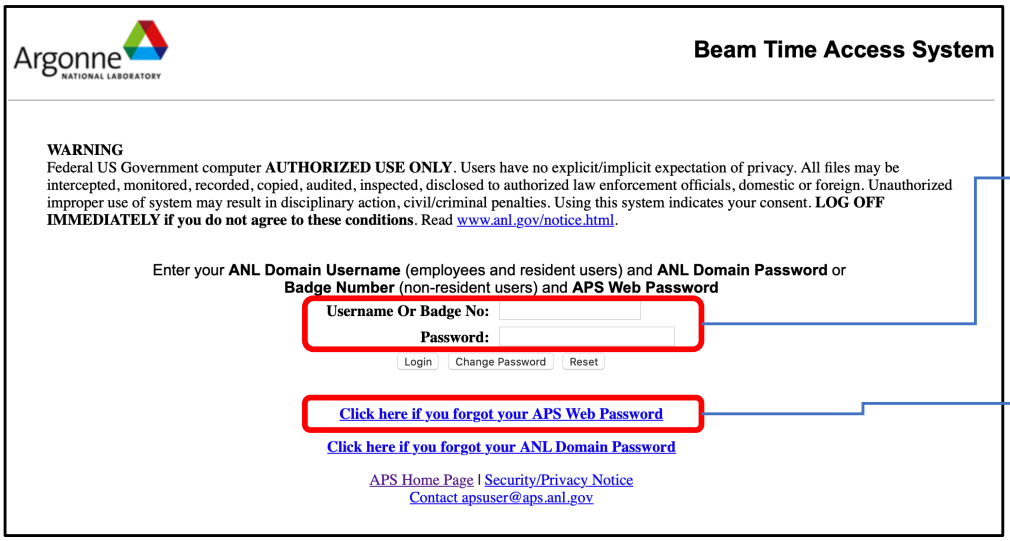
Submitting a General User Proposal

NOTE: You should submit a separate proposal for NE-CAT even if you have an existing proposal at another MX beamline.

To submit a General User Proposal (GUP), log into the APS Proposal system, found at the following url:

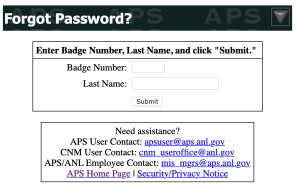
https://beam.aps.anl.gov/pls/apsweb/gup0005.start_page



Login with your APS badge number and APS Web Password.

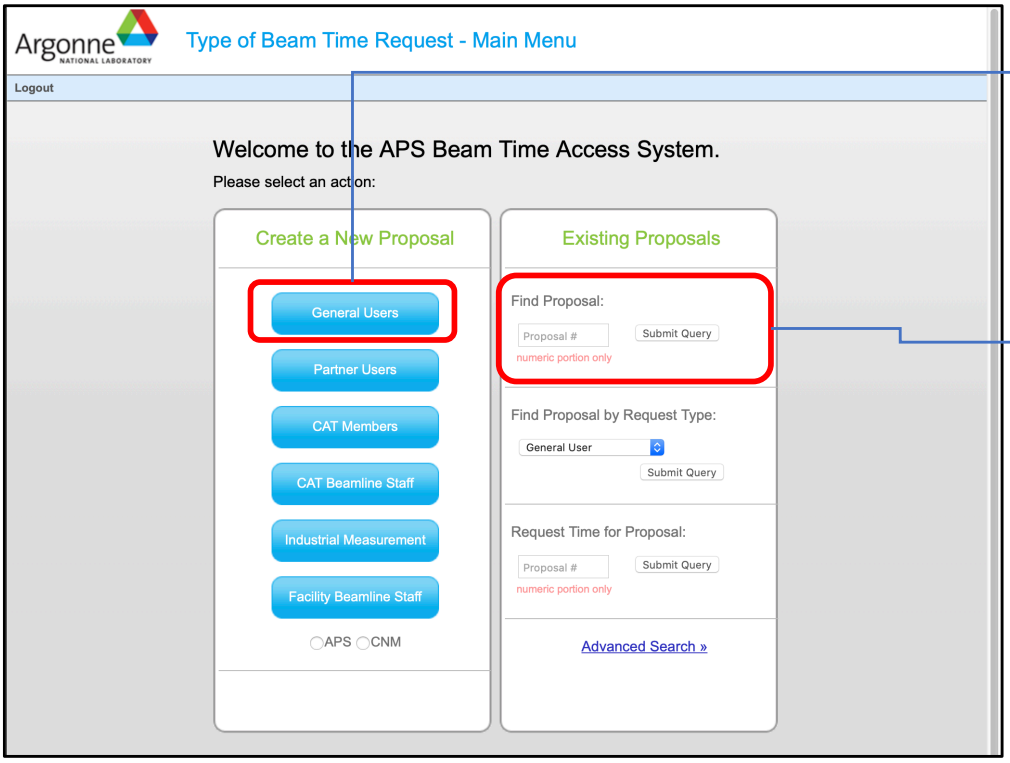
The badge number is located on the back of your APS badge and is highlighted in the picture above.

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.

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

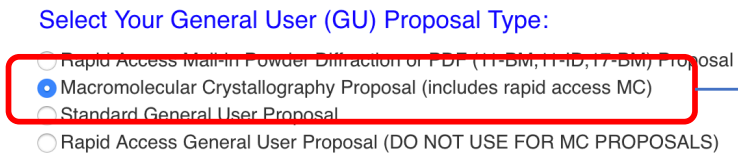


To begin a new proposal, choose General Users.

If you have an existing proposal that you are going to copy, you can search for it here by the proposl's number or use "Advanced Search" below.

See: Copying a General User Proposal

After choosing General Users, you must select your proposal type.



For beam time at NE-CAT, make sure you choose Macromolecular Crystallography Proposal.

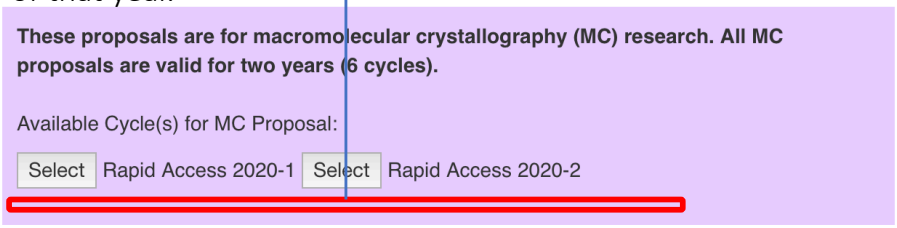
Then choose one of the available cycles.

Cycles are formatted as year-# (e.g. 2020-1), where # indicates one of three runs in that year. Runs typically occur February through April, June through August, and October through December.

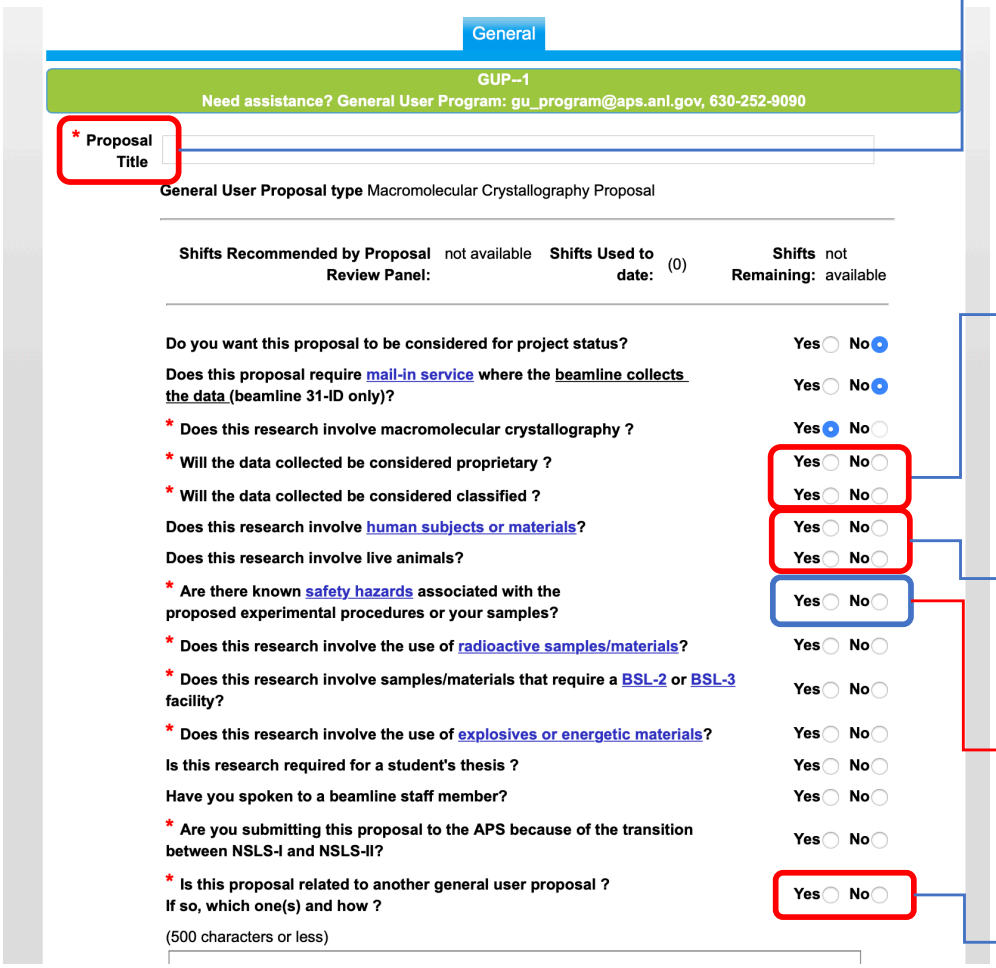
NE-CAT cannot schedule you on this proposal during cycles that precede the cycle that you select. So if you select run 2 as the start of your proposal, NE-CAT cannot schedule you on that proposal in run 1 of that year.

Choose the cycle the corresponds with when you want your ***first*** shift of beam time to be scheduled.

NE-CAT **IS** able to schedule you for a cycle labeled as Rapid Access.



You should now be on the ”General” tab of the proposal system.



Provide a brief descriptive title of your proposal.

Answer the list of questions to the best of your knowledge. Most of the answers will likely be “No”.

The blue links in the questions will provide an explanation of the highlighted term.

Research is considered proprietary is you do not plan on publishing your results. If you select “Yes” you will be expected to pay APS for the time you use.

Classified refers to restriction of access to information due to National Security concerns.

If your protein is generated using a common cell expression system, the answer is “No”, even if the protein is a human or animal protein.

“Yes” if you are using cryo-cooled samples, due to the cryogenics involved.

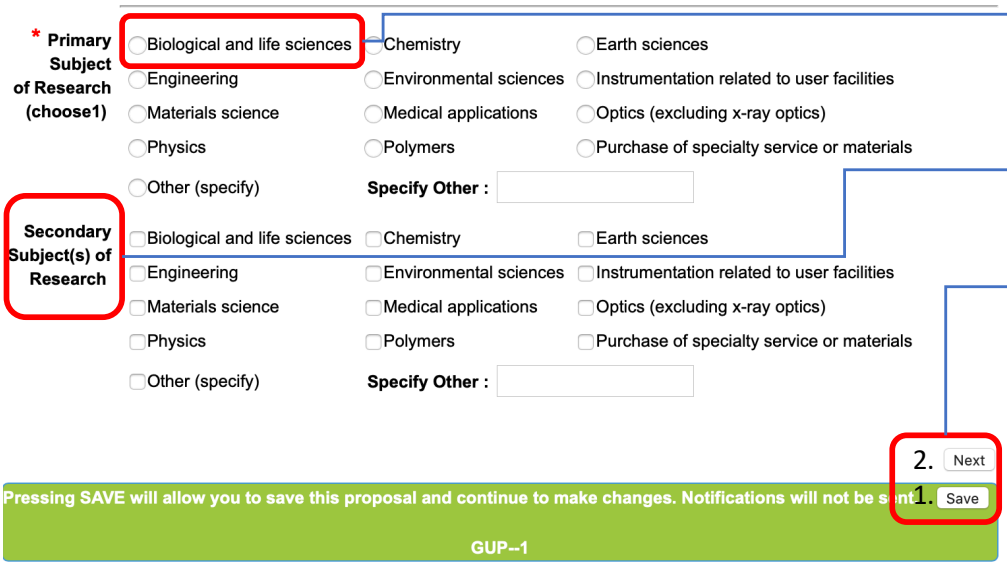
Answer “Yes” if this proposal is related to a proposal at another beamline, or continues a proposal that is expiring.
Briefly describe how it is related to the other proposal in the text box below.

Continuing to the "General" Tab…

Primary Subject of Research is most often "Biological and life sciences" for macromolecular crystallography experiments.

Choose any of the Secondary Subjects of Research that you feel apply to your proposal.

On each tab, as you finish entering all the requested information, it's a good idea to press "Save". Then press "Next" to move to the next tab.



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Pressing "Next" will bring you to the "Experimenter" tab.

The professor who oversees the lab conducting the research.
If the proposal is for multiple labs, choose one of the professors to serve as the PI for the proposal.

If the PI is registered with the APS, use the "Find" link to search for them.

Search either by last name or badge number. Then select the correct user from the list.
Using "Find" will populate the contact information from APS's database.

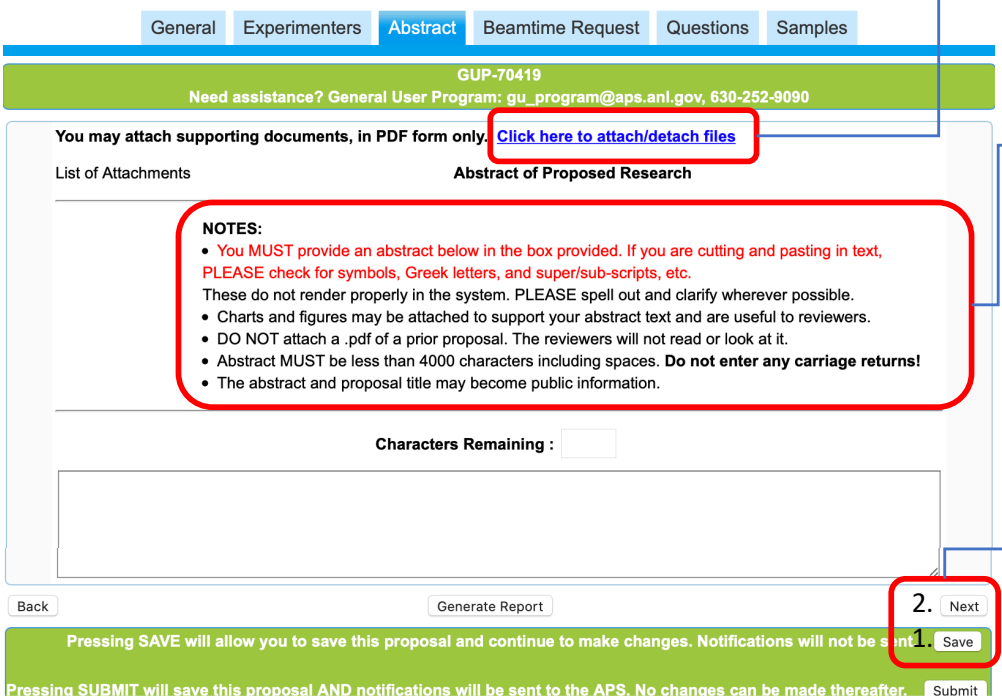
List Experimenters who are likely to manage requesting beam time for your group using this proposal or filling out the Experimental Safety Assessment Form (ESAF) prior to scheduled beam time.

Use "Find" as above, to automatically fill columns.

Important: Only individuals listed on the Proposal, as either the PI or as a Registered Experimenter, will have access to this proposal. Access to this proposal is needed to request beam time and to utilize the ESAF creation link provided in beam time scheduling emails.

Next is the ”Abstract” tab.

Provide a short abstract describing the proposed research. This will be viewed by reviewers, so make this as clear and descriptive as possible.



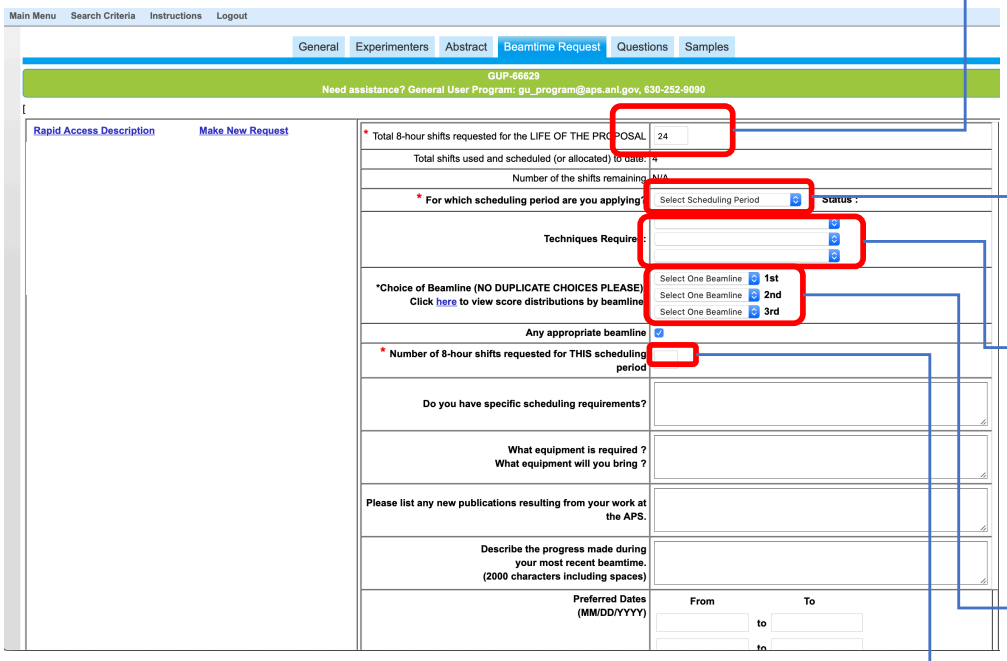
Use this link to attach Figures or graphs that will help to illustrate your proposal’s abstract.

Read this section to understand the limits imposed on the abstract.

Remember to press “Save” hen press “Next” before moving to the next tab.

Next is the ”Beamtime Request” tab.

The system requires you to make a beamtime request when you submit a proposal, so fill this out as thoroughly as possible.



The form will not allow you to select Technique 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.

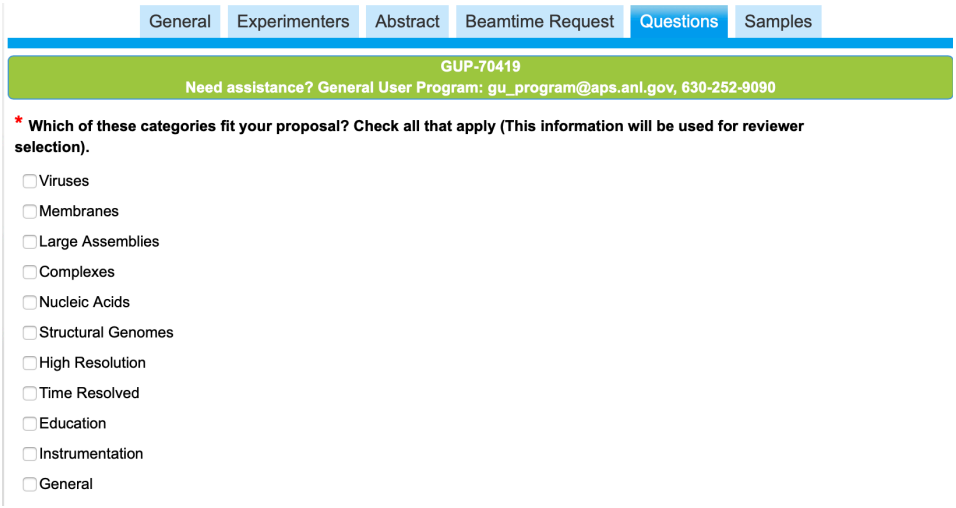
Request the number of 8 hours shifts needed for the entire two-year life of the proposal. Be generous!
But don’t worry, the proposal will remain active for the entire two-year period, even if you underestimate.

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

If you are planning to use time at multiple sectors (e.g. NE-CAT and SER-CAT), submit a separate proposal for each sector, even if you are studying the same projects.

The “Questions” tab requires you to respond to several questions regarding your proposal that are used by reviewers to score your proposal.

First select the categories that apply to your proposal. Choose all that apply, as these categories are valued by the reviewers.

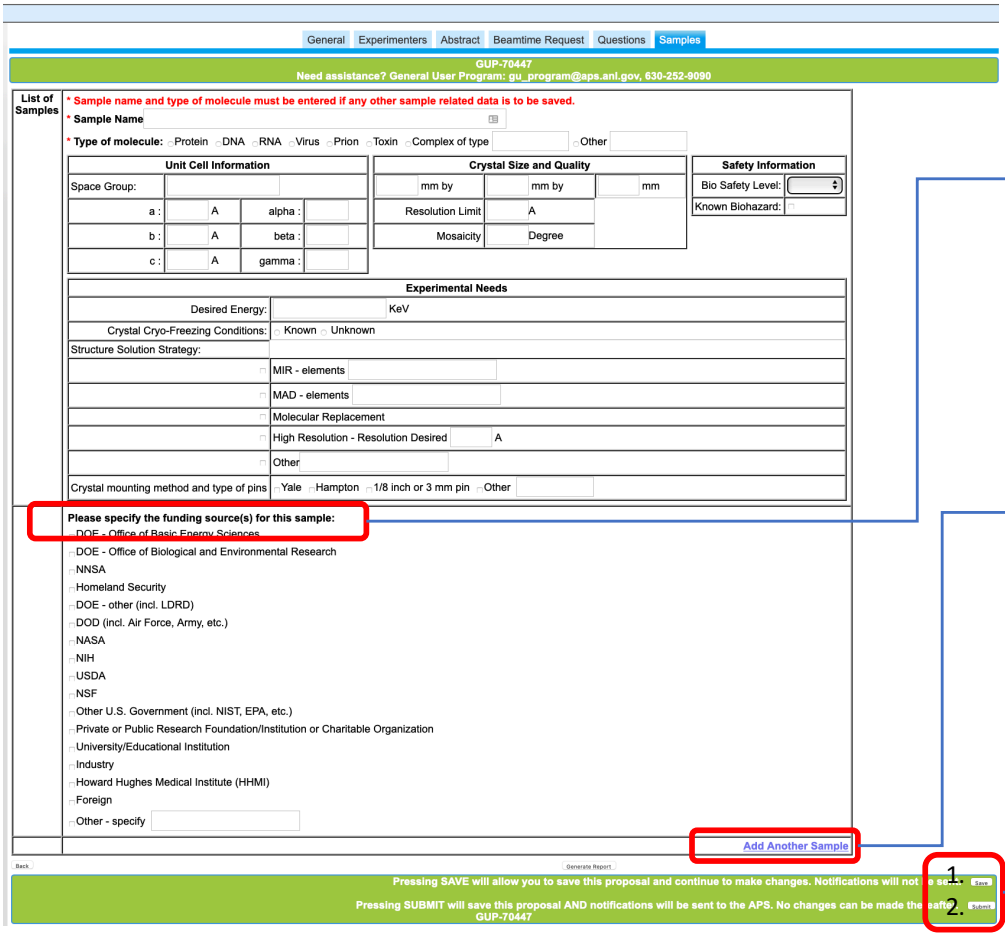


The remaining questions on this page are:

- If this work is a continuation of work done under a previous proposal, give the previous proposal number and indicate what changes have been made.
  If this is an entirely new proposal, enter N/A.
  If this proposal continues a previous proposal, explain what progress has been made on the research project and any changes to the scope of the project being made in this proposal.
- What is the scientific or technical purpose and importance of the proposed research?
  Tell the reviewer how this research will impact the world.
- Why do you need the APS for this research?
  An answer, such as “APS provides stable, high intensity X-ray beams for macromolecular crystallography and also provides the option of using micro-beams for small or non-homogenous crystals.”, will suffice.
- Why do you need the beamline you have chosen?
  A simple, specific reason that states what capabilities of the NE-CAT beamline benefit your experiments is best.
- Describe the participants' previous experience with synchrotron radiation and the experimental results obtained. (If you refer to previous publications, be sure to include complete citations.)
  List each participant who has experience with collecting macromolecular crystallographic data with a brief description of their experience.
- Provide an overall estimate of the amount of beam time you will need to accomplish the goals of your proposed experimental program. How many visits during the two-year proposal period do you expect to need? How many shifts will you need during each visit (approximately)?
  You’re basically repeating your beam time estimates that you provided on the Beamtime Request tab.
- List publications resulting from work done at the APS. Please identify the beamline(s) where the work was done.
- References (limit : 2000 characters)
  List any recent publications that support your proposal.

The final tab is the “Sample” tab.

Enter as much of the information as possible for each sample you currently plan on bringing/sending to the beamline. If you have not yet fully characterized your samples, it is okay to skip the details you do not know.



Select the funding source(s) that are relevant to the particular sample being described on this page.

Use the “Add Another Sample” link to input additional samples. Clicking the link will bring up a new page the looks just like this one.

Once you have entered the information on all of the tabs, press “Save” one last time.

Only AFTER you have pressed ”Save”, press “Submit”

Once you have 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.

Once you have submitted a proposal that requests time at NE-CAT, NE-CAT will contact you for scheduling. NE-CAT begins scheduling for a specific run about a month before that run starts and will continue to schedule through the end of that run as time is available.

If you requested beam time during the current run, contact Cyndi Salbego (csalbego@anl.gov) to make scheduling arrangements.