CNMS UEC Agenda – Thursday, October 6, 2016
12:00 pm Eastern Time

Participants (attendees in blue)
Chair – Molly Kennedy (Clemson U.)
Vice-Chair – Lane Martin (U. California, Berkeley)
Secretary – Yang Zhang (U. Illinois)
At-Large Members:
 Alex Belianinov (ORNL/CNMS); Kathrin Dörr (MLU Halle-Wittenberg); Eric Formo (U. Georgia); Enrique Gomez (Penn State U.); Megan Robertson (U. Houston); Evgheni Strelcov (NIST); Rafael Verduzco (Rice U.)
Past Chair, *ex officio* **member** – Nazanin Bassiri-Gharb (Georgia Tech)
CNMS (non-members) – Tony Haynes, Brad Lokitz, Sandy Lowe

- **Update on proposal call** (Tony)
  - 2017A proposal call launched on Sept. 7; reminder on Oct. 5; deadline is Wednesday, Oct. 19
    - Neutron Sciences proposal call deadline was Oct. 5; with 10 CNMS Appendix
- **UEC Election** (Tony)
  - Ballot to vote was opened on Oct. 5, available for 3 weeks, to close on Oct. 28
  - Cast your vote and remind others to vote as well!
- **Organize 2017 Neutron and Nano User Meeting** : Aug. 1-2, 2017 (Lane)
  Meeting format from last joint meeting was distributed
  - Start thinking of plenary speakers that will overlap both facilities – contact **Lane** with suggestions. He will forward to SHUG
  - Include UM dates in election notification to new UEC members
- **Proposal submission portal** – Identify needs of users, reviewers and staff
  Wish list items:
  - Way for PIs to track all of their proposals within the systems (access prior submissions)
  - Instantaneous confirmation that proposal was submitted and all parts were entered
  - Place for PIs to put citations as they occur
  - Login for reviews to see all their reviews
  - Reviewers are forced to enter comments prior to submitting reviews
  - Demographics, Collect data on PIs, Users, Staff and Reviewers quickly
  - Keep track of training, both completed and needed
  - Edit users listed on the proposal
  - Link to user survey (anonymous?)
  - ORCID (The neutron proposals require ORCID of the PI and BES database of user projects now asks for ORCID, but it's optional)
- **Suggestion Box items** (Tony)
  - Two entries received during the user meeting
    - Add 'What's new' on the CNMS website
    - What contributions from CNMS worth co-authorship? –align with policies from journals?
      - A statement/guideline/suggestion from Hans or Tony may be useful
- **CNMS award nominations**
  - 41 nominations received via 'Thank a Staff Member' online submission
  - UEC was asked to nominate staff but lacked relevant information – could UEC assist in evaluating nominations in the future?

Adjourn 12:42pm

Next Conference Call: November 3, 2016, 12:00pm (Eastern Time)