

Quick manual of the Ryugu Sample AO System "Proposal submission"

October 2022

Last update June 2024

- 1) Log in the system. Then, click **[MY PROPOSAL]** on your personal page.



Figure 1. Proposer's home page

- 2) Click **[EDIT]** on the My Proposal page.
*If you submitted proposal(s) in the previous AO(s), the proposal information is shown at the bottom of this page.

PROPOSAL	SAMPLE
Collaborator	
Attached PDF File	white.pdf
Title	25: TEST
Abstract	test test test
Keywords	TEST
Analysis Method	TEST
Remarks	aaaaa bbbb ccc test
Effects on samples after the analysis	aaa bbb
Handling Facility/Tools	ooo ddd eee
Transfer protocol of samples	DK to use a commercial delivery

EDIT **SUBMIT**

Previous proposals

Term	Title	Abstract
1	This is Proposal of xxx	Qui eveniet odio tempore eveniet ipsum dolores debitis nisi libero quia quas assumenda illo sit perferendis nulla dolorum nulla explicabo ...
2	1234	abstract1 abstract2 abstract3

Figure 2. My proposal page

- 3) Input proposer's information by following the explanation below.
 * For the tips on how to fill out the information, please refer to "question" icon [?] and [usage>>] on the Proposal page.

<Proposer>

- The information filled out in the "Registration" form is automatically displayed.
- To edit the information displayed, go to **[MY PROFILE]** on the My Proposal page.

Proposer	
Name	Kanako K Hayashi YW
Affiliation	YW
E-mail	kanako@youworks.co.jp
Early Career Scientist	<input checked="" type="radio"/> Not applicable <input type="radio"/> Graduate Student <input type="radio"/> Undergraduate Student <input type="radio"/> Early Career Scientist (less than 7 years after PhD)

Figure 3. Proposer's information

<Previous Status>

- If you have studied Ryugu sample(s) in the previous research opportunities, check in the checkbox(es)

Previous Status

If you have studied Ryugu samples previously via AO allocation(s), as part of initial analysis team or phase2 team (including your participation as a collaborator), please check the box(es) accordingly.

Not applicable
 Initial analysis
 Phase2 analysis
 A01
 A02
 A03

Figure 4. Previous research status

<Collaborator>

- The information filled out in the "Registration" form is automatically displayed.
- Click **[ADD COLLABORATOR ⊕]** to add collaborators. First and Last name, E-mail address, and Affiliation are mandatory fields. If there is a column not to be used, please click trash box [🗑] to delete it.

Collaborator

Fill out the collaborator's information. Some sections are automatically filled out based on the provided information when your account was created. Please check the information, and correct it if necessary.

	First Name	Middle Name	Last Name	Suffix	E-mail	Affiliation	
1	Collaborator		Test		ctest@example.com	Example.com	🗑

ADD COLLABORATOR ⊕

Figure 5. Collaborator's information

<Request Sample>

- * You can select samples to request for your proposal.
- * Please note that the allocated samples and their quantities may differ from what you request when there is a conflict of interest regarding the samples among proposers.

- Remarks

Enter comments and/or requirements as detail as possible for the samples you would like to request if you have any (required sample weight/amount for research, request specific type of sample, etc.).


The image shows a screenshot of a web form titled "Request Sample". The form has a blue header bar with the text "Request Sample". Below the header, there is a large, empty text input area. To the left of this area, the word "Remarks" is displayed with a small circular icon containing a question mark. In the bottom right corner of the form, the text "0 / 200" is visible, indicating the character count for the remarks.

Figure 6. Remarks for request sample

- Sample types and selection

- Particle (pristine single grain)
Select sample name (e.g., A0021). If you have no specific sample to request, check [any] and input required sample size or weight, select chamber A, C, or any.
 - * 10 samples can be requested including aggregate samples.
- Aggregate (pristine aggregate sample)
Select sample name (e.g., A0220), or check [any] if you have no specific sample to request.
 - * 10 samples can be requested including particles.
- Gas (gas sample extracted from the sample container at Woomera, Australia in Dec. 2020)
Select gas cylinder name (e.g., NT1), and required number of cylinders (45 mL stainless steel bottle).
 - * No limitation on the number of samples for gas sample request.
 - * Pressure inside the gas cylinder cannot be controlled, and the pressure will be reduced as you take gas samples repeatedly.
 - * Detailed information about the initial gas sampling at Woomera is described in Miura et al. (2022) published in *Earth, Planets, and Space*.
- Previously allocated sample (samples returned from the *Initial*

Analysis, Phase2 curation teams and previous AOs.)

When sample name (e.g., A0026-FIB001) is selected, then description of the sample is displayed next to the sample name.

* No limitation on the number of samples that you can request for previously allocated sample.

- Priority of requested samples

You can change the order of priority by clicking arrow [↑] on the Priority column.

Priority	Type	Sample Name					
1	<input checked="" type="radio"/> Particle <input type="radio"/> Aggregate <input type="radio"/> Gas <input type="radio"/> Previously allocated sample	A0021 [25.8mg, 4.826mm]	<input type="checkbox"/> Any	--			>>detail
2 ↑	<input checked="" type="radio"/> Particle <input type="radio"/> Aggregate <input type="radio"/> Gas <input type="radio"/> Previously allocated sample		<input checked="" type="checkbox"/> Any	3.5	mg	Chamber	Any >>detail
3 ↑	<input type="radio"/> Particle <input checked="" type="radio"/> Aggregate <input type="radio"/> Gas <input type="radio"/> Previously allocated sample	A0220 [11.3mg]	<input type="checkbox"/> Any	--			>>detail
4 ↑	<input type="radio"/> Particle <input type="radio"/> Aggregate <input type="radio"/> Gas <input checked="" type="radio"/> Previously allocated sample	A0064-FIB001				Thin-section on FIB grid, A0064-black ball, FIB, TEM, STXM	>>detail
5 ↑	<input type="radio"/> Particle <input type="radio"/> Aggregate <input checked="" type="radio"/> Gas <input type="radio"/> Previously allocated sample	NT1 [8.47Pa, 760ml]				Number of bottles	2 >>detail

ADD SAMPLE

Figure 7. Sample request form

<Proposal>

- Attach proposal (a single PDF file)

You can upload your proposal file to the AO system. The file size must be less than 50 MB.

Proposal

Uploaded file: [white.pdf](#)

Attach proposal (PDF file)

Upload PDF

Figure 8. Attach proposal

- Title, Abstract

Fill out the title and abstract of your proposal which is necessary information. The abstract should be no more than 200 words.

Title

test Ryugu

Abstract

test Ryugu

2 / 200

Figure 9. Title and Abstract

- **Keywords, Analysis method**

Select keywords and analytical methods used in your proposal. You can input up to 7 for both categories by clicking **[ADD KEYWORDS]/ [ADD ANALYSIS METHOD]**. If you plan to use more than 7 analytical methods, please select primary ones.



The image shows two input fields. The top field is labeled 'Keywords' and has a small circular icon with a question mark to its right. To the right of this field is a button labeled 'ADD KEYWORD' with a plus sign icon. The bottom field is labeled 'Analysis Method' and also has a small circular icon with a question mark to its right. To the right of this field is a button labeled 'ADD ANALYSIS METHOD' with a plus sign icon.

Figure 10. Keywords and Analysis Methods

- **Effects on samples after the analysis**

Describe sample conditions (fixed with resin, cut and polished, heated, X-ray radiated, demagnetized, dissolved in chemical solvent, etc.) for both analyzed and residual samples. The section should be no more than 200 words.



The image shows a large text input area. On the left side, there is a label 'Effects on samples after the analysis' followed by a small circular icon with a question mark. At the bottom right corner of the input area, there is a character count '0 / 200'.

Figure 11. Effect on samples after the analysis

- **Handling Facility/Tools**

Describe facilities (name of university and research laboratory) where the research will be conducted. Also describe sample handling tools (micro-manipulator, ultramicrotomy, etc.) and equipment (clean room, glove box, synchrotron, etc.) that you plan to use. This section should be no more than 200 words



The image shows a large text input area. On the left side, there is a label 'Handling Facility/Tools' followed by a small circular icon with a question mark. At the bottom right corner of the input area, there is a character count '0 / 200'.

Figure 12. Handling Facility/Tools

- **Transfer protocol of samples**

- Sample container for delivery

Check the box if you like to use JAXA standard container for sample delivery. If not, please describe required container and/or procedure in "Remarks".

- Use of commercial delivery
Check the box if you like to deliver the sample using a commercial delivery service (e.g., FedEx express). If you consider to visit JAXA curation and hand-carry the sample, please indicate so in “Remarks”.
- Remarks
Describe in the “Remarks” section if you have any request regarding sample delivery. Remarks should be no more than 200 words.

Transfer protocol of samples

OK to use the JAXA standard container.

- Particle: A stainless steel container (FFTC) holding pure N2 gas.
- Aggregate: A stainless steel container (FFTC) holding with pure N2 gas.
- Previously allocated sample: A vinyl/aluminum gas barrier bag holding N2 gas
- Gas: A stainless steel cylinder (45 mL).

OK to use a commercial delivery (i.e., FedEx).

Remarks: Please describe the details of the request in the box below if necessary.

Transfer protocol remarks

3 / 200

Figure 13. Transfer protocol of samples

<SAVE>

- Click **[SAVE]** to save the information you filled out in this page. You need to fill out at least “Title” and “Abstract” of your proposal before saving.
- Confirm the message “Updated” is displayed, which indicates the information is successfully saved.

Submission of your proposal is **NOT completed** yet with **[SAVE]** button. You need to click **[Submit]** on the **[MY PROPOSAL]** page to complete your submission (see below, Figure 14).

CANCEL SAVE

Figure 14. Saving proposal information (submission not completed yet on this action!)

- 4) Go to **[MY PROPOSAL]** page and click **[SUBMIT]** to submit your proposal to the AO system. You will receive the automated confirmation email about completing the submission. If you have not received the email, please go back to **[MY PROPOSAL]** page

to make sure to press [**SUBMIT**] button.

* If you submitted your proposal in the middle of writing or would like to amend your proposal after the submission, you can do so by clicking [EDIT] first to edit your proposal, and click [SUBMIT] to submit your proposal again. Clicking [SUBMIT] will overwrite your previously submitted application. After the re-submission, please make sure to check if you receive a confirmation email for your new submission from the AO system.

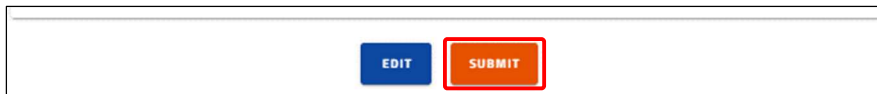


Figure 15. Proposal submission in [MY PROPOSAL] page