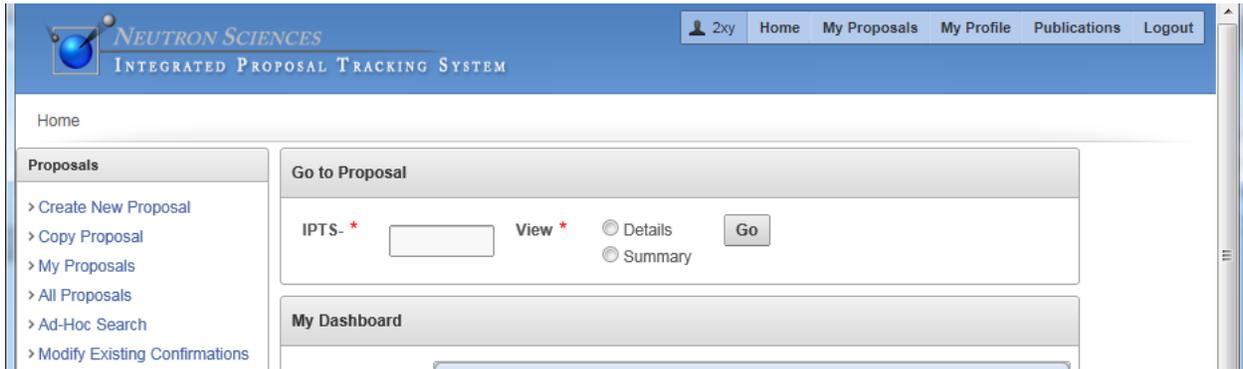
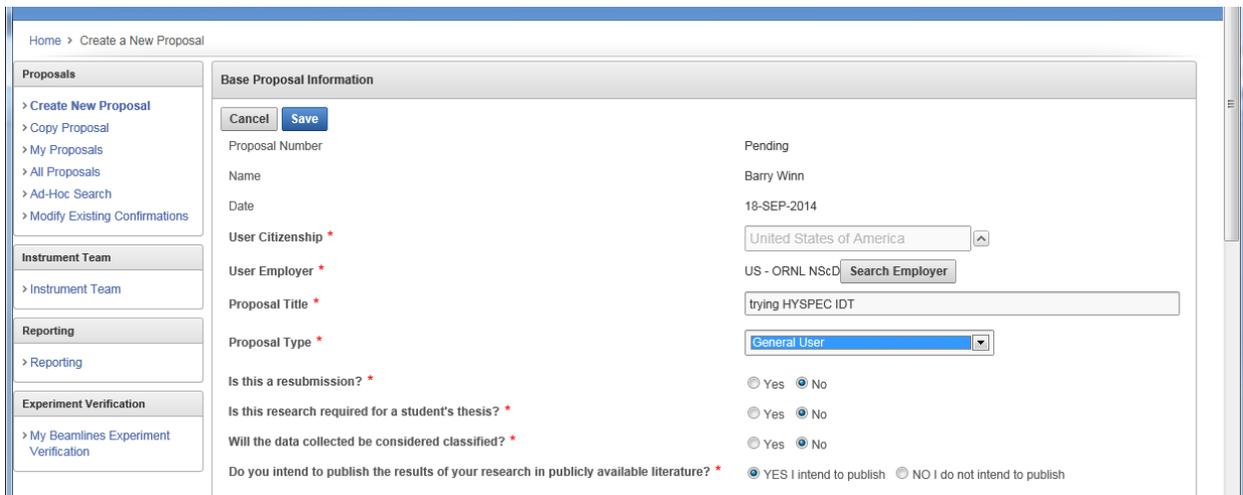


The process for identifying proposals as HYSPEC Instrument Development Team (HYSPEC IDT) proposals has been implemented in the Integrated Proposal Tracking system (IPTS). Below are step-by-step instructions with screen shots with **special HYSPEC IDT steps emphasized**. I recommend that you forward these instructions to the HYSPEC IDT members.

To log into IPTS, please go to <http://web.ornl.gov/sci/iums/ipts/>. After login, you will see:



Click on “Create New Proposal” in the “Proposals” box at top left. You will then see:



Fill this one out as normal, **and at this stage please select “General User” as Proposal Type** (as shown in light blue). Click on the “Save” button in dark blue and you will see the following screen:

Home > Edit Proposal IPTS-12356.1

Proposal 12356.1

- [General Information](#)
- [Funding/Research Areas](#)
- [Instrument Selection](#)
- [Samples](#)
- [Sample Environment](#)
- [Safety](#)
- [Team Members \(1\)](#)
- [Statement of Research](#)
- [Review and Submit](#)
- [Notes](#)

**Edit Proposal**

Delete Cancel **Save** **Next**

Status	IPTS-12356.1
Creator Name	Barry Winn
Creator Email	winnbl@ornl.gov
PI Name	Barry Winn
PI Email	winnbl@ornl.gov
Proposal Date *	18-SEP-2014 11:42
User Employer *	US - ORNL NScD <input type="button" value="Search"/>
Proposal Title *	<input type="text" value="trying HYSPEC IDT"/>
Proposal Type *	<input type="text" value="General User"/>

Do you intend to publish the results of your research in publicly available literature? \*  YES I intend to publish  NO I do not intend to publish

Again, this is normal. The box at left “Proposal <#>” shows in red those steps not yet completed. Hit the “Next” button in blue to take you to the following screen:

Home > Edit Proposal IPTS-12356.1 > Funding/Research Areas

Proposal 12356.1

- [General Information](#)
- [Funding/Research Areas](#)
- [Instrument Selection](#)
- [Samples](#)
- [Sample Environment](#)
- [Safety](#)
- [Team Members \(1\)](#)
- [Statement of Research](#)
- [Review and Submit](#)
- [Notes](#)

**Proposal Funding and Research Areas**

**Save** **Next**

<p><b>Funding Sources *</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> DOE Office of Biological and Environmental Research</li> <li><input type="checkbox"/> DOE, Office of Basic Energy Sciences</li> <li><input type="checkbox"/> DOE-OTHER (includes LDRD)</li> <li><input type="checkbox"/> Department of Defense</li> <li><input type="checkbox"/> Foreign</li> <li><input type="checkbox"/> Homeland Security</li> <li><input type="checkbox"/> Industry</li> <li><input type="checkbox"/> National Aeronautics and Space Administration</li> <li><input type="checkbox"/> National Institutes of Health</li> <li><input type="checkbox"/> National Nuclear Security Administration</li> <li><input type="checkbox"/> National Science Foundation</li> <li><input type="checkbox"/> Other U.S. Government</li> <li><input type="checkbox"/> United States Department of Agriculture</li> <li><input checked="" type="checkbox"/> Other</li> </ul> <p>Specify Other</p> <input type="text" value="demo IPTS for HYSPEC IDT"/>	<p><b>Research Areas *</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Biological and Life Sciences</li> <li><input type="checkbox"/> Chemistry</li> <li><input type="checkbox"/> Earth Sciences</li> <li><input type="checkbox"/> Engineering</li> <li><input type="checkbox"/> Environmental Sciences</li> <li><input type="checkbox"/> Instrument Development</li> <li><input type="checkbox"/> Materials Sciences (including condensed matter physics and materials chemistry)</li> <li><input type="checkbox"/> Medical applications</li> <li><input type="checkbox"/> Optics</li> <li><input type="checkbox"/> Physics (excludes condensed matter physics)</li> <li><input type="checkbox"/> Polymer Science</li> <li><input checked="" type="checkbox"/> Other</li> </ul> <p>Specify Other</p> <input type="text" value="demo IPTS for HYSPEC IDT"/>
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Do what you normally do, then hit the “Next” button in blue to take you to the following screen:

Home > Edit Proposal IPTS-12356.1 > Instrument Selection

Proposal 12356.1

- [General Information](#)
- [Funding/Research Areas](#)
- [Instrument Selection](#)
- [Samples](#)
- [Sample Environment](#)
- [Safety](#)
- [Team Members \(1\)](#)
- [Statement of Research](#)
- [Review and Submit](#)
- [Notes](#)

**Instrument Selection**

**Save** **Next**

Facility \*  High Flux Isotope Reactor  Spallation Neutron Source

Instrument \*

Run Cycle \*

Days Requested \*

Have you Been In Contact with an Instrument Scientist \*

**Make the following selections: Facility = SNS, Instrument = BL-14B HYSPEC, More than One Instrument = <No>.** Other fields are your discretion. This will make your webpage look like:

Home > Edit Proposal IPTS-12356.1 > Instrument Selection

Proposal 12356.1

- General Information
- Funding/Research Areas
- Instrument Selection**
- Samples
- Sample Environment
- Safety
- Team Members (1)
- Statement of Research
- Review and Submit
- Notes

**Instrument Selection**

Save Next

Facility \*  High  
 Flux  
 Isotope  
 Reactor  
 Spallation  
 Neutron  
 Source

Instrument \* BL-14B HYSPEC

Run Cycle \* SNS 2015-A 01-JAN-2015 to 30-JUN-2015

Days Requested \* 10

Have you Been In Contact with an Instrument Scientist \* No Instrument Scientist Contacted

Does this experiment require use of more than one instrument? (not an alternate instrument) \*  Yes  No

**Here, it is best to click on the “Save” button instead of the “Next” button.** When you hit the “Save” button, the “Instrument Selection” page will transform into:

Home > Edit Proposal IPTS-12356.1 > Instrument Selection

Proposal 12356.1

- General Information
- Funding/Research Areas
- Instrument Selection**
- Samples
- Sample Environment
- Safety
- Team Members (1)
- Statement of Research
- Review and Submit
- Notes

**Instrument Selection**

Save Next

Facility \*  High  
 Flux  
 Isotope  
 Reactor  
 Spallation  
 Neutron  
 Source

Instrument \* BL-14B HYSPEC

Run Cycle \* SNS 2015-A 01-JAN-2015 to 30-JUN-2015

Days Requested \* 10

Have you Been In Contact with an Instrument Scientist \* No Instrument Scientist Contacted

Does this experiment require use of more than one instrument? (not an alternate instrument) \*  Yes  No

**Options for Instrument(s)**

Option	Answer
Are you a member of the HYSPEC Instrument Development Team (IDT), and do you want this proposal to be considered for IDT time?	<input type="radio"/> No <input checked="" type="radio"/> Yes

1 - 1

Save Options

Notice that the “Instrument Selection” field is still red (incomplete) and **a new field has appeared below: “Options for Instrument(s)”**. This is where the PI chooses whether this experiment will be also considered for IDT time. The specific question asked is:

*“Are you a member of the HYSPEC Instrument Development Team (IDT), and do you want this proposal to be considered for IDT time?”*

**Choose “Yes” and click on the “Save Options” button** as shown below:

**Options for Instrument(s)**

Option	Answer
Are you a member of the HYSPEC Instrument Development Team (IDT), and do you want this proposal to be considered for IDT time?	<input type="radio"/> No <input checked="" type="radio"/> Yes

1 - 1

Save Options

Then your screen will look like:

The screenshot shows a web interface for editing a proposal. The breadcrumb trail is "Home > Edit Proposal IPTS-12356.1 > Instrument Selection". The left sidebar shows a navigation menu for "Proposal 12356.1" with items: General Information, Funding/Research Areas, Instrument Selection (1), Samples, Sample Environment, Safety, Team Members (1), Statement of Research, Review and Submit, and Notes. The "Instrument Selection" item is highlighted in black. The main content area is titled "Instrument Selection" and contains the following fields:

- Save** and **Next** buttons.
- Facility**: Radio buttons for High Flux Isotope Reactor (selected) and Spallation Neutron Source.
- Instrument**: A dropdown menu showing "BL-14B HYSPEC".
- Run Cycle**: A dropdown menu showing "SNS 2015-A 01-JAN-2015 to 30-JUN-2015".
- Days Requested**: A text input field containing "10".
- Have you Been In Contact with an Instrument Scientist**: A dropdown menu showing "No Instrument Scientist Contacted".
- Does this experiment require use of more than one instrument? (not an alternate instrument)**: Radio buttons for Yes and No (selected).

Below the main form is a section titled "Options for Instrument(s)" with a table:

Option	Answer
Are you a member of the HYSPEC Instrument Development Team (IDT), and do you want this proposal to be considered for IDT time?	Yes

At the bottom of the options section is a "Save Options" button and a page number "1 - 1".

The "Instrument Selection" in the left column is now black (complete) and you may proceed to the next page using the "Next" button.

Choosing "Yes" in the Answer field flags this proposal so the IDT executive committee (1) can determine whether the experiment team for this IPTS proposal includes a HYSPEC IDT member, (2) perform a science review on the proposal, and (3) prioritize the HYSPEC IDT proposals in advance of the General User Scientific Review process. In parallel, the HYSPEC Instrument Team will determine the number of available IDT days for the cycle, and using the Executive Committee recommendations change the status of some proposals from "General User" to "Accepted IDT". The other proposals will remain "General User" and go directly to the General User Scientific Review process.