Experimental Physics Investigators: Preproposal guide

GORDON AND BETTY MOORE FOUNDATION

The EPI preproposal application has 6 sections. We will not share identifying information from the professional background section of the application with external reviewers and request that you avoid including identifying information in the narrative sections you provide. Personal background information will not be shared with external reviewers.

1. **Eligibility information:** EPI applicants must be at US institutions and must have earned tenure for the first time at their current institution. Individuals who have earned tenure before December 2016 are ineligible. If you are ineligible, the application will indicate this.

2. **Research project description:** Share a brief description of a future research direction you would like to pursue. Avoid identifying information in your narrative and do not include descriptions of your institution's context, public outreach, or DEI activities (these will be solicited in full proposals). You must also identify **PhySH** (Physics Subject Headings) disciplines and concepts which will be used to help us review your submission. References are not required, but you may indicate up to five. The description should include the following labeled sections:

   1. **Scientific background:** Include the historical background that frames the research direction.
   2. **Qualifications:** Describe why you are well-suited for your role in this project (e.g., previous work, technical expertise, collaborations).
   3. **Central questions:** Provide the question or questions you are hoping to explore and a basic description of how you intend to probe these issues.
   4. **Potential impact:** Describe the potential influence of the findings on the progress of science or its applications.

   Note: Your description will be entered into a textbox with a 6,000-character limit. The application portal textbox does not allow formatting in text boxes, so indicate the sections within your narrative using the labels used above. For example:

   > 1. Scientific background:
   > Your text goes here…
   >
   > 2. Qualifications:
   > Your text goes here…
   >
   > 3. Central questions:
   > Your text goes here…
   >
   > 4. Potential impact.
   > Your text goes here…

3. **ORCID Profile:** Please ensure that the following sections of your ORCID profile are complete and visible either as your public profile or on a trusted party profile. NOTE: There are **video tutorials on the ORCID website** to help get you started if you have not used ORCID recently.
   a. Employment (Organization, City, Department, Role title, Start/End years)
   b. Education and qualifications (Organization, City, Department, Degree/title, Start/End years)
   c. Invited positions and distinctions
      i. Invited positions should be included in the employment section.
      ii. Distinctions (Organization, Department, Distinction/award, Date)
   d. Funding (Organization, Amount, Title, Start/End years)

e. Works (Work type, Title, Venue, Publication date)
    i. Work types include Journal articles, presentations, seminars, colloquia, patents and more
    ii. Please include works from the previous seven years OR from the start of your first faculty appointment, whichever is most recent. (Note: You may choose to be comprehensive, but we will only pull works from this time frame for this review stage.)

NOTE: There are **video tutorials** on the ORCID website to help get you started. In addition, funding and **works** can be added by searching and linking, adding DOIs or uploading BibTex files or by typing the information manually. If you have a Google Scholar profile, you can export it as a BibTex file and upload into ORCID. Here is an example of a **public** profile.

4. **Professional background information:** In this section we'll ask for additional details on your professional background that are not easily collected from ORCID including:
    a. Clarifications about grants – describe your role in the award and indicate if the grants are supporting a collaboration rather than an individual research effort.
    b. Publication roles – indicate your role on the publication based on the **Contributor Roles Taxonomy (CRediT).** **NOTE:** If you would like to copy and paste a title from your ORCID profile, you must be on your public preview webpage (not the editing page) in order to copy and paste the titles. You will also need to paste without formatting.
    c. Previous contributions to science – provide brief descriptions of two of your most significant contributions to science, including basic ideas, how they were developed by you and the group you worked with, your findings or outcomes, and your specific role in the described work (1,500-character limit for each).

5. **Research team information:** In this section we ask for some basic information about the postdoctoral fellows and students you have supervised.

6. **Personal information:** This section will not be shared with external reviewers. It includes applicant demographics as well as narratives spaces to request eligibility extensions and any other considerations you would like to share with the EPI team.

Notes about navigating SurveyMonkey Apply

The application portal is hosted on SurveyMonkey Apply. The application content is developed by the Experimental Physics Investigators (EPI) team.

1. If you have technical issues with the platform, please contact the **SurveyMonkey Apply Helpdesk.** If you do not hear back from them, please let us know.
2. If you have questions about the application content, please reach out to the EPI Team (**epi@moore.org**).
3. When you create your account to start an application, please use your professional contact information. You can edit this at any time by clicking on your name in the top right section and selecting "My Account" from the drop-down menu.
4. Once you Start your application you will see a navigation menu on the left and the application tasks on the right. This will initially have a single task for eligibility information, but once your eligibility is determined, the remaining sections of the application will be displayed.
5. You can add collaborators at any time. Collaborators are individuals you invite to either review materials or to help you enter data into the application form. You determine the level of engagement when you add them as collaborators.
6. In the top right corner, once you click on the three dots, you will find options to Rename your application, download the current information or delete your application.
7. Once you enter a task, you can enter information.
   a. As always, saving your work often is good to do. Note that your entries are always saved, even if you get error messages.
   b. If you would like to reset the answers to a task, select the three dots on the top right and then select Reset from the from the dropdown.
   c. You will be prevented from selecting MARK AS COMPLETE until all errors on the task are resolved.
   d. If you have marked a task as complete but wish to edit the content, you can select Edit in the drop-down menu on that task to reopen the task for editing.
   e. You can REVIEW your application at any time. You cannot SUBMIT the application until all tasks are complete.
   f. If you SUBMIT the application before the due date and time, you can edit and resubmit until the deadline passes.
   g. On multiple choice (radio buttons), you can reset your choice by clicking on Clear at the end of the choice list.

Last Modified: October 28, 2022