

# Instructions to proposers

## **Sample distribution rule**

Previously allocated samples must be returned before the start of the sample distribution interval for the AO (scheduled for April 2, 2018). Proposers must be ready to receive samples by the time of the sample distribution, which should be around a month after they submitted their proposal.

## **Proposal preparation**

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

## **Input through the web-page**

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

1. Title of proposal
2. Types of requested samples (pristine, processed, or both)
3. Requested sample ID
4. Proposer's name
5. Proposer's affiliation
6. Proposer's address
7. Proposer's e-mail address.

## **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 ASRG within three working days after submission should contact the ASRG.

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.