**Guidance for Beamline Discretionary Time (BDT) Proposals**

Beamline management may allocate up to 15% of the available beam time for purposes that contribute to the utilization or enhancement of the beamline. Typical uses may include instrumentation development that is carried out by beamline staff and/or users, feasibility studies by beamline staff and/or users, or other purposes at the discretion of beamline management. All BDT usage is subject to retrospective review by NSLS-II management and will also be reviewed periodically by the Science Advisory Committee to ensure that it is appropriate and justified.

BDT proposals may only be submitted by NSLS-II beamline staff using the Proposal Allocation, Safety, and Scheduling System (PASS) system. The BDT Proposal template (.docx) may be handy for writing the proposal and then copying/pasting the information into PASS.

***This proposal type is for NSLS-II Beamline Staff only.***

*Use the template below to write your NSLS-II Beamline Discretionary Time Proposal and then copy/paste the information into the online PASS system. Please do not upload this document as a MS Word or PDF file.*

**TITLE TAB**

**Title**:

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**EXPERIMENTERS TAB**

*To associate someone with this proposal (including the PI, Co-PI, collaborators, etc.) first search for the person using the search bar below. If they are not found, click the "Add New Person" button below and you will be prompted to enter their name and email. Once the person is found (or entered), click the radio-button next to their name and then click the "Add Experimenter" button (which appears after clicking the radio-button) at the bottom of the search results list. The name chosen will be added to the list of experimenters above.*

*The status of each experimenter listed can be assigned by clicking the, "Edit" button next to each name.*

*Important:*

* *Be sure to include yourself on the experimenters list (if applicable).*
* *Be sure to set the user access type for all experimenters.*
* *The PI or co-PI should be the lead individual responsible for the research performed. This is normally the holder of the grant that funds this work. Except in exceptional circumstances reflecting independent work, a student or postdoc should not be identified as the PI on a proposal.*

*Definitions of User Access type:*

* *On Site: a user physically present at a user facility during experiment*
* *Remote Access: a user actively participating in the experiments via video conferencing, beamline remote control, etc.*
* *Mail-In: a user that sent samples but will not be participating in data collection on site or remotely*
* *Off Site: A collaborator that is not participating in synchrotron experiments*

**RESEARCH TAB**

**Abstract:**

Provide a short abstract of the proposed research below. This section may be used for funding agency reporting purposes; this information and the proposal title may become public information. *(limit 1000 characters including spaces)*

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**Describe your planned Beamline Discretionary Time project(s) for the upcoming cycle and the anticipated accomplishments / impact. What percentage of beamtime is being requested to complete this work?**

*(Please note that the experimental methods will be described in a later section; limit 2000 characters including spaces)*

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**Summarize the accomplishments achieved from you last BDT proposal and the impact. What percentage of beamtime was used to complete this work?**

*(limit 2000 characters including spaces)*

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**Describe any unplanned projects that received Beamline Discretionary Time in the previous cycle and the accomplishments / impact. What percentage of beamtime was used to complete this work?**

*(limit 2000 characters including spaces)*

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**Research Screening Questions:**The Proposal Principal Investigator (PI), the person who is responsible for setting the direction for the funding, is required to answer the following research screening questions. These questions apply to the research in the upcoming proposal beamtime or instrument experiment time at the National Synchrotron Light Source II (NSLS-II) at Brookhaven National Laboratory, including all samples to be measured and ancillary equipment brought to NSLS-II.

By answering these research screening questions, you certify that your answers are complete and accurate, and that you understand that Brookhaven Science Associates will rely on the answers you provide to screen the research. If you are unsure how to answer the questions, you should contact your home institution’s Export Control Office.

Each time experiment conditions are modified (e.g., new samples/specimens not measured previously or new equipment / software), you are required to resubmit these Research Screening Questions.

The following points-of-contact for the proposal research screening questions are Lacy Jones (ljones2@bnl.gov) or Teresa Daniels (teresa@bnl.gov).

**Research Screening Question #1**

Are there any restrictions, contractually or otherwise, on public dissemination of the work (e.g., research, experiment) described in this proposal? Public dissemination includes presenting at conferences or open meetings, publications, or web source information.

* Yes
* No

**Research Screening Question #2**

Are you bringing any items (including specimens/samples), technical data, software, or services owned or funded by a nuclear, defense, military, space, intelligence agency, or a defense contractor of the United States or of another country?

* Yes
* No

**Research Screening Question #3**

For work (e.g., research, experiment) conducted at the user facility, are any items, technical data, software or services designed, developed, or modified exclusively for military applications, military training, spacecraft, launch vehicles, or national security or intelligence collection and analysis?

* Yes
* No

**Research Screening Question #4**

Would the research results be directly useful for- or would the research involve- a nuclear reactor application (e.g., commercial nuclear fuel, molten salts or other nuclear reactors, nuclear grade graphite, uranium enrichment)?

* Yes
* No

**Research Screening Question #5**

Are you bringing any items (including specimens/samples), technical data, or software to the user facility that requires access controls?

* Yes
* No

**Research Screening Question #6**

If the PI or co-PI (grant holder) of this beam time proposal is an employee of a DOE national laboratory, please affirm that your research has been screened by your National Lab against the DOE “Science and Technology Risk Matrix" critical and emerging research areas and technologies. The User Facility must be consulted if any research restrictions are required so that it can be determined if research restrictions can be accommodated.

**Note:** If you answered "No" or are unsure, you should contact your home institution's office responsible for screening research for the DOE S&T Risk Matrix.

**Reference:** Memorandum for Heads of Departmental Elements, Dan Brouillette, Science and Technology Risk Matrix Guidance, 12/13/2019.

* Yes
* No
* N/A

**To be entered under the “Time Request” tab in PASS:**

**Describe the experiments you will perform on this beamline for the lifetime of this proposal, including sample preparation, beamline requirements, data collection, and analysis.***(limit 2500 characters including spaces)*

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**Justify the need for this beamline's capabilities, including justifying why you need the lifetime shifts requested.** *(limit 1500 characters including spaces)*

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