# A User Guide to Filling in the AMOF Online Application Form

#### **Preface**

This user guide is aimed at those new to AMOF and comes about as a response to requests from our user community. Its designed to help when navigating the application

We would appreciate your feedback so we can improve this guide. If you can, please do drop us a line and let us know what you need from a user guide. You can contact us using: amof@nacas.ac.uk

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#### Introduction

To ensure AMOF can provide an efficient service to its users we need our users to use an online application form. This form only collects the data we need to handle the application and to ensure AMOF is providing facilities and services equitably and inclusively. The data provided during the application process is not shared with other parties.

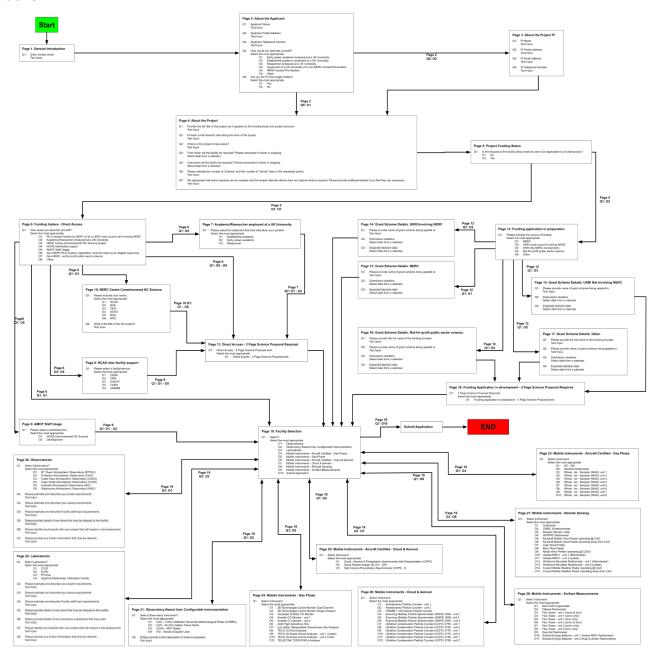
There is a wide range of facilities on offer in AMOF and a range of pathways to access them. To save having multiple forms we have this one single form and as a consequence, it can appear quite large and daunting. Although the form will indicate that there are over twenty sections it is physically impossible to access every single page. The form has embedded logic and will guide you through the pages depending on the selections you make.

This document is a guide to provide additional information as to what questions we will be asking and show how the navigation works.

If you have any questions please of not hesitate to contact AMOF: amof@ncas.ac.uk

# Flow Chart

The flow chart below shows how you will pass through the form. Arrows indicate the direction of travel.



### **Individual Form Pages**

- Each page of the form is provided and there are 30.
- The form has embedded logic and navigation depends on what is selected.
- It is not possible to submit a form where every page provides the facility with information.
- \* Indicates a required response you cannot move on to the next question unless you provide input.
- On completion of a page use the "NEXT" button to move on.
- The use of the "BACK" button will result in any selections made or information provided being lost.
- Google account not required to fill this form in.
- The form "Autosave" function is disabled. Autosave only works if you have a google account it is fairer for all users for this is disabled.
- You can can edit the form once submitted.
- A confirmation email will be sent out with the form attached when it is submitted.
- You can submit more than one form.

## Page 1: General Introduction.



This is the landing page of the form and provides some general information. To move on you must provide an email address and then click "Next". The email you provide will be the one AMOF uses to correspond with you. It does not verify if this is a valid address so care needs to be taken when entering the information.

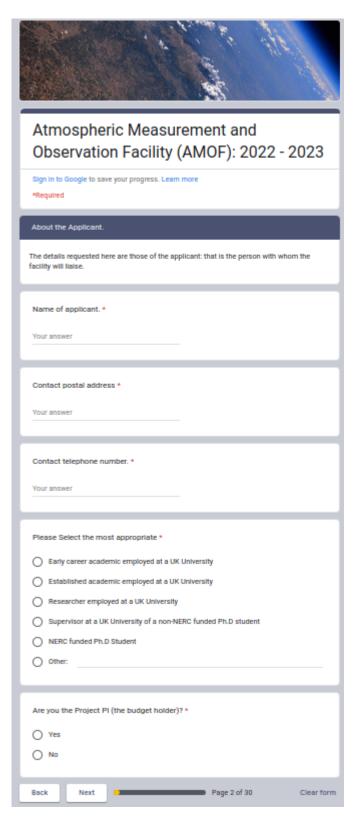
The "Clear form" link appears on all pages. Clicking this, at any time, will clear all information that has been inputted and will return the user to this page.

The progress bar shows that the form has 30 pages. To be exact this is the total number of pages however the number of pages you actually need to visit will depend on your pathway to access and the complexity of the request being made.

As you provide responses and the form's embedded logic navigates you will see the page you are on increment - this may not be linear.

Clicking "Next" will progress you to page 2 - About the Applicant

Page 2: About the Applicant.



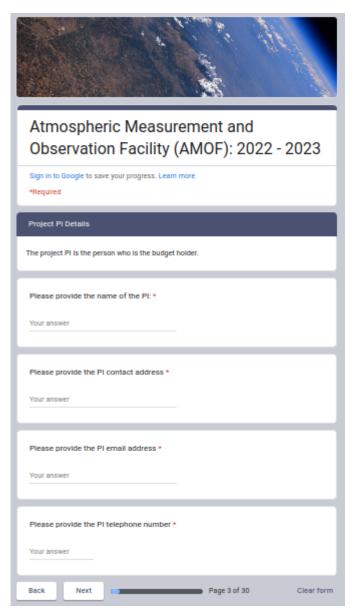
AMOF welcomes applications from all parts of the scientific community, including commercial users, but priority will be given to NERC-funded science and applicants eligible for NERC funding. The information gathered here allows AMOF to ensure we are meeting this objective

AMOF will always endeavour to support a user's scientific aspirations whenever possible.

All but the final two questions require a text-based response. The final two are radio buttons and these allow you to select a single response.

If you are the Project PI you should select "Yes" while you should select "No" if you are not. Selecting "Yes" will result in the form jumping to page 4 - About the Project once you click "Next". Selecting "No" will result in the form progressing to page 3 - Project PI Details once you click "Next".

Page 3: Project PI Details.



You will only get here if you select NO on page 2 - About the Applicant - that is you should only be here if you, the applicant, are not the Project PI.

AMOF is expected to perform due diligence on all its applications. We request the contact details of the project PI - that is the person who has budget oversight and is the project's funding body's point of contact. Should there be a problem down the line this is the person AMOF would want t be able to contact.

Not being the project PI this does not impact any decisions AMOF makes or how an application is dealt with - we don't check up on people.

Clicking "Next" will progress you to <u>page 4</u>
About the <u>Project</u>.

Page 4: About the Project.



You will get here if you selected "Yes" on page 2 - About the Applicant or you have completed page 3 - Project PI Details.

The information provided here gives AMOF an idea of what it is you are wanting to do and a starting point for our Facility Scientists.

Our Facility Scientists will perform a technical review of the information provided in this form and calculate any costs that might be applicable - this is the opportunity to provide AMOF with the information it needs to do this swiftly and accurately.

Our Facility Scientists have accumulated a lot of experience and they may be able to make suggestions as to how you can maximise the scientific potential of your project - providing as much information as you can help them do that.

Clicking "Next" will progress you to page 5 - Funding Status.

Page 5: Funding Status.

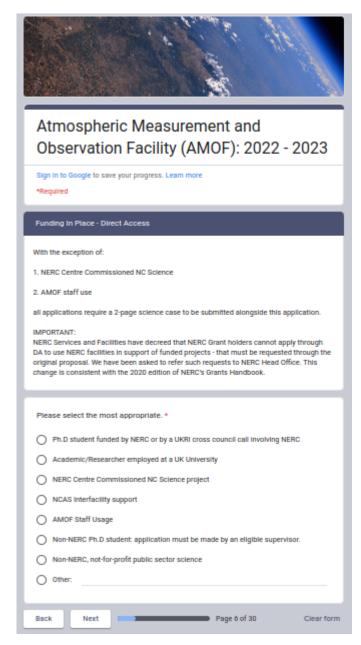


How AMOF deals with an application is dependent on the funding status: that is at the time this application is submitted is financial support for the project in place or is this request to the facility being made as part of a funding submission to a funding body.

Selecting "No" indicates that funding is in place and that this is a "Direct Access" application. Clicking "Next" will progress you to page 6 - Direct Access.

Selecting "Yes" indicated that you are preparing a submission to a funding body. Clicking "Next" will progress you to page 12 - Funding submission in preparation.

Page 6: Funding In Place - Direct Access.



IMPORTANT: NERC Services and Facilities have decreed that NERC Grant holders cannot apply through DA to use NERC facilities in support of funded projects - that must be requested through the original proposal. We have been asked to refer such requests to NERC Head Office. This change is consistent with the 2020 edition of NERC's Grants Handbook.

You will have reached this page if you selected "NO" (this application is not supporting a submission to a funding body) on page 5 - Funding Status

Click on the radio button that best describes your application and then click "Next" - which page you next go to will depend on your selection.

Ph.D student funded by NERC or by a UKRI cross-council call involving NERC: page 19 - Facility Selection

Academic/Researcher employed at a UK University: page 7 - Academic/Researcher employed at a UK University

NERC Centre Commissioned NC Science project: page 10 - NERC Centre Commissioned NC Science project

NCAS Interfacility support: <u>page 8 - NCAS</u> <u>Interfacility support</u>

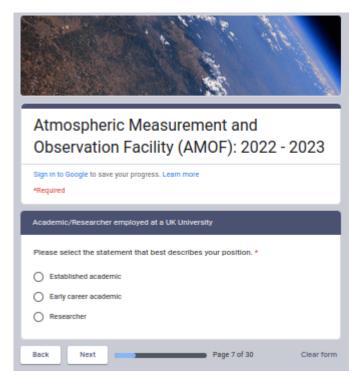
AMOF Staff Usage: page 9 - AMOF Staff Usage

Non-NERC Ph.D student: application must be made by an eligible supervisor: page 11 - Direct Access - 2 Page Science Proposal Required

Non-NERC, not-for-profit public sector science: page 11 - Direct Access - 2 Page Science Proposal Required

Other: page 11 - Direct Access - 2 Page Science Proposal Required

Page 7: Academic/Researcher employed at a UK University.

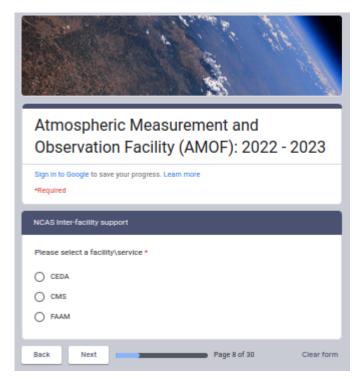


You will only get here if you selected Academic/Researcher employed at a UK University on page 6 - Funding In Place - Direct Access.

Click on the radio button that best describes the type of researcher you are and then click "Next"

You will then get taken to <u>page 11 - Direct</u>
Access - 2 Page Science Proposal
Required

Page 8: NCAS Inter-facility Support.



You will only get here if you selected NCAS Inter-facility Support on page 6 - Funding In Place - Direct Access.

Click on the radio button for the NCAS (non-AMOF) Facility you are from and then click "Next"

You will then get taken to page 11 - Direct
Access - 2 Page Science Proposal
Required

Page 9: AMOF Staff Usage.



You will only get here if you selected AMOF Staff Usage on page 6 - Funding In Place - Direct Access.

Facility staff may utilise up to 10% of the NERC-funded capacity for Facility research and development purposes. This will be by agreement with the Facility Manager. If a particular project requires an abnormally large amount of the capacity (>10% of that available annually), the cost of the work should normally be funded externally (e.g. via a grant or NC science programme).

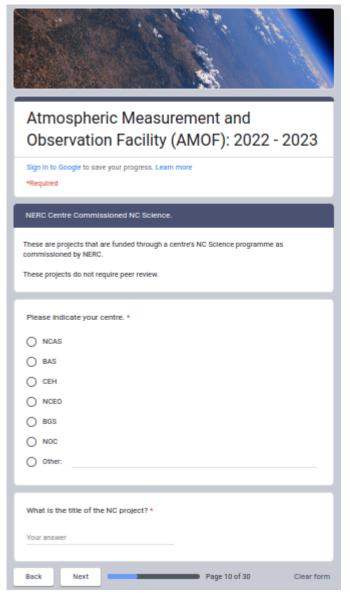
An application to the Facility will be needed through the Direct Access route to allow AMOF to meet NERC reporting requirements.

Where the request is in support of commissioned National Capability Underpinning or Long-Term Science programmes please select "NCAS Commissioned NC Science"

Click on the radio button for the NCAS (non-AMOF) Facility you are from and then click "Next"

You will then get taken to <u>page 19 -</u> <u>Facility Selection</u>

Page 10: NERC Centre Commissioned NC Science.

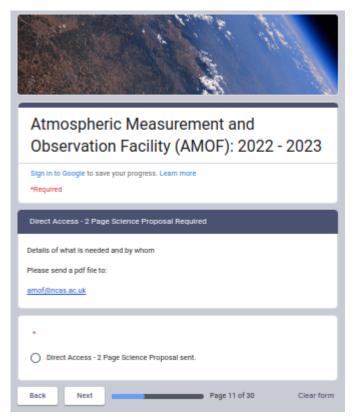


You will only get here if you selected NERC Centre Commissioned NC Science on page 6 - Funding In Place - Direct Access.

Click on the radio button for your NERC Centre then click "Next" - you will also need to provide the title of the NC project this request is supporting.

You will then get taken to <u>page 19 - Facility</u>
<u>Selection</u>

Page 11: Direct Access - 2-Page Science Proposal Required.



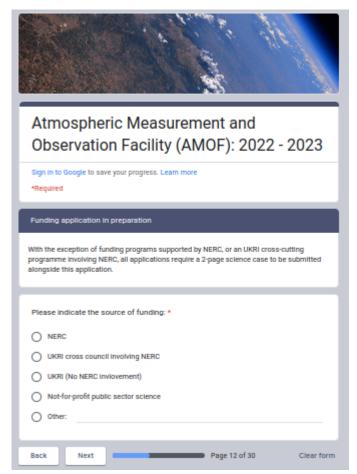
You will need to send a two-page science proposal to the email provided.

To proceed you need to click the radio button and then click "Next". This will take you to page 19 - Facility Selection.

It is up to the applicant to remember to send the proposal. AMOF will be expecting it and will be in contact to remind you to send it if they don't receive it.

AMOF cannot process your application without it.

Page 12: Funding Application in Preparation.



You will have reached this page if you selected "Yes" (this application is supporting a submission to a funding body) on page 5 - Funding Status

Click on the radio button that best describes the funding body to whom you are making your submission and then click "Next" - which page you next go to will depend on your selection.

NERC: <u>page 13 - Grant Scheme Details:</u> NERC

UKRI cross council involving NERC: page 14 - Grant Scheme Details: UKRI involving NERC

UKRI (No NERC involvement): page 15 - Grant Scheme Details: UKRI not involving NERC

Not-for-profit public sector science: <u>page</u> 16 - Grant Scheme Details: Not-for-profit public sector science.

Other: page 17 - Grant Scheme Details: Other

Page 13: NERC.



You will only get here if you selected NERC on page 12: Funding Application in Preparation.

Provide the information requested:

- 1. Name of the NERC scheme being applied to.
- 2. The closing date for scheme submissions
- 3. The estimated scheme decision date.

Then click "Next" to progress to <u>page 19 -</u> <u>Facility Selection</u>

Page 14: UKRI Involving NERC.



You will only get here if you selected UKRI Involving NERC on page 12: Funding Application in Preparation.

Provide the information requested:

- Name of the UKRI (involving NERC) scheme being applied to.
- 2. The closing date for scheme submissions
- 3. The estimated scheme decision date.

Then click "Next" to progress to <u>page 19 -</u> <u>Facility Selection</u>

Page 15: UKRI **NOT** involving NERC.



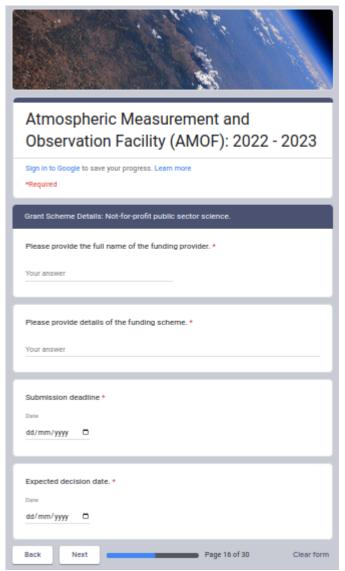
You will only get here if you selected UKRI (No NERC involvement) on page 12: Funding Application in Preparation.

Provide the information requested:

- Name of the UKRI (not involving NERC) scheme being applied to.
- 2. The closing date for scheme submissions
- 3. The estimated scheme decision date.

Then click "Next" to progress to page 18 - 2 Page Science Proposal Required

Page 16: Not-for-profit Public Sector Science.



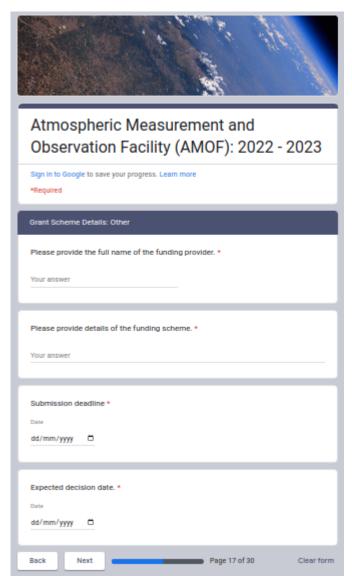
You will only get here if you selected Not-for-profit Public Sector Science on page 12: Funding Application in Preparation.

Provide the information requested:

- 1. The name of the funding provider
- 2. Name of the scheme being applied to.
- 3. The closing date for scheme submissions
- 4. The estimated scheme decision date.

Then click "Next" to progress to <u>page 18 - 2 Page Science Proposal Required</u>

## Page 17: Other.



You will only get here if you selected Not-for-profit Public Sector Science on page 12: Funding Application in Preparation.

Provide the information requested:

- 1. The name of the funding provider
- 2. Name of the scheme being applied to.
- 3. The closing date for scheme submissions
- 4. The estimated scheme decision date.

Then click "Next" to progress to <u>page 18 - 2 Page Science Proposal Required</u>

Page 18: 2 Page Science Proposal Required.



You will need to send a two-page science proposal to the email provided.

To proceed you need to click the radio button and then click "Next". This will take you to page 19 - Facility Selection.

It is up to the applicant to remember to send the proposal. AMOF will be expecting it and will be in contact to remind you to send it if they don't receive it.

AMOF cannot process your application without it.

Page 19: Facility Selection.



You've provided AMOF with all the metadata we need to process your application - from this point on it is your chance to select the parts of the Facility you want to use.

Use the radio button to select the Facility section from which you wish to make a selection.

Click "Next" to navigate to the Facility section selected.

You will always be returned to this page when you are finished with a facility section - you can keep adding or changing your choices.

Observatories: page 20

Observatory Based User configurable Instrumentation: page 21

Laboratories: page 22

Mobile instruments - Aircraft Certified -

Gas Phase: page 23

Mobile instruments - Gas Phase: page 24

Mobile instruments - Aircraft Certified - Cloud & Aerosol: page 25

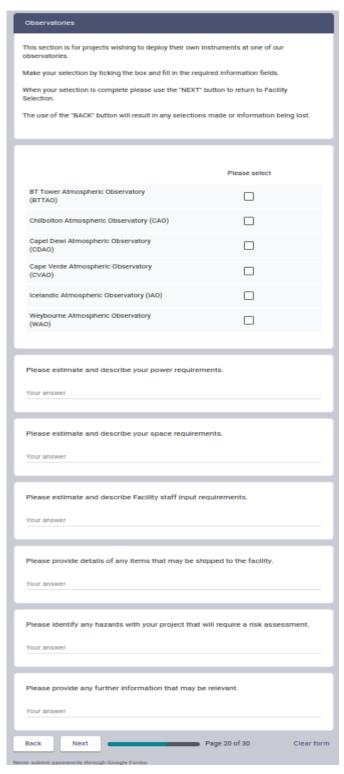
Mobile instruments - Cloud & Aerosol: page 26

Mobile instruments - Remote Sensing: page 27

Mobile instruments - Surface Measurements: page 28

When complete select "Submit Application" and click "Next". This will take you to page 30 - Submit Form - the confirmation of submission page.

## Page 20: Observatories.

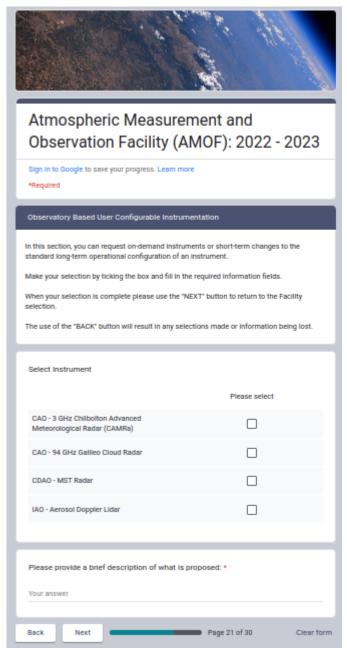


You will only get here if you selected Observatories on page 19: Facility Selection.

Select the observatory(s) you are interested in - you can select more than 1, by clicking on the checkboxes.

The additional information requested allows the Facility Scientists to accurately calculate what costs may be involved and whether your request can physically be supported at the site.

Page 21: Observatory-Based User Configurable Instrumentation.



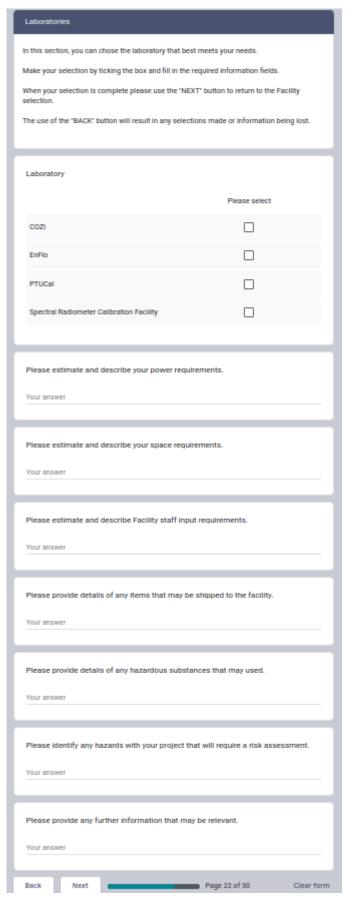
You will only get here if you selected Observatory Based Unser Configurable Instrumentation on page 19: Facility Selection.

Select the instrument(s) you are interested in - you can select more than 1, by clicking on the checkboxes.

Provide a brief overview of what is intended. This allows the Facility Scientists to better service the request.

Facility Scientists also have extensive experience and may be able to suggest ways to maximise the project's scientific impact - the more information you can give them the better they can do this.

## Page 22: Laboratories.



You will only get here if you selected Laboratories on <u>page 19: Facility</u> Selection.

Select the laboratory(s) you are interested in - you can select more than 1, by clicking on the checkboxes.

The additional information requested allows the Facility Scientists to accurately calculate what costs may be involved and whether your request can physically be supported at the site.

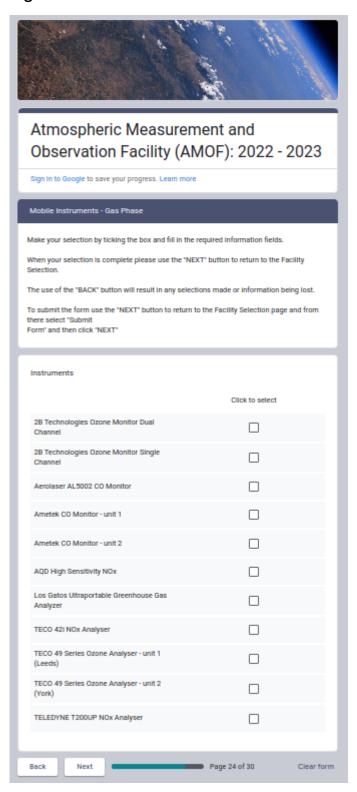
Page 23: Mobile Instruments - Aircraft Certified - Gas Phase.



You will only get here if you selected Moile Instrumentation - Aircraft Certified - Gas Phase on page 19: Facility Selection.

Select the instrument(s) you are interested in - you can select more than 1, by clicking on the checkboxes.

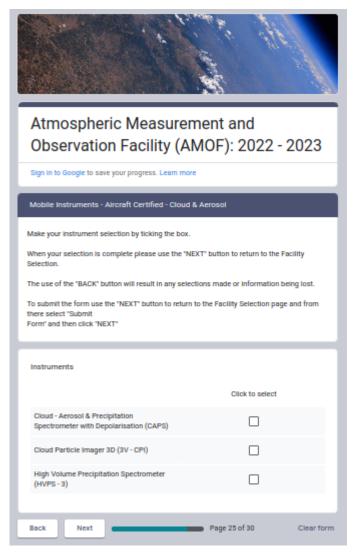
Page 24: Mobile Instruments - Gas Phase.



You will only get here if you selected Moile Instrumentation - Gas Phase on page 19: Facility Selection.

Select the instrument(s) you are interested in - you can select more than 1, by clicking on the checkboxes.

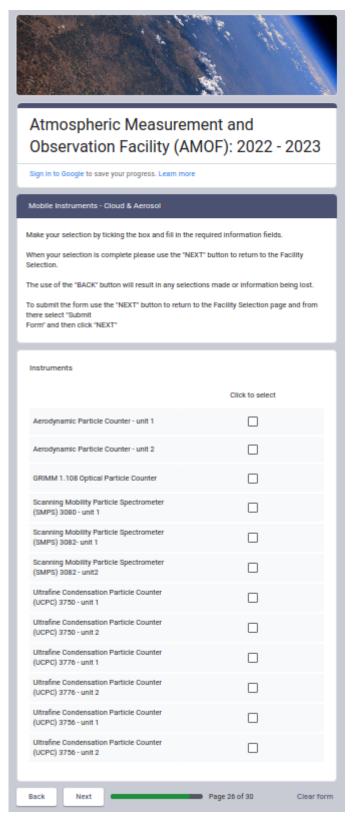
Page 25: Mobile Instruments - Aircraft Certified - Cloud & Aerosol.



You will only get here if you selected Moile Instrumentation - Aircraft Certified - Cloud & Aerosol on page 19: Facility Selection.

Select the instrument(s) you are interested in - you can select more than 1, by clicking on the checkboxes.

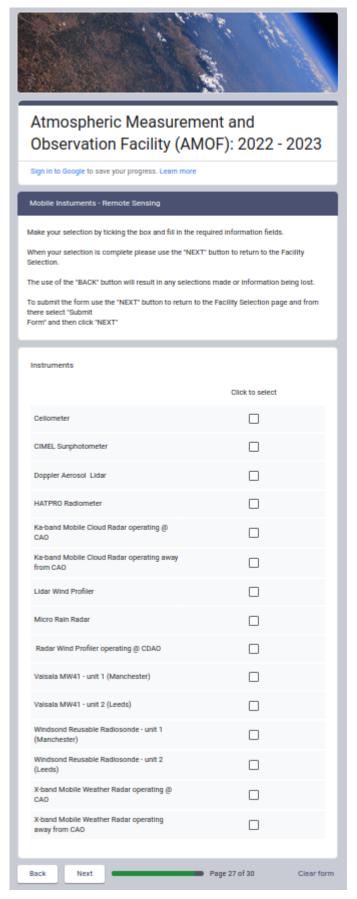
Page 26: Mobile Instruments - Cloud & Aerosol.



You will only get here if you selected Moile Instrumentation - Cloud & Aerosol on page 19: Facility Selection.

Select the instrument(s) you are interested in - you can select more than 1, by clicking on the checkboxes.

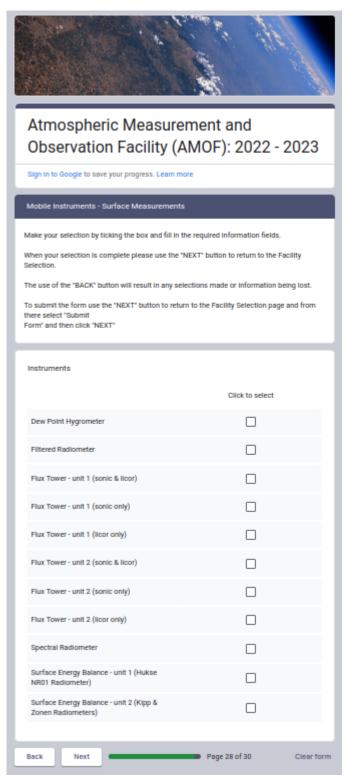
Page 27: Mobile Instruments - Remote Sensing



You will only get here if you selected Moile Instrumentation - Remote Sensing on page 19: Facility Selection.

Select the instrument(s) you are interested in - you can select more than 1, by clicking on the checkboxes.

Page 28: Mobile Instruments - Surface Measurements.



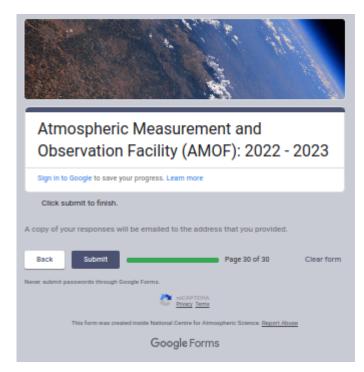
You will only get here if you selected Moile Instrumentation - Surface Measurement on page 19: Facility Selection.

Select the instrument(s) you are interested in - you can select more than 1, by clicking on the checkboxes.

# Page 29: You physically cannot get to this page.

This page exists to aid flow and future development.

Page 30: Submit Form.



You will only get here if you selected Submit Form on page 19: Facility Selection.

Click "Submit" if you are ready to submit the form.

Click "Back" to get you <u>page 19 - Facility</u>
<u>Selection</u>