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WP5 Integrated User Access

Suggestion on harmonized proposal forms and appropriate templates

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Harmonized Proposal Forms

For application of beamtime users are requested to submit a facility specific proposal to the facility. These forms usually have various items in common, but also facility dependent requirements, proposers have to fill in or answer.

In order to simplify and streamline current proposal forms for the users, a harmonized proposal form is suggested based on current existing forms at the participating facilities. The information requested in current existing proposal forms has been analyzed and is summarized in the document below. The suggested harmonized proposal form could be a general accepted template with possible extensions for facility specific questions within the proposal requested.

The suggested harmonized proposal form is part of the NMI3-II work package on Integrated User Access.

The harmonized proposal form consists of three main parts:

- General part
- Technical part
- Scientific part

Within these parts the following information has to be given:

Harmonized proposal form:

General Part

Proposer	Co-proposer	Experiment
Prenome	surname	Experiment title
Surname	prename	instrument
Nationality	nationality	days requested
Gender	e-mail	preferred days
Institution	phone	unacceptable dates
Department	fax	local contact
Street	institution	main reserach area
ZIP	department	proposal type
Town	adress	submitted to other facility
Phone	country	eligible EU funding
Fax	status	
e-mail		
Organisation		
Status		

Technical Part

Instrument	Sample	Safety
Wavelength	chemical formula	storage requirements
Polarization	volume	sample can/mounting device
excitation energy	weight	is sample
energy resolution	surface area	danger associated
momentum transfer range	space group	risks
momentum transfer resolution	lattice parameters	sample after experiment
temperature range	number of samples	
temperature stability	date of availability	
pressure range		
field range		
field homogeneity		
sample environment		
on-site lab use		

Scientific Part

Scientific description
abstract/summary
scientific context/background
necessity of neutron use
choice of instrument
preliminary work
detailed experimental plan
publication record

If agreed on the above structure a webform will be programmed to demonstrate the functionality of the harmonized proposal form.

days requested		x	x											
main reserach area	Cultural Heritage, Biology/M	x	Strongly co		x	x	x			x	x			x
scientific college	Soft Condensed Matter, Biolo	x				x								
complementary use of BER II/BESSY II		x												
BESSY II proposal number		x												
proposal part of	PhD, diploma, maters, bachel	x												
team experinece	new to this field, experienced	x												
proposal type	new proposal, continuation, i	x	relate prev		relate prev	x	x	x			x			x
longterm proposal							x							
submitted to other facility			x		x		x							x
industry						x								
eligible EU funding			x (given by		x		x	x		x	x			x
research funded by			x		x									
Instrument		x	x	x	x	x	x		x	x	x			x
wavelength		x	x				x				x			x
polarization			x								x			x
excitation energy		x	x				x							x
energy resolution		x	x				x							x
momentum transfer range		x	x				x				x			x
momentum transfer resolution		x	x				x							x
special options		x	x		x									
temperature range		x	x	x	x	x	x	x			x			x
temperature stability		x	x				x	x						x
pressure range			x	x	x	x	x							x
field range		x	x	x	x	x	x	x			x			x
field homogeneity		x					x							x
sample environment	orange cryostat, CCR, furnace	x	x	x	x	x	x	x			x			x
on-site lab use			x		x			x						x
simulation support							x							
Sample		x	x	x	x	x	x	x		x	x			x
chemical formula	powder, liquid, singel crystal,	x	x	x	x	x	x	x			x			x
volume		x	x	x	x	x	x	x			x			x
weight		x	x		x	x	x				x			x
surface area		x					x							x
space group		x	x	x			x	x						x
lattice parameters	a, b, c, alpha, beta, gamma, t	x	x	x	x	x	x	x						x
number of samples				x				x	x	x				x
date of availability			x	x			x	x						x

Safety		x	x	x	x	x	x				x			x
storage requirements	kept col, under pressure, oth	x	x		x									x
sample can/mounting device	sealed container, glued to ba	x			x									x
is sample	radioactive, contaminant, tox	x	x	x	x	x	x				x			x
danger associated	yes, uncertain, no	x	x		x (hazard d	x					x			x
risks		x	x			x			x					x
sample after experiment	removed by user, stored at fa	x	x		x						x			x
sample activation								x						x
allowance to handel radioact			x											x
safety instruction agreement			x											
Scientific description		x	x	x	x	x	x	x	x	x	x			x
abstract/summary		x	x	x	x	x	x	x						x
scientific context/background		x	x	x	x	x	x				x	x		x
necessity of neutron use		x												
choice of instrument		x				x								
preliminary work		x									x			x
detailed experimental plan		x	x		x	x	x				x	x		x
publication record		x	x	x	x		x				x	x		x