

Guideline to submit an MST1 proposal

The deadline to submit proposal is the **23rd of September 2016** (of course technically you can still amend you file / create new proposal after this date but you take the risk that the proposal will be ignored)

If you have doubts filling the proposals, please contact the [MST1 Task Force Leaders](#) or the [MST1 Responsible Officers](#).

Please note: if you wish to apply to be scientific coordinator or Modelling coordinator, you should be proposed formally by your research unit using the provided Excel file (Annex 4 of the call).

To participate in the MST1 program in 2017, you can make an experimental, analysis or modelling proposal. Please note that there are two types of proposals:



1. **Proposals related to the high level topics (HLT)** to which the major fraction of the MST1 work will be dedicated.
2. **Novel bright ideas that are outside the high level topics.** These proposals are self-contained i.e. they will be either accepted as full or rejected. Also only a smaller fraction of the programme will be dedicated to these proposals.

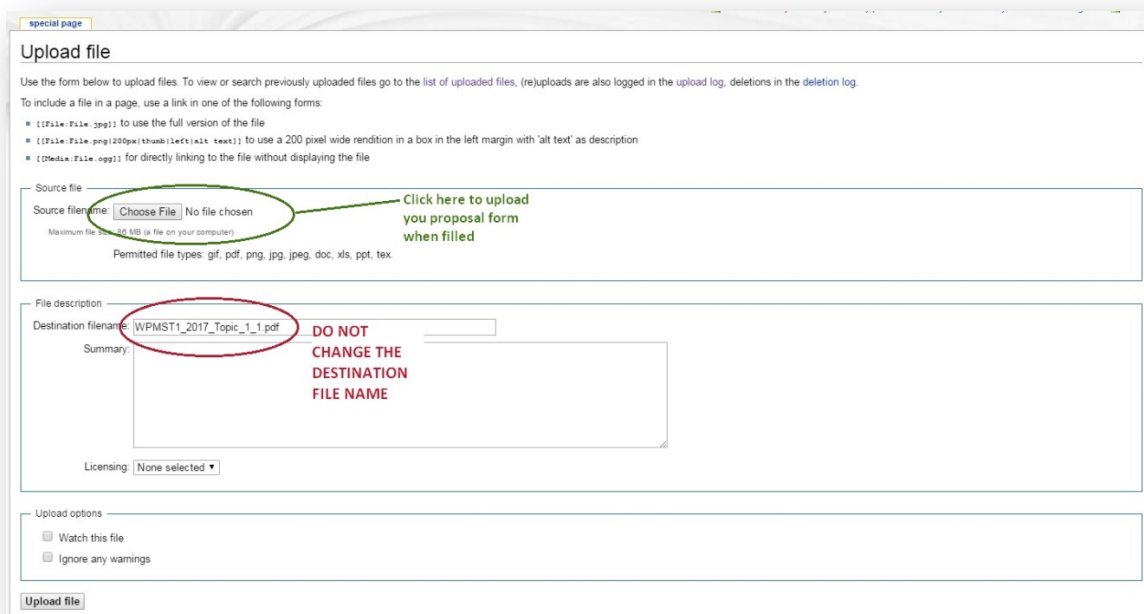
The proposals must be submitted from the [2017 proposals](#) wiki page but contrary to previous year editable pdf forms are used.

To submit proposals please follow the steps below:

1. Identify to which topics you plan to contribute.
 - Please read **carefully** the list of high level topics including their objectives.
 - Your proposal should help to address one or more of these objectives, otherwise submit a proposals under “Proposals that do not fit in any of the above high level topics”
2. Go to the wiki-page of the topic (or to the wiki page called “Other Topics” for non-related HLT proposals)
 - If you plan to contribute to several topics, you should submit separate proposals to each of them.
3. **Download the pdf editable proposal file** from [MST1 proposal form 2017](#) (click on the pdf and save it to your computer). The form is also available from the first row of each topic pages.
4. Edit the wiki pages in order **to enter in the first empty row of the proposals table**:
 - Column 1: 📄 **Do not modify the proposal number** 📄
 - Column2: Enter the Name and email address of the main proponent by typing **[mailto:my@e-mail.address.here Main Proponent Name]** (the teams members will be written in the proposal)
 - Column3: Enter a proposal title
 - Column4: Keep the name of the relevant MST1 devices in which your proposal could fit (delete AUG/TCV/MAST-U as appropriate)
 - Column 5: 📄 **Do not to modify the name of the pdf file in the last column** 📄

Do not forget to save the changes you made and make sure that the information you included is visible in the wiki-page.

5. Fill the proposal form from your computer. Read the annotation in the file to guide you.
6. When ready, **upload the proposal PDF form**, by clicking on "Proposal #" in the last column of your row. This will open the file upload page (see below).
 - Upload you file by clicking onto the Choose File button (green circle). Navigate to and select the file on your computer and upload it.
 -  **Do not change the name of the destination filename (red circle).** 



Upload file

Use the form below to upload files. To view or search previously uploaded files go to the list of [uploaded files](#), (re)uploads are also logged in the [upload log](#), deletions in the [deletion log](#).

To include a file in a page, use a link in one of the following forms:

- `[[File:File.jpg]]` to use the full version of the file
- `[[File:File.png|200px|thumb|alt=alt text]]` to use a 200 pixel wide rendition in a box in the left margin with 'alt text' as description
- `[[Media:File.jpg]]` for directly linking to the file without displaying the file

Source file

Source filename: Choose File No file chosen
Maximum file size: 4 MB (a file on your computer)
 Permitted file types: gif, pdf, png, jpg, jpeg, doc, xls, ppt, tex.

File description

Destination filename: WPMST1_2017_Topic_1_1.pdf
 Summary:
 Licensing: None selected

Upload options

☐ Watch this file
☐ Ignore any warnings

Upload file