**Guidance for Partner User (PU) Proposals**

Partner Users (PU) proposals are for individuals or groups who need regular access to beam time on NSLS-II beamlines to carry out their work and who also wish to partner with the facility in making contributions that benefit other facility users by enhancing the utilization or capabilities of the facility or contributing to its operation. Possible examples include, but are not limited to, creating or expanding a user community, contributing a sophisticated endstation, contributing staff and/or equipment to provide user support for a given program, or the design, construction, or operation of endstation equipment, or even a whole beamline. NSLS-II staff may be PU members or PIs with the approval of the NSLS-II Director.

PU proposals describe the proposed partnership and request beam time on one or more beamlines that support the techniques needed. Each PU proposal can request up to 35% of the available beam time per run cycle (per beamline in case more than one beamline is required) throughout the life of the proposal. For each cycle that a PU needs beam time, he/she must submit a beam time request (BTR) against their PU proposal. The lifetime of a Partner User proposal will typically be up to three years, although it may be up to five years in special circumstances.

Partner User proposals may be renewed following submission and review of a new proposal. PU proposals are peer-reviewed by the NSLS-II Proposal Review Panel, evaluated by the NSLS-II Science Advisory Committee, and allocated by NSLS-II management. PU group members may also submit GU proposals for beam time on any beamline. However, if a GU proposal is submitted for the beamline(s) on which they are a PU, the scientific scope may not overlap with the PU proposal. Any user submitting a PU proposal must contact the beamline staff prior to submission. All PU proposals and BTRs should be submitted through the web-based Proposal Allocation, Safety, and Scheduling System (PASS) system. Users may find the PU proposal template (.docx) handy for writing their proposal and then copying/pasting the information into PASS.

*Use this template to write your NSLS-II Partner User 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**

**Progress Report:** Is this proposal a continuation of a prior proposal(s) that has expired? If yes, please provide the proposal number and a progress report from the previous proposal(s). You should include separate sections including (1) all publications including DOIs, (2) the impact on the General User program / user support, (3) the impact on the beamline’s capabilities, and (4) results of the overall science program.*(limit: 10000 characters including spaces)*

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**Executive Summary:** Provide a concise summary of the proposed program. 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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**Proposed Program and Impact:** Describe the proposed program to be conducted at the specified beamline, how this program would be enhanced or enabled by the proposed contribution, and the scientific and/or societal impact of this program, including the benefits to stakeholders funding the program and to the general user programs overall*. (limit 20,000 characters including spaces, approximately 5 pages)*

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**Societal Impact:** Describe the broader indirect societal impact in such areas as economic competitiveness, workforce development, education and outreach, and/or engagement promoting inclusive and equitable research? *(limit 1500 characters including spaces)*

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**Proposed Contributions and Partnership Terms:** Provide a detailed description of the proposed contribution and terms of the partnership that the proposal team intends to establish at NSLS-II. Examples of possible contributions include instrumentation to enhance beamline capabilities and/or staffing in support of beamline operations. For contributions of existing instrumentation, include an estimated replacement cost for the proposed hardware, and the resources needed to integrate the contributed hardware into the beamline. For contributions of new instrumentation, include the direct cost (without overheads), how it is being funded, and the resources needed to integrate the contributed hardware into the beamline. For staffing contributions, include a brief description of the type of staffing (scientific, postdoc, or technical), the level-of-effort in terms of full-time equivalents (FTEs) on an annual basis, and how the proposal team intends to fund them. For other types of contributions, provide sufficient information to describe the nature and value of the contribution and any significant assumptions or requirements.

The proposed terms of the partnership should include, among other things, requested beam time (in percentage of available beam time at each beamline) that is required to achieve the program. Proposal terms are typically for 3 years or less. Longer terms, up to 5 years, can be requested in exceptional cases, e.g. where the contribution includes construction of and operating a complete beamline at NSLS-II, and must be pre-approved by the NSLS-II Director. *(limit: 12000 characters including spaces, approximately 3 pages)*

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**Contributed Equipment Ownership and Maintenance:** PI to choose one of the options listed below.

[ ]  **Option A:** Partner maintains equipment and retains ownership of PU-contributed equipment at the end the PUA term. Significant upgrades to PU-contributed equipment may be performed by PU or NSLS-II, based on consensus between the two parties.

[ ]  **Option B:** Partner maintains their contributed equipment for the term of the PUA and transfers the ownership of PU-contributed equipment to NSLS-II at the end of PUA term. Significant upgrades to PU-contributed equipment may be performed by PU or NSLS-II, based on consensus between the two parties.

[ ]  **Option C:** Partner starts to transfer ownership of the PU-contributed equipment to NSLS-II at the start of the PUA term. NSLS-II will be responsible for maintenance and upgrades to PU-contributed equipment, based on consensus between the two parties.

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|  | Ownership of PU-contributed equipment at start of PUA  | Responsible party for maintenance, repairs, and updates during PUA term  | Ownership of PU-contributed equipment at end of PUA term | Authority for upgrade to keep equipment best-in-class during PUA term |
| Option A | PU | PU | PU | Mutual Consensus |
| Option B | PU | PU | NSLS-II | Mutual Consensus |
| Option C | PU | NSLS-II | NSLS-II | Mutual Consensus |

**Research Team:** Provide a brief description of team members’ relevant experience including key publications *(limit 8000 characters including spaces, approximately 2 pages)*

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**Beamline Staff Consulted:** List staff member name and beamline (repeat for each beamline requested in the proposal) *(limit 1500 characters including spaces)*

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**Partner User Proposal Team Meeting Minutes:** Prior to submission of this Partner User Proposal, a meeting must be held between all PUP experimenters, lead beamline scientist(s), and the associated Program Manager(s). Please include the date of this meeting, attendance, and meeting minutes. A PUP will not be accepted without a record of this meeting.

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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

**TIME REQUEST TAB**

*In this section, please list all beamlines needed for the lifetime of the proposal. Once the proposal is submitted, you may not add beamlines in future time requests.*

*Notes:*

* *You may request up to 5 beamlines.*
* *The need for each beamline must be justified separately.*
* *Do not add “equivalent” or “alternate” beamlines. If you would like to suggest an “equivalent” or “alternate” beamline for allocation, mention it in the beam time justification below.*
* ***Shifts Requested (Lifetime)****: For each beamline requested, enter the number of shifts (1 shift = 8 hours) required for the lifetime of the proposal.*
* ***Shifts Requested (This Cycle)****: For each beamline requested, enter the number of shifts needed for this cycle. If you do not want beam time on a particular beamline this cycle, enter 0 (zero) shifts.*

Instructions:

To select a beamline or lab, click "Add Resource" and a pop-up window will open where you will enter:

**Beamline 1**

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| Resource (beamline) name: |  |
| Technique: |  |
| Shifts Requested (Lifetime):  |  |
| Shifts Requested (This Cycle):*(enter 0 if no shifts requested this cycle)* |  |

**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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**Describe 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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*Be sure to click "Save" in the pop-up window.*

**Beamline 2 (if applicable)**

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| Resource (beamline) name: |  |
| Technique: |  |
| Shifts Requested (Lifetime):  |  |
| Shifts Requested (This Cycle):*(enter 0 if no shifts requested this cycle)* |  |

**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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**Describe 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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*Be sure to click "Save" in the pop-up window.*

**Beamline 3 (if applicable)**

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| Resource (beamline) name: |  |
| Technique: |  |
| Shifts Requested (Lifetime):  |  |
| Shifts Requested (This Cycle):*(enter 0 if no shifts requested this cycle)* |  |

**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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**Describe 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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**Beamline 4 (if applicable)**

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| Resource (beamline) name: |  |
| Technique: |  |
| Shifts Requested (Lifetime):  |  |
| Shifts Requested (This Cycle):*(enter 0 if no shifts requested this cycle)* |  |

**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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**Describe 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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**Beamline 5 (if applicable)**

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| Resource (beamline) name: |  |
| Technique: |  |
| Shifts Requested (Lifetime):  |  |
| Shifts Requested (This Cycle):*(enter 0 if no shifts requested this cycle)* |  |

**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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**Describe 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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**PROGRESS REPORT TAB**

*All Partner User proposals require an annual Progress Report. If you have questions about whether you have a Progress Report due, please email* *nsls2pass@bnl.gov**.*

**Purpose / mission of PUP (2-3 sentences)**. *(limit 2500 characters including spaces)*

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**Summary of PU Program**

Describe the results of the overall PU science program during the reporting period*. (limit 2500 characters including spaces)*

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List of publications citations for the reporting period (DOI or full citation). You must also submit these publications into the NSLS-II database at: <https://www.bnl.gov/nsls2/publications/> *(limit 2500 characters including spaces)*

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Describe the beam time usage and productivity by PU members during the reporting period. Include major accomplishments, a summary of research projects using PU beam time, and GU projects supported by PU. (limit 2500 characters including spaces)

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Describe any changes in PU staffing levels and/or PU contributed instrumentation/software during the reporting period *(limit 2500 characters including spaces)*

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Comments on the beamline performance during the past year. *(limit 2500 characters including spaces)*

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**Operational Safety**

The Lead Beamline Scientist is responsible for the overall safety management and the daily operations of the beamline by beamline staff and users. Describe how the PU staff assisted the beamline staff in establishing a safe work environment. *(limit 2500 characters including spaces)*

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**PUP Enhancements and Future Plans**

Describe plans to maintain and/or improve usage and productivity by PU members. *(limit 2500 characters including spaces)*

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Report any planned future changes to the PUA (eg: staffing, maintenance of equipment, funding). *(limit 2500 characters including spaces)*

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Comments on the partnership. *(limit 2500 characters including spaces)*

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Suggestions for improvement. *(limit 2500 characters including spaces)*

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