*Use this template to write your NSLS-II General 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.*

**Guidance for General User (GU) Proposals**

Most proposals requesting beam time at NSLS-II are GU proposals. General User (GU) proposals are for scientists that require beam time on beamlines that routinely support the technique needed for their experiment. For GU experiments, users often bring only samples, but can also provide custom instrumentation for the duration of their experiments. General User proposals are valid for one year (3 beam time cycles). Up to 3 beamlines and 2 CFN instruments (.pdf) may be requested on a General User proposal. If a proposal is allocated beam time, it will also receive time on the CFN instrument(s), subject to feasibility review and sufficient availability. Each proposal requests a lifetime number of 8-hour shifts to complete the work for each beamline requested. For each cycle that a user requests beam time, he/she must submit a beam time request (BTR) against their GU proposal. These proposals are peer-reviewed and allocated by the NSLS-II Proposal Review Panel. All GU proposals are considered active until either: (a) all beam time allocated to the proposal for its lifetime has been used, (b) the proposal is withdrawn, or (c) one year has elapsed. All users submitting a GU proposal are encouraged to contact the beamline staff prior to submission. All GU proposals and BTRs should be submitted through the web-based Proposal Allocation, Safety, and Scheduling System (PASS) system. Users may find the GU Proposal template(.docx) handy for writing their proposal and then copying/pasting the information into PASS.

**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**

*Is this proposal either: (a) related to another active NSLS-II proposal, (b) a revision of a previously submitted,*unsuccessful*proposal (whether active or not), or (c) a continuation of a proposal that has expired? If yes, please provide the proposal number(s) and briefly explain the relationship. If this is a continuation, describe progress from the previous proposal(s), including any publications.
(limit: 1000 characters including spaces)*

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**Abstract:**

*Provide a meaningful 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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**Background and Motivation:**

*Describe the scientific, technical and/or the industrial/educational importance of this experiment. Explicitly state the objective(s) of the proposal and the expected outcome.
(limit 2500 characters including spaces)*

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**Research Plan:**

*Provide an overview of the experimental plan, including samples and a brief description of how each requested beamline is needed for this project. If this proposal requests more than one beamline, discuss briefly how this project is enhanced by using multiple beamlines and (2) whether there are any special considerations on the multimodal aspects of this proposal for beam time allocation and scheduling. Note that additional beamline-specific details will be entered under the Time Request tab.
(limit 2500 characters including spaces)*

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**Is this proposal helping to commission a new capability specifically requested by the beamline staff for this cycle? If yes, briefly describe. For a list of beamline capabilities being commissioned in the upcoming cycle, please refer to:** [**https://www.bnl.gov/nsls2/userguide/available-beamlines.php**](https://www.bnl.gov/nsls2/userguide/available-beamlines.php)

*(limit 500 characters including spaces)*

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**Provide a brief description of team’s relevant prior experience and refereed journal articles resulting from previous beam time.** *(limit 1500 characters including spaces)*

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**Provide any relevant literature references that will aid in reviewing this proposal.***(limit 1000 characters including spaces)*

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**Please list any unavailable dates for your beam time. (Please note that these dates may not be able to be accommodated.)**

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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

**REQUIRED INFORMATION TAB**

*Indicate the primary field of research for this proposal and the funding source(s).*

**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 3 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 1-year 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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**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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*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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**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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*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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**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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*Be sure to click "Save" in the pop-up window.*