

Requesting beam time from an existing proposal

In order to request beam time from 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.

Forgot Password?

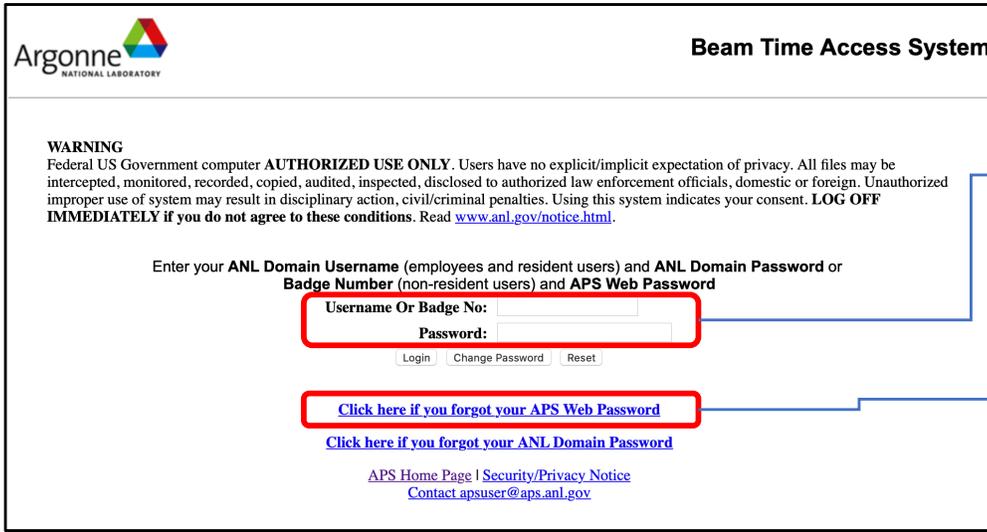
Enter Badge Number, Last Name, and click "Submit."

Badge Number:

Last Name:

Need assistance?
APS User Contact: apsuser@aps.anl.gov
CNM User Contact: cnm_user@aps.anl.gov
APS/ANL Employee Contact: mia_aps@aps.anl.gov
[APS Home Page](#) | [Security/Privacy Notice](#)

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



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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](#)

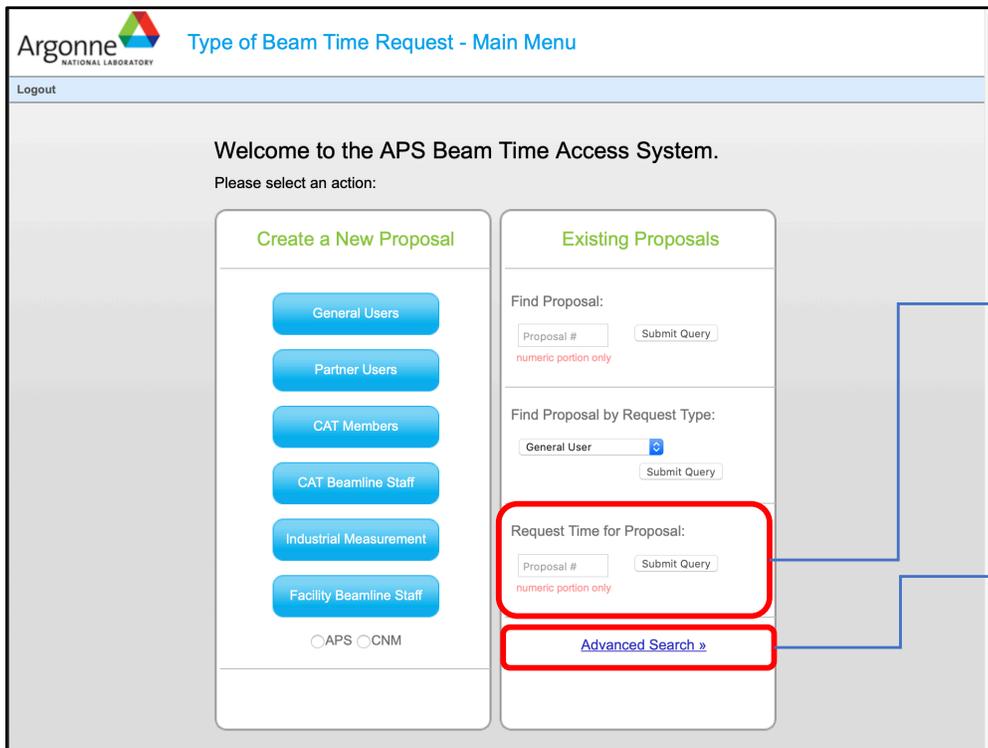
[Click here if you forgot your ANL Domain Password](#)

[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:

If you know your Proposal #, enter it here and the system will take you directly to the "Beamtime Request" Tab of the proposal.

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



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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:

Proposal #
numeric portion only

Find Proposal by Request Type:

General User

Request Time for Proposal:

Proposal #
numeric portion only

[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

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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	GUIP-66629	No	24-ID-C	2020-1 Rapid Access		SUBMITTED	ALLOCATED	07/15/2019	

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If the Proposal Stage says "Expired" you cannot request beam time using that proposal. If the stage says "Pre-Expired" you can only request beam time for the current run. If you have only expired proposals, you will need to submit a new proposal in order to request beam time.

Click on the Proposal # for which you wish to request beam time.

Once you've selected a specific proposal, you can make a beam time request.

General Experimenters Abstract **Beamtime Request** Questions Samples

GUP-66629

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

Make New Request

Rapid Access Description

Click on the scheduling period(s) listed below to see the beamtime request.

2020-1 BTR id: 190569 (24-ID-C)

2019-3 BTR id: 183922 (24-ID-E)

2019-2 BTR id: 178006 (24-ID-E)

* Rapid access request

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

Pressing SUBMIT will save this proposal AND notifications will be sent to the APS. No changes can be made thereafter.

GUP-66629

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Make sure you are on the "Beamtime Request" Tab. This should be the default if you used "Request Time for a Proposal" and entered in your proposal number. If you used the "Advanced Search", you will start on the "General" tab, simply click on the "Beamtime Request" tab to get to the view you see here.

Click "Make New Request" in order to submit a new request for beamtime.

Making a new request:

Fill out as much information as possible.

Select a valid scheduling period first!

The form will not allow you to select Techniques or Beamline choice if you have not already selected a scheduling period.

NE-CAT can accommodate the following techniques:

- Large Unit Cell Crystallography
- Macromolecular Crystallography
- Microbeam
- Multiwavelength Anomalous Dispersion
- Singlewavelength Anomalous Dispersion
- Subatomic (<0.85 Å) Resolution

For NE-CAT beamlines, choose 24-ID-C as your first choice and 24-ID-E as your second choice.

Request the number of shifts that you might need for the **entire** 3-month scheduling period.

When requesting beam time, you **MUST** select the scheduling period you are applying to, the number of 8-hours shifts you are requesting for this scheduling period, and your choice of beamlines.

Scheduling periods are shown as year-# (such as 2020-1), where # indicates one of three runs in that year. You may see (RAPID ACCESS ONLY) following a scheduling period. Choose the scheduling period where you want beamtime (Rapid Access will not affect your request). Runs typically occur February through April (run 1), June through August (run 2), and October through December (run 3).

Request the number of shifts that you feel you will use over the course of the scheduling period. Shifts cover 8 hours. This is just an estimate, and it won't affect anything if you guess wrong.

For your choice of beamline, select 24-ID-C as your first choice and 24-ID-E as your second choice. This gives NE-CAT the maximum amount of flexibility when actually scheduling your beamtime.

Fill out the remaining entries as accurately as you can. If you don't have an answer for any of the remaining entries, you do not have to provide one.

IMPORTANT:
Press Save **BEFORE** you press Submit.

If you submit your beamtime request for a scheduling period that has not started, NE-CAT will usually contact you in the month preceding the start of the run to schedule your time.

If you submit your request for a scheduling period that is currently running, and have been in contact with NE-CAT, they will follow up shortly after you submit your request.

Once you've finished filling out the form, press Save. **AFTER** you have pressed save, you can press Submit. **WARNING:** If you press Submit before saving, the form erases everything you have just entered.

After you press submit, you will be shown a page acknowledging your submission.