UK High-Field Solid-State NMR Facility
Time Allocation Procedure

1. General Principles

1. The procedures adopted for time allocation will be transparent, fair and acceptable to UKRI
2. The Time Allocation Panel (TAP) will operate independently from the Facility Executive (FE) and the local management team (LMT).
3. A minimum of 80% of the available time, assuming 24/7, 365 days a year operation, is to be allocated to standard user access, with the remainder reserved for paid-for industry access, fast-track applications, the Facility Manager Team (FMT)'s designated research time, to compensate users who were unable to take up their allocated time because of instrument down-time, for scheduled maintenance and for the installation of new equipment. The FE and the oversight committee (OC) will monitor the time allocated to each of these other usages. The TAP allocates this minimum of 80% of time minus the number of grant-funded days.

2. Panel Membership

1. The panel will be appointed by the FE and comprise a member of the FE and two UK academics. The FE member is the chair of the TAP. The FMT and the Facility administrator will be ex-officio in attendance. The range of expertise of the members will reflect that of the expected applicants.
2. The standard duration of service will be for two years.

3. Proposals for Time

1. There will be two time allocation rounds per year. Clear deadlines for receipt of proposals will be published. The allocated time will cover a six-month period starting in January or July, being two months after the respective call deadline of 5 p.m. UK time on October 31st or April 30th.
2. Prospective users will fill out an application form via a web-based interface which will also provide clear instructions regarding the expected content of proposals.
3. Applicants must be UK academics who are eligible to apply for responsive-mode Research Council funding or researchers of similar standing based in industry. Note that there is a separate paid-for access route for confidential research.
4. Applications will contain sufficient background material to set the research in context, a description of the proposed measurements and a justification for the use of *high-field* solid-state NMR. The latter will normally include preliminary measurements made at lower field, for example on model compounds. This section will comprise no more than two pages, respecting usual UKRI minimum font size, 11 point sans-serif, e.g., Arial, and margins, 2 cm.
5. In addition, users will be asked to estimate how much instrument time they require, and to give details of the personnel who will carry out the measurements.
6. Information will also be gathered to allow the TAP to establish any requirements for training. It is not appropriate that time on the instruments would be used to train users without previous solid-state NMR experience, but an allowance will be made for experienced users of other brands of spectrometer/operating system.
7. There will be a maximum time allocation for any one applicant, but this can be distributed among more than one application. This is set at 50 days, with a limit of 28 days that can only be at the 850 MHz or 1 GHz instrument.
8. Applications will *not* be accepted from users who have outstanding experimental reports from previous allocations of time. (see 6.2)

4. Panel Meetings

1. Before the time allocation meeting, members of the TAP will independently grade the proposals according to their overall scientific merit and the quality of the case made for *high-field* solid-state NMR time.
2. During the meeting, the TAP will categorise the proposals: "approved in full", "approved with a reduced allocation" and "not approved at this time". Where appropriate, this process will incorporate factors such as the quality of publications arising from previous allocations of

time and whether the research is supported by peer reviewed grants or industry or involves students funded by UKRI. However, these factors will be subordinate to overall scientific merit.

3. Time will be allocated to as many applications as possible commensurate with their rankings and the available time.
4. The TAP will ensure that the balance of the allocated time broadly reflects the research objectives of the grants funding the Facility.
5. The TAP will provide feedback to all applicants.

5. Facility Manager Team's Role

1. Before the TAP meeting, the LMT will calculate the available time, taking account of factors such as scheduled maintenance, problems with previous measurement schedules and the items listed in 1.3 above.
2. During the TAP meeting, the FMT will advise the TAP on issues such as the feasibility of the proposed experiments and the accuracy of the applicants' estimate of instrument time.
3. After the TAP meeting, the LMT will generate a measurement schedule after consultation with the successful applicants regarding their availability.

6. Conditions

1. It will be a condition that the Facility and its funding sources are acknowledged in any publication or presentation arising wholly or partly from an allocation of time.
2. Furthermore, an experimental report must be produced by the original applicant no later than three months after the end of the specific six-month time-allocation period.
3. The code for all NMR pulse sequences implemented by users on the Facility's spectrometer may, at the FMT's discretion, be made available to the Facility user community in order to expedite the operation of the Facility. A User may request an embargo on a pulse program for a novel experiment which is the subject of a forthcoming publication.

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