the submission deadline. If the submission deadline falls on a weekend day or holiday, proposals will be accepted until 5 PM of the workday immediately following the weekend or holiday**. Proposals received after the deadline will not be reviewed in the current cycle, but will be considered submitted for the next subsequent deadline and review cycle. Three deadline and review cycles are anticipated each year (usually in the fall, winter, and spring).**

**REVIEW PROCEDURE:**

Proposals will be reviewed by the BNL Scientific Advisory Committee for Radiation Research (SACRR), appointed by the Associate Laboratory Director of Nuclear and Particle Physics, additional reviewers/subject matter experts to address specific issues, and NASA and DOE observers. Spokesperson(s) for each proposal may request the opportunity to make an oral presentation to the SACRR committee. The SACRR will review proposals and provide a recommendation to NASA and BNL management on each proposal.

**BNL USER FINANCIAL ACCOUNTS:**

You must have a valid BNL financial account and project number before coming to BNL to conduct experiments only if you expect to incur costs while conducting work onsite, such as any purchasing, shipping, animal per diem charges, or purchases of controlled substances from the BNL pharmacy. To arrange a BNL account, please contact:

BNL Budget Office, Bldg. 460

Att.: Georgia Irving

Brookhaven National Laboratory

PO Box 5000

Upton, NY 11973-5000

Telephone/fax (631) 344-7957/3503

**BNL GUEST REGISTRATION & CHECK IN:**

**Users should contact the Guest, User and Visitor (GUV) Center at 631-344-3333** **or** [guvcenter@bnl.gov](mailto:guvcenter@bnl.gov). **Please note that the approval process for foreign national access to BNL can take as long as 90 days; therefore, registration should be completed as soon as possible.**

**TRAINING:**

All users must arrange to complete all training as required by the ES&H Training Coordinator and other BNL safety personnel. Depending on the nature of the experiment planned, training may require classes over a period of several days. **ALL TRAINING MUST BE COMPLETE BEFORE ANY EXPERIMENTAL WORK IS CONDUCTED.**

# BNL Contact Information

Addresses listed below are located at Brookhaven National Laboratory, PO Box 5000, Upton, NY 11973-5000.

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| **NSRL beam line information** | |
| Dr. Adam Rusek  Collider-Accelerator Department, Bldg. 911B  Telephone/fax: (631) 344-5830/5954  Email: [rusek@bnl.gov](mailto:rusek@bnl.gov) | Dr. Philip Pile  Collider-Accelerator Department, Bldg. 911B  Telephone/fax: (631) 344-4643/5954  Email: [pile@bnl.gov](mailto:pile@bnl.gov) |
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| **NSRL radiobiology/NSRL cell culture facility**  **Tandem Van de Graaff Radiobiology Laboratory**  **Cesium-137 gamma-ray irradiator facilities** | |
| Dr. Paul Wilson  Biosciences Department, Bldg. 463  Telephone/fax: (631) 344-7914/3106  Email: [pwilson@bnl.gov](mailto:pwilson@bnl.gov) |  |
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| **NSRL radiobiology/NSRL animal facility**  **Long-term Support Facility (LTSF)** | |
| Dr. Peter Guida  Biosciences Department, Bldg. 490  Telephone/fax: (631) 344-2913/5260  Email: [guida@bnl.gov](mailto:guida@bnl.gov) |  |
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| **NSRL/Tandem (C-AD) ES&H and Training** | |
| Mr. Edward Lessard  Collider-Accelerator Department, Bldg. 911B  Telephone/fax: (631) 344-4250/5954  Email: [lessard@bnl.gov](mailto:lessard@bnl.gov) | Mr. Peter Cirnigliaro  Collider-Accelerator Department, Bldg. 911B  Telephone/fax: (631) 344-5636/5676  Email: [cirn@bnl.gov](mailto:cirn@bnl.gov) |
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| **Biosciences ES&H and Training** | |
| Ms. Ann Emrick  Biosciences Department, Bldg. 463  Telephone/fax: (631) 344-5756/6398  Email: [emrick@bnl.gov](mailto:emrick@bnl.gov) | Mr. Bob Colichio  Biosciences Department, Bldg. 490  Telephone/fax: (631) 344-8440/5260  Email: [colichio@bnl.gov](mailto:colichio@bnl.gov) |
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| **BNL Laboratory Animal Facility (BLAF)** |  |
| Ms. MaryAnn Petry  Biosciences Department, Bldg. 490  Telephone/fax: (631) 344-3620/5311  Email: [petry@bnl.gov](mailto:petry@bnl.gov) |  |
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| **BNL Institutional Review Board (IRB) and Institutional Care and Use Committee (IACUC)** | |
| Ms. Darcy Mallon  Office of Research Administration, Bldg. 490  Telephone/fax: (631) 344-3362/3220  Email: [mallon@bnl.gov](mailto:mallon@bnl.gov) |  |
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| **BNL Guest, User and Visitor (GUV) Center** | |
| Located in Bldg. 400  Website: <http://www.bnl.gov/guv/>  Telephone/fax: (631) 344-3333/3220  Email: [guvcenter@bnl.gov](mailto:guvcenter@bnl.gov) |  |

### Check List for NSRL/Tandem Beam Time Proposal Submission

***To be submitted ELECTRONICALLY:***

* 1. Att.3: User Proposal and Request for Beam Time
* 2. Att.4: BNL ES&H Experimental Safety Review and Approval Form
* 3. Att.5: Cesium-137 Gamma Ray Irradiation Request Form (if required)
* 4. Copy of grant proposal providing funding for the research (with proprietary and budget information removed); OR provide instructions to access such information on a publicly accessible website (please provide the website URL and any necessary usernames/passwords required for access).

***To be submitted in HARD COPY (see address below):***

1. **Signed** face page of User Proposal and Request for Beam Time (with PI signature on first page)

* 2. **Signed and dated** BNL ES&H Experimental Safety Review and Approval Form (with PI signature/date on last page)
* 3. IACUC and IRB approval forms (from both the home institution and BNL)

<http://www.bnl.gov/ora/IACUC.asp>

<http://www.bnl.gov/ora/IRB.asp>

## ***Address for hard copy submission:***

Ms. Leah Selva, NSRL Administrator

Brookhaven National Laboratory

50 Bell Avenue

Biosciences Dept., Bldg. 463

Upton, NY 11973-5000

Any questions related to proposal submission deadlines/delivery information should be referred to Ms. Leah Selva (telephone 631-344-3536, fax 631-344-3106, email [nsrladmin@bnl.gov](mailto:nsrladmin@bnl.gov)).