## Submitting a General User Proposal

**NOTE:** APS General User Proposals are valid for a two year period.

**NOTE**: APS recommends using a **Chrome** or **Edge** browser the first time you access the Universal Proposal System. After the initial registration phase, **Safari** and **Firefox** seems to work okay.

From the APS homepage (<u>https://aps.anl.gov</u>), choose the "USER INFO" drop down menu and select "Proposal system login".

From the APS homepage, you can reach the UPS Universal Proposal System Log in by navigating to the "USER INFO" drop down menu and selecting "Proposal system login".



The first time you login to the Universal Proposal System, it will ask you to grant permission to the Universal Proposal System as a trusted organization. Grant access to proceed.

On the first login, the Universal Proposal System will also prompt you to complete a user profile. Provide answers to the items marked by a red asterisk in order to proceed.

Eventually you should be directed to the following page:

On the landing page: Select "Proposal Calls" to see open calls for proposals and submit new proposals in response to a call.

Bl My Daatboard     T Phopose Calls     P Knowledge Base     Contexts     Luser Photos     P Contexts     P Con	If you have any previous APS proposals in the system, they will be indicated here, according to their status
WY PROPOSALS         SLAC @ LCS         Line Cohrrent Light         Dist 0       Archive 0         Dist 0       Archive 0         Dist 0       Archive 0         Advanced Photon Source         Feature Beamlines       Contact Info         Beamlines         Vue have no active proposals for this facility	Existing proposals will be listed individually here, according to their status (controlled by the tabs) and provide links to access those proposals. Proposals at other facilities would be listed below in their corresponding sections.
LaserNetUS         By clicking on "Proposal Calls" in the top bar of the page, you should land here:         Image:	Clicking the APS banner will take you to APS's proposal calls, or you can scroll down the page.
Submit a Proposal	
	Choose to submit a proposal to Macromolecular Crystallography
Advanced Photon Source      Rearities     Rearities     Casted label     Rearities     Rearitie	Proposals from a cycle that corresponds with when you want your first shift of beam time.

Be sure to choose "Macromolecular Crystallography Proposals", or you will not be able to select an NE-CAT beam line.

& Phone 630-252-9090

APS offers 3 cycles a year when fully operational. For a given year, cycle 1 roughly includes February through April, cycle 2 includes June through August, and cycle 3 includes October through December. Cycles are designated by YEAR-<cycle number>, e.g. 2024-2.

The proposal submission is completed by filling out forms on a series of pages. The first one is the "Start Proposal" page shown below.

You are able to navigate to any active page shown by clicking on the dot below that page's title.

Pages with either a yellow or green dot are editable.	page that has been completed
🔁 My Dashboard 🕫 Proposal Calls 🖉 Knowledge Base 😫 Contacts 🛓 User Profile 🗰 Facility Console 🕃 Test Report + Tours 📴	with a check mark.
	Navigate to a specific page by
Proposal Start Pronosal Funding Sources Experiment Time Request Additional Questions Review	<u>clicking on its respective dot.</u>
Provide basic information Enter sources of funding for Submit requests for scoses to Answer detailed questions Review and Submit the resources relating to the proposal proposal proposal	Additional documentation, such as an abstract longer than 2000
Proposal Submission Guidance V  As the APS accelerator and storage ring return to operations, beamlines around the facility will begin to resume their user programs.  The timelines for bringing uses back will vary beamline to beamline based on a variety of technical factors. This call for the 2024-2 cycle is soliciting proposals for possible experiments that will be considered based on each beamline's individual schedule and capabilities. Submission of a request for time is not a guarantee of allocation.	<ul> <li>characters or accompanying figures, can be added by using the paperclin icon</li> </ul>
Please select the Macromolecular Crystallography panel as the review panel for your proposal.	
BEFORE SUBMITTING: Please thoroughly review your proposal content prior to submission. After submission, only minor changes can be made by an administrator.	
Proposal - new record     To attach supporting documentation with this proposal, use Paperclip Icon.	Proposal Type should have only one option: "General User – Macromolecular Crystallography". If that option is not available, you
Proposal  Proposal Tite  Argonne  Argonne  Protocal Investigator (P)	selected the wrong type of proposal on the previous page.
Proposal Call	
Co-Principal Investigator (PI)     Co-Principa	PI is the PI of the main grant funding the research. Co-PI is for other PI's funding the research. Co-proposers are the main experimenters aside from the PI
	NOTE: If an individual does not
*Keywords These fields can have multiple	show up when trying to enter their
*Please suggest the most appropriate review panel for your proposal.	Make sure they have logged in
Abstract	and created an account in the proposal system
•Abdract	Make sure they are actively
	<ul> <li>registered with APS.</li> <li>If they still don't show up, have</li> </ul>
SAVE (K+S)	them renew their registration
Required information Proposal Tax Proposal T	with APS, and grant APS trusted access to ORCID as part of that process.
Items listed here in red indicate fields that are required but have not been completed.	Click Save to save entered information.

The steps for a proposal

submission are shown here. A yellow dot indicates a page that

other page(s) are completed. A

needs attention. A gray dot indicates that page is locked until

Pages with either a vellow or green dot are editable.

Important: Only individuals listed on this proposal as PI, Co-PI, or Co-proposers, will be able to access this proposal for the purposes of requesting beam time. They will also receive the emails sent out by the scheduling system when beamtime is assigned. These emails include the link for submitting an ESAF.

Remember, a proposal is valid for two years, and can be used during that period to request additional beam time.

Once the initial Proposal Form is filled out and saved, the pages for Funding Sources, Experiment Time Request, and Additional Questions are unlocked.

These pages can be accessed by clicking the yellow (or green, once initially filled out and saved) dots below the title of the various sections.

Below is the page for listing Funding sources:

			Provosal Submi	salon Steps 🗸		
	Proposal Form	Funding Sources	Experiment Time Request	Additional Questions	Review	
	Provide basic information	Enter sources of funding for	Submit requests for access to	Answer detailed questions	eview and Submit the	
	about your proposed research	your research (0%)	resources	relating to the proposal	proposal	 
			nding information is require	t for facility reporting purpose		
			Funding sources	must total 100%		
_						
			There are no funding t	iources for this proposal		
			· ADD FU	DING SOURCE		

Clicking the blue button opens a pop out form to collect funding information, as shown below.

Fill the form with information for a single source of funding. After entering and saving information for one source, click the blue button again to add additional funding sources.

<b>O</b>	Funding Source	a 🗰 Facility Coreans St Test Report + Tours 🧰
Proposal Fo Provent Later And Provent Later And Andrea you proposal	Oue and Funding Source - new record  * Indiates repaired Funding Source -	
	************************************	
E ENERGY Price of Sector Nation	Phronitage Marging 1 Margi	Party where A(2) LO(3) 10153

Below is the page for Experiment Time Request. Click the blue button to add a new beam time request.

Propose I	orm Funding Sources Exper temation Enter sources of Londrag or Submit	EEV/Decidioad t2 Propose Call # Voorkepp Base & O Proposet Bohnisalon Bags ~ Innet: The Request t Additional Questions Review Proposets Request to Additional Questions Review are Date proposets Recent State	elante & Liner Profile & Facility Console Of Teel Report + Tours 🧰	Cycle 1 : Feb. – Apr. Cycle 2: June – Aug. Cycle 3: Oct. – Dec.
Energy Press and Security Votes	There a	e no Experiment Time Requests for this proposal	Testiny websites: AC3   L0.5   196.5.8	Under 1 <sup>st</sup> and 2 <sup>nd</sup> choice resources, select from 24ID-C or 24ID-E in order to receive time at NE-CAT. Instrument and Technique choices will
Proceeding	Experiment Time Request Experiment Time Request Experiment Time Request Compared Time Request Compared	Record	Alter Andre Practing Concern Officiency of the Thors	provide the beam line staff more information about your experimental needs, so select responses appropriate to your desired experiment. At APS, a shift is considered to be 8 hours. This is a guideline for beam lines to estimate demand. NE-CAT will determine how much time you actually receive during scheduling.
	Minimu Land Shife The ETR		r((x+1))	Lifetime shifts is an estimate of the number of shifts you will need over the 2- year period that the proposal is active. It's okay to be generous in your guess.

These pages are unlocked after completing and saving the initial "Proposal Form" page.

APS requires funding information on all proposals in order to meet DOE reporting requirements. Add a funding source by clicking on the blue button. Funding sources must total 100%, representing the total funding of the work covered by the proposal.

You should be able to choose the Run

cycle that matches the Proposal call.

The final section to fill out are Additional Questions required by APS.

For MX proposals, you will need to fill out the "APS MX & Rapid Access MX Proposal Questions", "Export Control/S&T Matrix Research Screening Questions", and "APS Experiment Time Request (ETR) Questions (GU/RA/MX)".

3	III Ny Dashbard 🕫 Proposi Galis 😹 Konsindge Base 👹 Contexts 🛦 User Profile 😹 Facility Consule 🕼 Tack Report - Tours 💼	
Proposal Form Fund	Proposal Euclinication Bases	Click on the title for each section of additional questions to open the question forms.
HAPS MX & Rapid Access MX Proposal Questions	IBEquart ControlBST Marks Research Screening Questions In one by APS and LCS/NED Instrumed	
ETR Questions  #APS Experiment Time Request (ETR) Questions (QURAMQ) In Experiment Statistics		ETR Questions is an option only after filling out the Experiment Time Request page.
ENERGY Phases and Security Notice	74009-444444 ( <u>453</u> ) ( <u>653)</u>	

Clicking on the link in the of any of these sections will display a link similar to the one below, where the "Get Started" button will open up the form that needs to be filled out for each section.

plant pathogens, soil microbes, animals, insects, or insect/animal tissues, body fluids, matter, cells in culture

Bit My Canadouant +12 Proposal Calls # Knowle	ntge Base 📽 Contacts 🛦 User Polite 🕷 Facility Conscie 🛛 97 Test Report + Tours 🦉	
Proposed Form Provide James Information Boold your preformed reasons Boold	Review Review and Subnit the proposal	
APS MX & Rapid Access MX Proposal Questions Survey is in Information to 1002368 100308 GET STARTED		
BIERREGY Privacy and Security Motion	Facility installation APS ( LGL3 ) NSL5-8	
Once you open a form, answer all questions w can. If a question has a text entry field and you c feel it doesn't apply, you can put "N/A" into the f Below are some of the questions from the MX need more explanation.	vith a red asterisk as best you an't answer the question or ield and move on. ( Proposal Questions that may	Answering yes to either of these questions will open up fields asking for additional information regarding the previous proposal or the progress of your previous experiment time at APS.
*Is this proposal related to another proposal? yes		
i no		
*Did you previously receive experiment time at APS for this research?	• Sample name	Provide a sample name that identifies the
yes no		sample clearly enough for a reviewer to
	• Type of molecule	understand what the sample is.
Safety		
	a.	NE-CAT is not typically set up to handle
* Does this research involve the use of radioactive samples/materials, sealed sources, or x-ray generating devices yes	\$7	any of these potential safety hazards. If
no		your proposal involves any of these, be
* Does this research involve the use of any of the following (pick all that apply):	· · · · · · · · · · · · · · · · · · ·	sure to speak to NE-CAT before
explosives or energetic materials a new class 3 or class 4 laser that has not been approved by the Argonne Laser Safety Officer		submitting your proposal to make sure
nanoparticles (one or more dimensions is 100 nm or less), including thin films, powder, and solutions samples/materials that require a BSL-2 (biosafety leve)   facility human subjects or human tissues. body fluids: or cells in culture		requirements.

Once all of the proposal submission steps are filled out and saved, the Review page will be unlocked.

Clicking on the yellow dot below Review will open a page that summarizes all your responses you have submitted in the proposal.

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			Proposal Subm	ssion Steps 💙							
Pater	Proposal Form	Funding Sources	Experiment Time Request	Additional Questions	Ri Review ar	oview of Submit the sposal					
Proposal 1005246								Argonne	۵	-	
eamline Testing Using Thaumatin Crystals							2	- Million Lines			
				Principal Investigator Cornell Uni	versity						
repeat Call 1024-2 Macromolecular Crystallography Proposals											
veseal Cat 924-2 Macromolecular Crystallography Proposals 99 Jeneral User - Macromolecular Crystallography				Co-Principal Investigator							
hreeval call 2024-2 Macromolecular Crystallography Proposals 1989 Beneral User - Macromolecular Crystallography 1999; Anni el Resench Iological and life sciences				Co-Principal Investigator							

Carefully review your proposal to make sure the information provided is complete and accurate.

If you need to make changes, navigate back to the relevant section using the dots at the top of the page.

Once you are ready, press the "Submit Proposal" button to submit the proposal to APS for review.

BINERGY Privacy and Security Notice	Facility websites ACS   LGL8   NSL8.8
After submitting your proposel, you will no longur be atter to @APDF summary will be attached to the propose	oli the proposil package SUBATT PROPOSAL Lafter submission
Attachments	
Creation approximate same so and the equation, time came space(s) in some the equation of the	
Answer water and equipment and a minimum use. Answer this quantion only for second or balance TRNL Luit any new publications resulting from work at APS (DOIs or citations). Please identify the beamine(s) where the work was done.	