

Copying an existing proposal

In order to copy an existing proposal, you must have been listed as a Principal Investigator or Registered Experimenter on that proposal.

Log into APS's Proposal system, found at the following url:

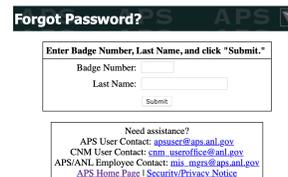
https://beam.aps.anl.gov/pls/apsweb/gup0005.start_page

Login with your APS badge number and APS Web Password.

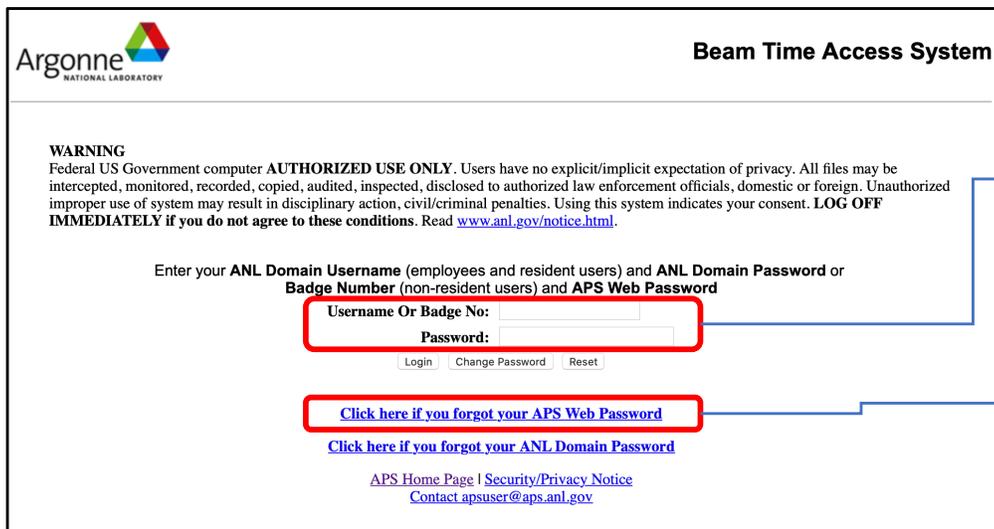


The badge number is located on the back of your APS badge and is highlighted in the picture above.

This link will open the page below.



Enter the information, hit submit, then answer your personal security questions. A temporary password will be emailed to you.



Argonne NATIONAL LABORATORY

Beam Time Access System

WARNING
Federal US Government computer **AUTHORIZED USE ONLY**. Users have no explicit/implicit expectation of privacy. All files may be intercepted, monitored, recorded, copied, audited, inspected, disclosed to authorized law enforcement officials, domestic or foreign. Unauthorized improper use of system may result in disciplinary action, civil/criminal penalties. Using this system indicates your consent. **LOG OFF IMMEDIATELY if you do not agree to these conditions.** Read www.anl.gov/notice.html.

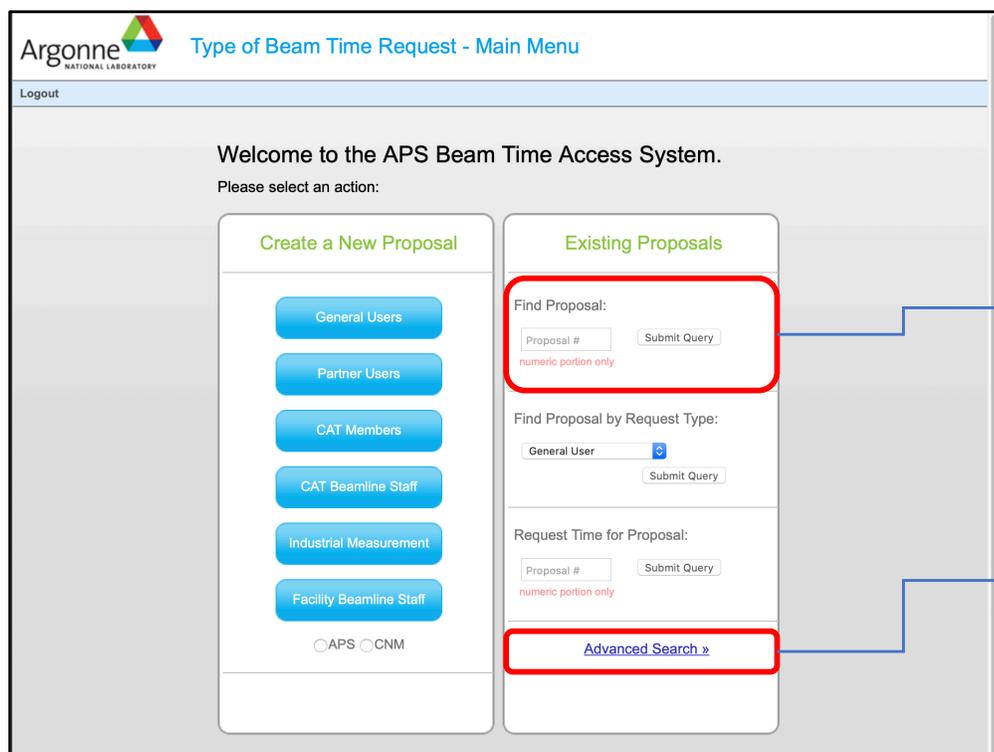
Enter your **ANL Domain Username** (employees and resident users) and **ANL Domain Password** or **Badge Number** (non-resident users) and **APS Web Password**

Username Or Badge No:
Password:

[Click here if you forgot your APS Web Password](#)
[Click here if you forgot your ANL Domain Password](#)

[APS Home Page](#) | [Security/Privacy Notice](#)
[Contact apsuser@aps.anl.gov](mailto:apsuser@aps.anl.gov)

Once logged in, you will be brought to the following webpage:



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Type of Beam Time Request - Main Menu

Logout

Welcome to the APS Beam Time Access System.
Please select an action:

Create a New Proposal

- General Users
- Partner Users
- CAT Members
- CAT Beamline Staff
- Industrial Measurement
- Facility Beamline Staff

APS CNM

Existing Proposals

Find Proposal:

numeric portion only

Find Proposal by Request Type:

Request Time for Proposal:

numeric portion only

[Advanced Search >](#)

If you know your Proposal #, enter it here and the system will take you directly to the "General" tab of the existing proposal.

If you don't know your proposal #, use Advanced Search.

The Advanced Search screen

Note : You may use "*" for wildcard searches. For example: %search term here%

Proposal No.: (Numeric portion only)

Beam Time Request No (BTR No.): (Numeric portion only)

Proposal Title:

Beam Time Request Type:

Project/Regular Proposal:

Project Status:

Institution:

Requested Beamline: is 1st Choice Only Any Choice

Requested Schedule Period:

Show Rapid Access Only:

Submit Date: (Data format: MM/DD/YYYY)

Research Subject:

Funding Source:

Spokesperson (Last Name): OR Badge No.

Collaborator (Last Name): OR Badge No.

Proposal Stage:

Beamtime Request Status:

**** Macromolecular Crystallography Proposals Only ****

Type of Molecule: Protein DNA RNA Virus Prion Toxin Complex Other

ANL

The simplest search will be to search by your last name or badge number. As a user, only proposals that you are named on should be returned.

If you are the Principal Investigator (PI) on the proposal, search as the Spokesperson.

If you are not the PI, but were included on the proposal as an experimenter, search as a Collaborator.

Results from the search will be listed in chronological order (newest proposals at the bottom) and should look something like this:

Search Result

*Requested beamline, scheduling period and beamtime request status are for the most recent beamtime request.

Proposal #	Title	Project Proposal Requested	Requested 1st Choice Beamline*	Requested Period*	Spokesperson	Proposal Stage	Beamtime Request Status*	Proposal Submission Date
1	CAT Staff: 20835	No	24-ID-E	2010-1 Rapid Access		SUBMITTED	SUBMITTED	11/10/2009
2	GUP: 66629	No	24-ID-C	2020-1 Rapid Access		SUBMITTED	ALLOCATED	07/15/2019

ANL

Click on the Proposal # of the proposal you wish to copy.

Once you have selected the proposal you wish to copy, you should be brought to the General tab of the existing proposal.

General Experimenters Abstract Beamtime Request Questions Samples

Need assistance? General User Program: gu_program@aps.anl.gov, 630-252-9090

Proposal Title Structural studies of lipoxygenases, metabolic regulator proteins, and acetyl CoA carboxylase

General User Proposal type Macromolecular Crystallography Proposal

Shifts Recommended by Proposal Review Panel:	N/A	Shifts Used to date: (4)	Shifts Remaining: N/A
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Do you want this proposal to be considered for project status? Yes No

Does this proposal require [mail-in service](#) where the [beamline collects the data](#) (beamline 31-ID only)? Yes No

* Does this research involve macromolecular crystallography? Yes No

* Will the data collected be considered proprietary? Yes No

* Will the data collected be considered classified? Yes No

Does this research involve [human subjects or materials](#)? Yes No

Does this research involve live animals? Yes No

* Are there known [safety hazards](#) associated with the proposed experimental procedures or your samples? Yes No

* Does this research involve the use of [radioactive samples/materials](#)? Yes No

* Does this research involve samples/materials that require a [BSL-2](#) or [BSL-3](#) facility? Yes No

* Does this research involve the use of [explosives or energetic materials](#)? Yes No

Is this research required for a student's thesis? Yes No

Have you spoken to a beamline staff member? Yes No

* Is this research related to the SARS CoV-2 virus or the disease it causes, COVID-19? Yes No

Take note of the existing GUP-#, you will need this number to answer some questions in the new proposal.

Important: Make sure the General User Proposal type is a "Macromolecular Crystallography Proposal".
If it is not this type of proposal you cannot use it for requesting beam time at NE-CAT and you should not copy this proposal!
Instead, create a new proposal from scratch.

At the bottom of the General tab, there will be a button labelled "Copy Proposal"

Press "Copy Proposal" and a new proposal will be created, copying most of the information directly from the old proposal.

Generate Report Copy Proposal Next

Pressing SAVE will allow you to save this proposal and continue to make changes. Notifications will not be sent. Save

The new proposal will look almost identical to the old proposal, but it will have a new GUP-#

This proposal has a new GUP-#, indicating it is the copy of the original proposal

General Experimenters Abstract Beamtime Request Questions Samples

Need assistance? General User Program: gu_program@aps.anl.gov, 630-252-9090

Proposal Title Structural studies of lipoxygenases, metabolic regulator proteins, and acetyl CoA carboxylase

General User Proposal type Macromolecular Crystallography Proposal

Shifts Recommended by Proposal Review Panel:	N/A	Shifts Used to date: (0)	Shifts Remaining: N/A
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Do you want this proposal to be considered for project status? Yes No

Review the questions asked on the General tab. If any of the answers have changed since the original proposal, make the changes required.

*** Proposal Title**
Structural studies of lipoxygenases, metabolic regulator proteins, and acetyl CoA carboxylase

General User Proposal type Macromolecular Crystallography Proposal

Shifts Recommended by Proposal Review Panel:	N/A	Shifts Used to date: (0)	Shifts Remaining: N/A
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Do you want this proposal to be considered for project status? Yes No

Does this proposal require [mail-in service](#) where the [beamline collects the data](#) (beamline 31-ID only)? Yes No

*** Does this research involve macromolecular crystallography ?** Yes No

*** Will the data collected be considered proprietary ?** Yes No

*** Will the data collected be considered classified ?** Yes No

Does this research involve [human subjects or materials](#)? Yes No

Does this research involve live animals ? Yes No

*** Does this research involve the use of [explosives or energetic materials](#)?** Yes No

Is this research required for a student's thesis ? Yes No

Have you spoken to a beamline staff member? Yes No

*** Is this research related to the SARS CoV-2 virus or the disease it causes, COVID-19?** Yes No

*** Is this proposal related to another general user proposal ?** Yes No
If so, which one(s) and how ?
(500 characters or less)

The answer to the final question should be "Yes". In the box below the question, state that this is a continuation of the original proposal (and give the GUP-# of the original).

*** Primary Subject of Research (choose1)**

Biological and life sciences Chemistry Earth sciences
Engineering Environmental sciences Instrumentation related to user facilities
Materials science Medical applications Optics (excluding x-ray optics)
Physics Polymers Purchase of specialty service or materials
Other (specify) Specify Other :

Secondary Subject(s) of Research

Biological and life sciences Chemistry Earth sciences
Engineering Environmental sciences Instrumentation related to user facilities
Materials science Medical applications Optics (excluding x-ray optics)
Physics Polymers Purchase of specialty service or materials
Other (specify) Specify Other :

You will need to select the Primary and Secondary Subjects of Research.

Before proceeding, it is recommended that you save first. So press "Save" and then press "Next".

Pressing SAVE will allow you to save this proposal and continue to make changes. Notifications will not be sent.

Proceed through the tabs by pressing next as you complete each tab. Review the information on each tab and update the information to cover the new proposal.

For the specific tabs, pay attention to the following issues:

On the Experimenter tab: make sure to **add** any experimenters that will participate in the project but are not currently listed. Only experimenters listed on this page will be able to view this proposal, and therefore will be the only people who can request beamtime using the proposal or copy the proposal as it expires. *Experimenters who will be using NE-CAT remotely should be listed as “On-site” experimenters.*

You can also remove any experimenters who are no longer associated with the project.

On the Beamtime Request tab: Be sure to submit a new beamtime request for the current or an upcoming scheduling period at APS. Make sure to list the NE-CAT beamlines (24ID-C and 24ID-E) as your first and second choice if you want time at NE-CAT.

On the Questions tab: Be sure to update the second question, which begins “If this work is a continuation of work done under a previous proposal...” with information about the proposal you just copied and any changes made in the plan for the new proposal.

IMPORTANT: Update your list of publications that have resulted from the work done on this project.

The screenshot shows the 'Samples' tab of the APS proposal form. A red box highlights the 'List of Samples' on the left, which includes: Acetyl CoA carboxylase, 6-phosphofructo-2-kinase/fructose-2,6-bisphosphatase, stable-5-lipoxygenase, and 15-lipoxygenase. A red callout box points to this list with the text: 'On the Samples tab, review the list a samples and update the information for each one. The information for a specific sample will come up when you click in that sample's name.' Another red callout box points to the 'Add Another Sample' link at the bottom right with the text: 'If you have any new samples, press the “Add Another Sample” link to enter information for them.' A third red callout box points to the 'Save' and 'Submit' buttons at the bottom with the text: 'Once you have finished updating all of the information in the proposal, press “Save” and **only then** press “Submit”.' The form itself contains sections for 'Unit Cell Information', 'Crystal Size and Quality', 'Safety Information', 'Experimental Needs', and a list of funding sources.

Once you press Submit, you will receive a confirmation that the new proposal has been submitted. You will hear back from NE-CAT when they schedule your beam time. This will either be during the month proceeding the next scheduling period that you requested time in, or within a few days if you are requesting time for the current scheduling period.