

Advanced Photon Source

User Policies and Procedures

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Procedure #:	3.1.48
Revision #:	0
Issue Date:	4/11/12
Review Period:	3 years
Supersedes:	(see below)
Last Reviewed:	4/11/12

Collaborative Access/Development Team Beam Time for Members and Staff

Changes made in this revision:

- Consolidates the policies Use of the APS Beam Time Access System (Procedure # 3.1.115, rev. 0) and APS User Administrative Policies and Procedures (Procedure # 3.1.101, rev. 0).
- Updated and elaborated.

Comments for future revisions:

This document has several sections that are identical (or nearly so) with sections in the other beam time access policies cited in Beam Time Access Framework (Procedure # 3.1.115), Section 3.1/Access Modes. The information is duplicated so that each policy can stand alone for ease of reference by users. Changes to this policy should also be made in the other policies as appropriate.

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APS_1426697

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Collaborative Access/Development Team Beam Time for Members and Staff

POLICY

1 PURPOSE

The objective of this policy is to provide a mechanism for access by members and staff of Collaborative Access Teams (CATs) and Collaborative Development Teams (CDTs).

2 SCOPE

This policy applies to all users of CAT or CDT beam time. For ease of reading CAT is used to mean “CAT or CDT” throughout. For the overarching policy for access to beam time, see [Beam Time Access Framework](#), [Procedure # 3.1.115](#).

3 POLICY

3.1 Definition

Members. CAT member users request beam time through the “CAT member” category in the Beam Time Access System. They create beam time access documentation (a very short proposal) that contains a statement of purpose, standard demographic information (type of experiment, field of research, student involvement, etc.), and a listing of experimenters.

Staff. CAT staff members are required to submit documentation for beam time on their beamlines through the “CAT staff” category in the Beam Time Access System. Except for the label, this documentation is identical to that submitted by CAT members. Some CATs, particularly those operating as national user facilities, prefer to have CAT staff submit proposals through the General User system. These proposals are reviewed and allocated through that system in the same manner as all other General User proposals.

3.2 Available Time

Up to 75% of the beam time on CAT beamlines is available for CAT member and staff access, combined. The CAT is required to make the remainder of the time available to General Users. The amount of time for members and staff is set according to the terms of the collaborative team’s APS-approved management plan.

3.3 Calls for Proposals

The timing of requests for CAT beam time access is at the discretion of the CAT.

3.4 Proposals and Beam Time Requests

Time is requested through the APS Web-based Beam Time Access System. This online system enables the APS and beamline management to collect and document beam-time usage and provides the basis for DOE-mandated usage reports.

In this system, a *proposal* describes the work to be performed, and a *beam time request* (BTR) against the proposal identifies where and when the user wants to do that work. The proposal and the first beam time request are created together. For subsequent visits for the same work, a new request must be created against the original proposal; thus, a proposal can have multiple beam time requests.

For CAT time, because the information submitted is very brief and is intended more as a record than as a document to be reviewed, a “proposal” should more properly be thought of as “beam time access documentation,” though the term proposal is used for convenience.

The Beam Time Access System (in combination with the Beamtime Scheduling System) associates each beam usage with a specific

- Proposal
- Beam time request (BTR)
- Beam time attribute set (e.g., proprietary/nonproprietary, General User, rapid access, beamline commissioning/start-up, National User Facility, etc.)
- Experiment Safety Assessment Form (ESAF).

3.5 Proposal Lifetime

Proposals for CAT member and staff access do not expire, unless CAT management specifies otherwise.

3.6 Scientific Review

Proposals for CAT member access are reviewed by processes described in individual CAT management plans.

3.7 Beamline Comment

Feasibility review is handled by processes described in individual CAT management plans.

3.8 Allocation

Beam time requests of this type are made directly available to the beamline for scheduling in the Beamtime Scheduling System.

3.9 Scheduling

The beamline on which the request was allocated is responsible for scheduling and coordinating the visit. Visits must be scheduled in the Beamtime Scheduling System.

3.10 Alternative Experimental Modes

Some experiments are carried out by “remote users,” that is, users located elsewhere who control the beamline through computer access. Some beamlines accommodate “mail-in users”: the users send samples by mail and local staff collect the data on the users’ behalf. Although mail-in and remote users are subject to slightly different administrative requirements (see [Site Access by Users and Visitors, Procedure # 3.1.43](#)), for the purposes of beam time allocation and reporting, the present policy holds just as it does for conventional experimental visits.

3.11 Responsibilities of Users

Users must complete training, have a user agreement in place, submit forms for safety review in a timely manner, acknowledge the APS and the beamline(s) in publications, and submit publications to the APS. Users who damage equipment owned by a CAT or APS after receiving appropriate training in its use will be held liable for damage, according to the provisions of their institutional user agreements. For a full statement of user responsibilities, see Beam Time Access Framework, Section 3.10 ([Procedure # 3.1.115](#)).

4 DEFINITIONS

Beamline: All instrumentation and facilities that extend from the source in the storage ring to an experiment station.

Beam Time Access System: Web-based proposal submission and management system used for requesting all types of beam time.

Beam time document: A very simple “proposal” used to document experiments by APS staff or CAT members or staff.

Beam time request (BTR): A web form (and the resulting electronic record) associated with a specific proposal, used to request beam time during a particular cycle on a particular beamline. This form is used both when the proposal is initially submitted and for subsequent cycles as long as the proposal is active.

Beamtime Scheduling System: Web-based system used by beamline staff to schedule all APS beam time. A specific beam time request is associated with each unit of beam time.

Cycle: One of three periods of beam time access each year, referring generally to all the phases of submission, review, allocation, and scheduling. Also called “run” or “scheduling period” when referring to the dates of actual beam availability.

General User (beam) time: The standard access mode for external experimenters. All beam time in this mode is allocated through the APS General User proposal process.

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Mail-in service/users: An experimental mode in which users send samples by mail and local staff collect the data on the users' behalf.

Proposal: Electronic document comprising the description of the proposed research and all associated beam time requests (BTRs). Created in the Beam Time Access System.

Proposal spokesperson: Person identified on the proposal submission form as the primary point of contact for communication about the proposal.

Remote access/users: Experimental mode in which a researcher uses remote computer access to conduct experimental work at the APS.

5 ASSISTANCE

The initial point of contact for questions about this policy is the APS User Program Manager.

6 RELATED POLICIES

- Parent policy: Beam Time Access Framework ([Procedure # 3.1.115](#))
- User Access and Administration Framework ([Procedure # 3.1.101](#))

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Collaborative Access/Development Team Beam Time for Members and Staff

PROCEDURE

1 INTRODUCTION

Establishing access to beam time involves navigating interactions with the various data systems the APS uses to manage and report on user activity. Two numbers are key to these interactions: the user **badge number** and the **proposal number**. Once a badge number is assigned to an individual, he or she keeps that number forever. The badge number is used both for authorizing site access and for associating an individual with specific experimental activity. The proposal number is key to scientific review, safety review, scheduling, and evaluation.

1.1 Purpose

This procedure establishes how users, User Office staff, and beamline staff interact with APS data systems so that, in the end, a specific CAT/CDT user group is scheduled to do a specific experiment at a specific beamline at a specific time.

1.2 Scope

The procedure does not address the choice of an appropriate beamline, proposal development, or processes internal to individual beamlines.

1.3 References

The APS User Calendar, published on the APS web site, lists deadlines for proposal submission, run start and end dates, and schedules for proposal review and beam time allocation.

2 BACKGROUND

As a national user facility and publicly funded resource, APS has a responsibility to ensure that beam time is utilized efficiently and to best effect. As a result, APS must document, monitor, and report on the usage of the facility and the impact of the science carried out. Because of the volume of activity and the specificity of reporting requirements, the APS relies on many complex and interconnected data management

systems to track and report on people, time, experiments, and experimental resources. Each request for beam time follows a path through these systems.

3 PRECAUTIONS AND LIMITATIONS

The following are ways to avoid common errors that result in confusion or missed opportunities:

- [1] **Choose the correct individual as the proposal spokesperson.** The proposal spokesperson is the person to whom all official correspondence about the proposal is sent. Thus, it should be someone who has some responsibility for the project and who is able to respond promptly to communication about it. An externally led group should not list a local beamline staff member as the proposal spokesperson.
- [2] **Have the spokesperson register and get a badge number well in advance.** A spokesperson badge number is required to create a proposal.
- [3] **Submit a request for each cycle in which time is needed.** After the initial proposal submission, the user must explicitly submit a beam time request for consideration in later cycles.
- [4] **Click the “submit” button to send completed proposal or beam time request to APS.** The APS cannot act on a proposal or request that is complete and saved but not submitted.

4 PREREQUISITE ACTIONS

- [1] Team Leader See the Team Leader procedure in [User Access and Administration Framework \(Procedure # 3.1.101\)](#) for an overview of the process of managing an experiment at APS.
- [2] User group Prepare brief description and list of experimenters.

5 PROCEDURE

5.1 Create Proposal Online

NOTE An APS badge number is required to access the proposal submission system.

- [1] User Obtain badge numbers for proposal spokesperson and anyone else who will need to view the proposal online. See [Site Access by Users and Visitors: Procedure \(Procedure # 3.1.43\)](#), Section 3.

NOTE The same web password is used for all APS web-based systems, e.g., the system for processing Experiment Safety Assessment Forms, which you will use later.

[2] User Log in to the Beam Time Access System at http://beam.aps.anl.gov/pls/apsweb/gup0005.start_page. If you are a **first-time external user**, enter your badge number as both your username and password, and follow the prompts to create a password. The screen Beam Time Request - Main Menu is displayed (hereafter Main Menu).

[3] User On the Main Menu, on the panel Create a New Proposal, click the CAT Member or CAT Staff button (as appropriate) to start the proposal. Once you save the proposal, you can return to it later. **Make a note of the proposal number** for future use in this and other APS systems. Complete the proposal form, **and submit the proposal**. See tips below.

GENERAL TIPS

- When you click a different tab, information on the current screen is saved.
- On the Experimenters screen, the APS strongly encourages use of the “Find” link, which permits automatic entry of existing user contact information.
- If you want to use two different beamlines for different parts of your experiment, complete a separate beam time request for each beamline on the Beam Time Request screen.
- **The APS cannot act on your request until you send it by clicking on the Submit button.**

5.2 Conduct Scientific Review

[1] CAT Conduct review according to internal procedures.

5.3 Allocate Beam Time

[1] CAT Allocate time according to internal procedures.

5.4 Schedule Beam Time

NOTE BL Coord. is the Beamline Coordinator.

[1] BL Coord. Schedule user visit in APS Beamtime Scheduling System, in upcoming run if at all possible, and notify user.

5.5 Conduct Experiment

- [1] User See [User Access and Administration Framework \(Procedure # 3.1.101\)](#) for the requirements for site access, safety, and follow-up.

5.6 Request Time in Future Cycles

NOTE If you cannot locate an existing proposal, contact the APS User Office, apsuser@aps.anl.gov, 630-252-9090.

- [1] User For each cycle for which you need beam time (during the approved duration of the proposal), access the existing active proposal and create **and submit** a new beam time request from within that proposal.

6 DOCUMENTS/RECORDS CREATED BY THIS PROCEDURE

The documents/records listed below will be created in the execution of this procedure. The documents created will depend on the type of proposal concerned.

Description of Document/Record	Custodian	Storage Location and Medium
Beam time document (proposal)	User Program Manager	Beam Time Access System
Beam time requests	User Program Manager	Beam Time Access System
Scheduled beam time record	AES/Project Specialist	Beamtime Scheduling System
Scheduled beam time notification email	Beamline Coordinator	Beamline email server, with backup in Information Services if sent from Beamtime Scheduling System

7 TRAINING REQUIRED

No training is required to execute this procedure.

8 FEEDBACK AND IMPROVEMENT

If you are using this procedure and have comments or suggested improvements for it, please go to the [APS Policies and Procedures Comment Form](#) * to submit your input to a Procedure Administrator. If you are reviewing this procedure in workflow, your input must be entered in the comment box when you approve or reject the procedure.

Instructions for execution-time modifications to a policy/procedure can be found in the following document: Field Modification of APS Policy/Procedure ([APS 1408152](#)).

* http://centraldocs.aps.anl.gov/comment_form.php