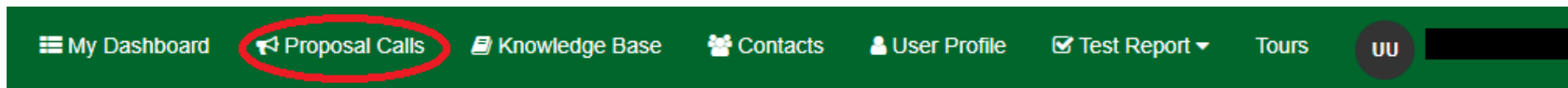


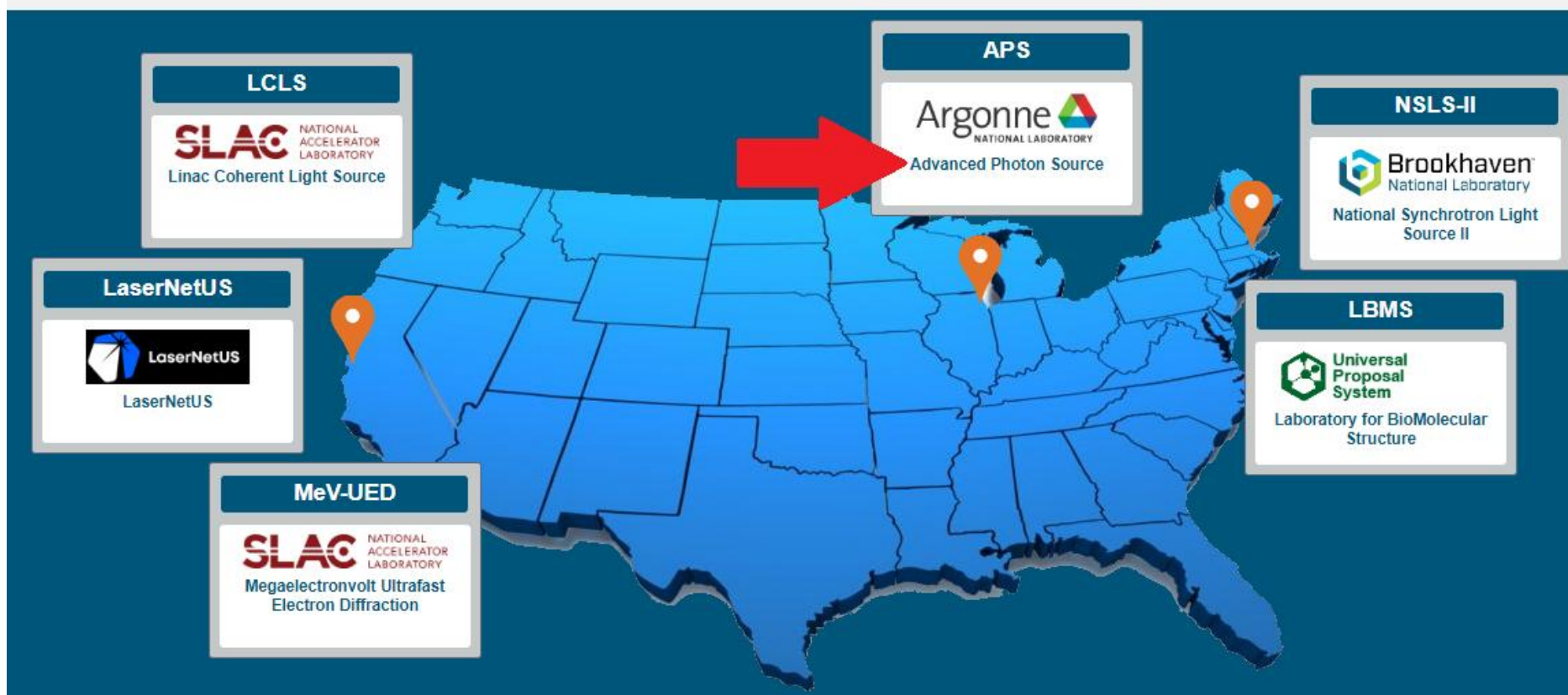
## Submitting a Proposal

1. Log into the [Universal Proposal System](#) using your ORCID credentials and click **Proposal Calls** on the top navigation bar.



2. Click on the **name of your desired facility** on the map to be directed to its open proposal calls or scroll down to view all facilities.

## Submit a Proposal



3. From your facility's list of proposal calls, select an open call that offers the proposal type you need and click **SUBMIT A PROPOSAL**.

Title ▲	Types ▲	Proposal Cycles ▲	Deadline ▲	Proposal Call Status ▲
Rapid Access 2024-1 (Jan-Apr 2024)	Rapid Access - Pilot	NSLS-II: 2024-1	02/01/2024 01:59:59	<a href="#">SUBMIT A PROPOSAL</a>
BAG 2024-2 (May-Aug 2024)	Block Allocation Group - Pilot	NSLS-II: 2024-2	02/01/2024 01:59:59	<a href="#">SUBMIT A PROPOSAL</a>
General User 2024-2 (May-Aug 2024)	General User - Pilot, Discretionary Time - Pilot	NSLS-II: 2024-2		<a href="#">SUBMIT A PROPOSAL</a>

4. You are now on the first page of the proposal form. Complete all required information on the form, denoted with an asterisk.

- Attachments can be added by clicking the paperclip icon on the top right corner.
- The abstract is limited to 2000 characters.
- Add all experimenters involved as a Principal Investigator, Co-Principal Investigator, or Co-proposer. *Note: Don't forget to add yourself!*
- Click **SAVE** at the bottom right when complete.

Proposal - new record

Proposal

\* Proposal Title

Proposal Call

Testing Prod

\* Proposal Type

\* Primary Area of Research

-- None --

Additional Area(s) of Research

\* Please suggest the most appropriate review panel for your proposal

\* Keywords

Abstract

\* Abstract

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\* Principal Investigator (PI)

Co-Principal Investigator (PI)

Co-proposers

SAVE (CTRL + S)

5. You will notice two changes after saving:

- Your draft proposal has been given a proposal ID number.
- The Proposal Form dot at the top changed from yellow to green and has been given a check mark, indicating it is complete.

You can now navigate through the additional pages of the proposal by clicking on the dots on the top.

Proposal Submission Steps

Proposal Form  
Provide basic information about your proposed research

Funding Sources  
Enter sources of funding for your research (0%)

Create Experiment Time Request  
Provide basic information about the planned experiments

Additional Questions  
Answer detailed questions relating to the proposal

Review  
Review and Submit the proposal

Proposal Submission Guidance >

0004206  
Proposal  
\* Proposal Title

6. Click on the yellow dot beneath **Funding Sources** and click the **ADD FUNDING SOURCE** button on the following page.

Proposal Submission Steps

Proposal Form  
Provide basic information about your proposed research

Funding Sources  
Enter sources of funding for your research (0%)

Create Experiment Time Request  
Provide basic information about the planned experiments

Additional Questions  
Answer detailed questions relating to the proposal

Review  
Review and Submit the proposal

Funding information is required for facility reporting purposes

Funding sources must total 100%

There are no funding sources for this proposal

ADD FUNDING SOURCE

7. To add your funding source(s), complete all required fields on the form, denoted with an asterisk. Click **SAVE** when complete.
- a. The total funding source percentage must equal 100%.
  - b. Type "N/A" in the Grant Number field if you do not have or know your grant number.
  - c. Funding sources can be edited or deleted after saving.
  - d. Additional funding sources can be added after saving.

Funding Source ×

---

**Funding Source - new record**

\* Indicates required

**Funding Source**

\*Proposal Record


\*Funding Source

-- None --

Funding Source Details



\*Grant Number

\*Percentage

 **SAVE (CTRL + S)**

Funding information is required for facility reporting purposes

Funding sources must total 100%

Funding Source	Details	Grant	Percentage	
DOE, Office of Basic Energy Sciences (BES)		1234	50%	
			Total: 50%	
				 <b>ADD FUNDING SOURCE</b>

8. Click on the yellow circle beneath **Create Experiment Time Request** and click the **ADD NEW REQUEST** button on the following page.

**Proposal Submission Steps** ▾

Step	Description	Status
Proposal Form	Provide basic information about your proposed research	Completed (Green checkmark)
Funding Sources	Enter sources of funding for your research (100%)	Completed (Green checkmark)
<b>Create Experiment Time Request</b>	Provide basic information about the planned experiments	Active (Yellow circle)
Additional Questions	Answer detailed questions relating to the proposal	Active (Yellow circle)
Review	Review and Submit the proposal	Pending (Grey circle)

There are no Experiment Time Requests for this proposal

**➕ ADD NEW REQUEST**

9. To add an Experiment Time Request (ETR), complete all required fields on the form, denoted with an asterisk. Click **SAVE** when complete.
  - a. Only run cycles available for your chosen call will be visible on the **Run Cycle** dropdown.
  - b. After choosing your **First Choice Resource**, you may also be required to select an **Instrument** and/or **Technique**. These dropdowns will only show instruments and techniques available for your selected resource.
  - c. Additional ETRs can be added after saving; ETR details can be viewed after saving.
  - d. **Saved ETRs cannot be edited.** If you have an error in your ETR, you will need to DELETE the ETR and create a new one prior to submitting your proposal.
  - e.

Experiment Time Request

×

☰ Experiment Time Request - new record

\* Indicates required

Experiment Time Request

\*Proposal

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\*Run Cycle

ETR Number

\*1st Choice Resource

2nd Choice Resource

1st Choice Instrument

2nd Choice Instrument


1st Choice Technique

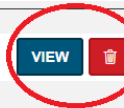

2nd Choice Technique

\*Shifts Requested This Cycle

Minimum Useful Shifts This Cycle

Lifetime Shifts Requested

 **SAVE (CTRL + S)**

Number	Run Cycle	Shifts Requested	Beamline	Status	
0005986	APS: 2024-1	12	21-ID-D	Draft	
 <b>ADD NEW REQUEST</b>					

10. Click on the yellow dot beneath **Additional Questions**. This page will display the remaining questions associated with your proposal and ETR(s). Click on a **survey title** and then click **GET STARTED** to access the questions.

**Proposal Submission Steps**


- Proposal Form**  
Provide basic information about your proposed research
- Funding Sources**  
Enter sources of funding for your research (100%)
- Create Experiment Time Request**  
Provide basic information about the planned experiments
- Additional Questions**  
Answer detailed questions relating to the proposal
- Review**  
Review and Submit the proposal

**Proposal Questions**


- APS MX & Rapid Access MX Proposal Questions  
Not Started

**ETR Questions**

- Experiment Time Request (ETR) Questions  
APS GU/RA/MX ETR Questions  
0005986:APS  
Not Started



APS MX & Rapid Access MX Proposal Questions  
Survey is in reference to 0004245  
0004245

 **GET STARTED**

11. Complete the survey(s) associated with your proposal and ETR(s).

- a. Required questions are denoted with an asterisk.
- b. Click **SAVE** when finished or click **CANCEL** to clear out all answers and start over.
- c. You can return to the surveys at any time prior to proposal submission by clicking the yellow dot under **Additional Questions**.
- d. The dot under **Additional Questions** will remain yellow until all associated surveys are complete; each survey will display a progress bar to indicate the status of survey completion.

Safety ▼

**\*Does this research involve the use of radioactive samples/materials, sealed sources, or x-ray generating devices?**

yes

no

**\*Does this research involve the use of any of the following (pick all that apply):**

explosives or energetic materials

a new class 3 or class 4 laser that has not been approved by the Argonne Laser Safety Officer


nanoparticles (one or more dimensions is 100 nm or less), including thin films, powder, and solutions

samples/materials that require a BSL-2 (biosafety level ) facility

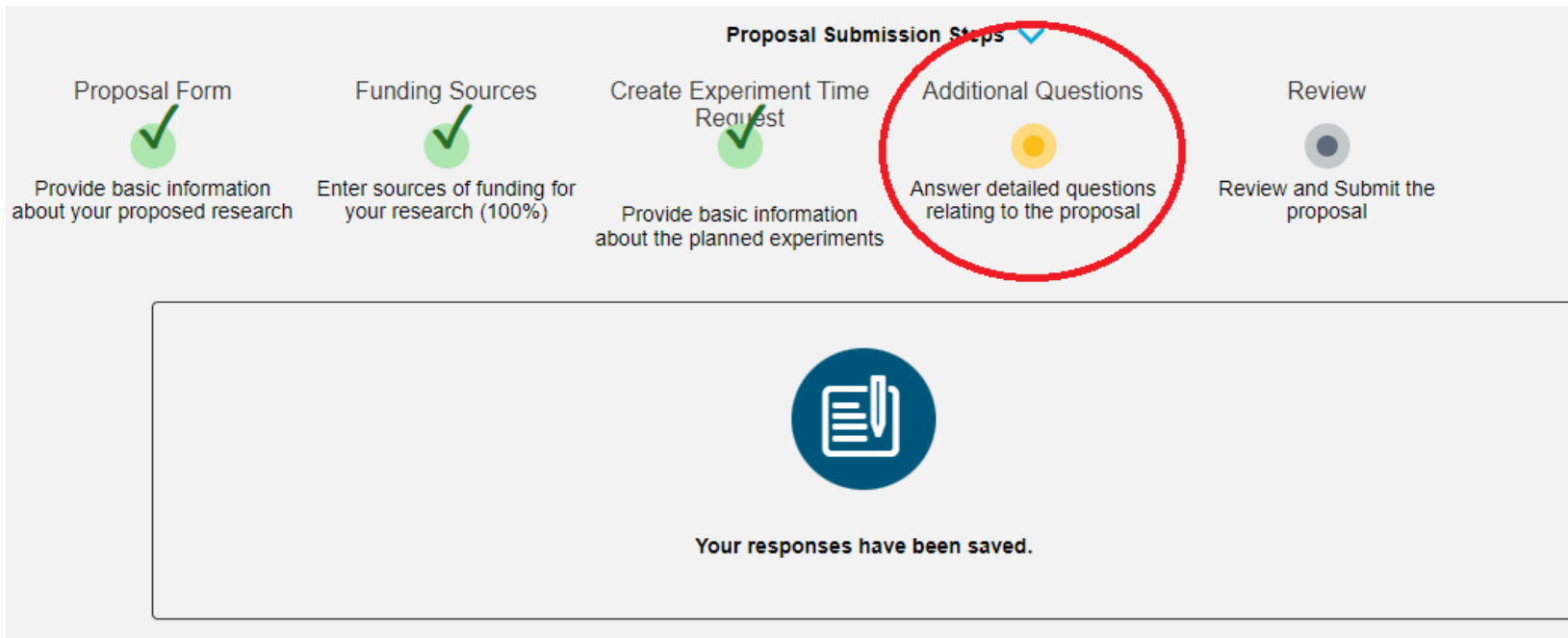
human subjects or human tissues, body fluids, or cells in culture

plant pathogens, soil microbes, animals, insects, or insect/animal tissues, body fluids, matter, cells in culture


none








### Proposal Questions

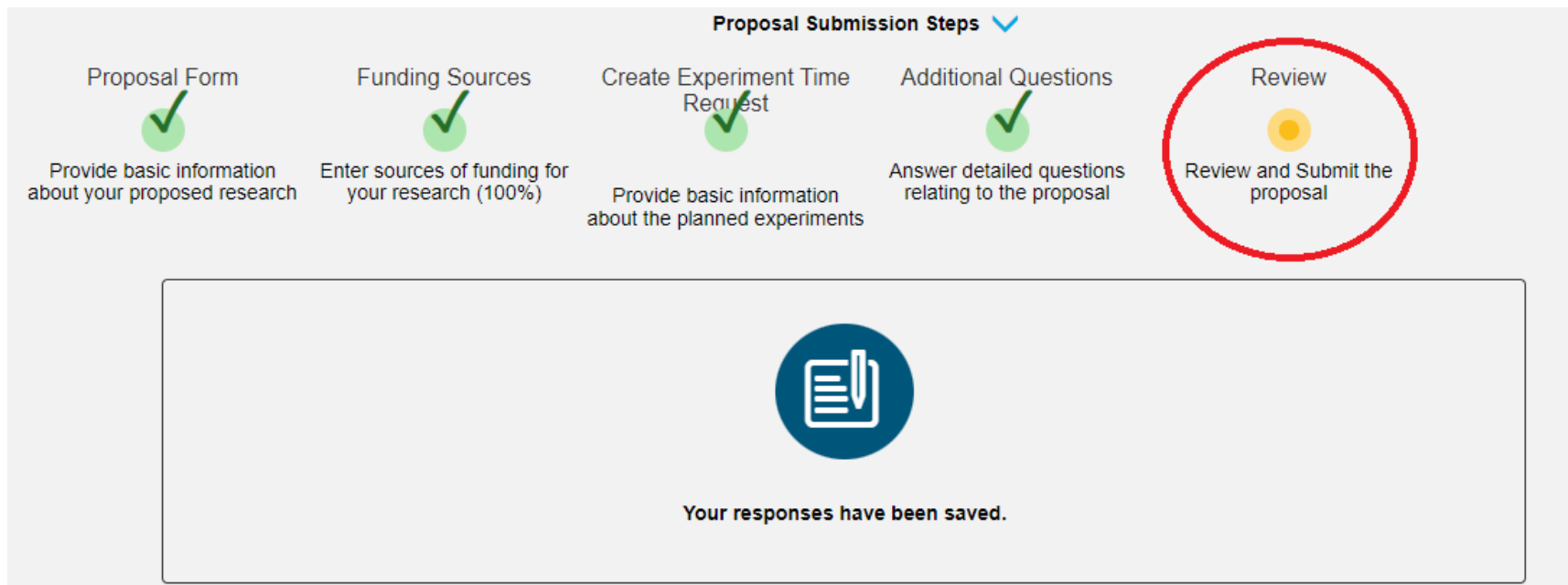
 **APS MX & Rapid Access MX Proposal Questions**  
In Progress

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### ETR Questions

 **Experiment Time Request (ETR) Questions**  
APS GU/RA/MX ETR Questions  
0005986:APS  
Completed

12. Once all surveys have been completed, you can now click on the yellow dot beneath **Review** to move on to the final step of the submission process.



13. The **Review** page will display your proposal package for your review before submission, including:

- Basic proposal information, such as proposal number, title, PI and co-proposers.
- Funding source(s)
- Experiment time request(s)
- Proposal and ETR questions and answers
- Attachments

If any changes need to be made, you can go back to the previous pages by clicking the dots at the top of the page. When you are ready, click **SUBMIT PROPOSAL** at the bottom to finish; you will be redirected to your Dashboard. A PDF summary will be generated after submission and can be accessed on the first and last page of the proposal form.

*Note: After submission, you will no longer be able to edit the proposal package.*

After submitting your proposal, you will no longer be able to edit the proposal package

 A PDF summary will be attached to the proposal after submission

