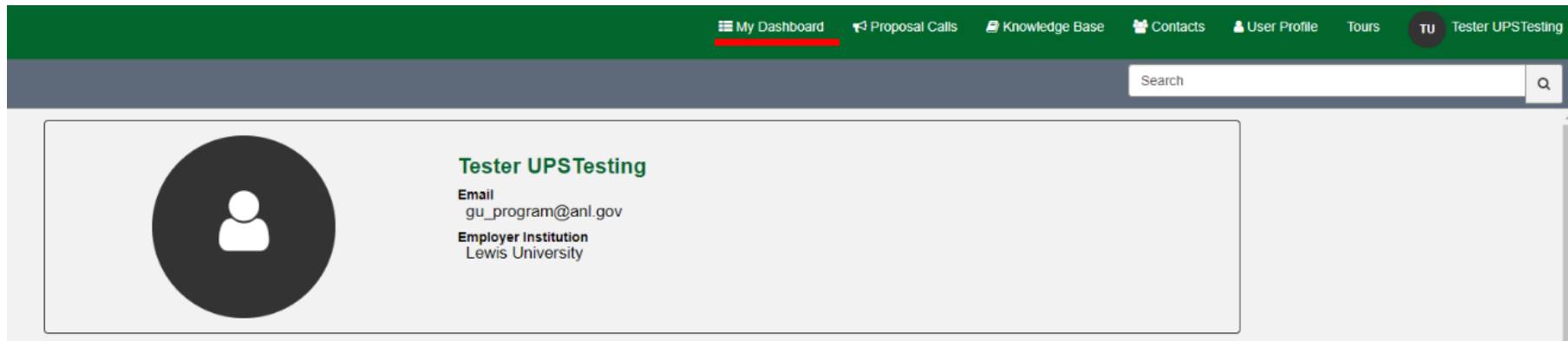


Universal Proposal System (UPS): Submitting a Follow-on Experiment Time Request (ETR)


1. [Log into UPS](#) and navigate to **My Dashboard** at the top.



The screenshot shows the top navigation bar of the UPS system. The navigation menu includes: My Dashboard (highlighted with a red underline), Proposal Calls, Knowledge Base, Contacts, User Profile, Tours, and TU Tester UPSTesting. A search bar is located on the right side of the navigation bar. Below the navigation bar, the user profile section is displayed, featuring a circular placeholder for a profile picture and the following information:

- Tester UPSTesting**
- Email:** gu_program@anl.gov
- Employer Institution:** Lewis University

2. The previous proposal should be waiting under the **ACTIVE** tab under the Advanced Photon Source section. Click on the blue carrot on the far right to extend the experiment time request section. Then click on **SUBMIT NEW REQUEST**.



The screenshot shows the 'Experiment Time Requests' section of the UPS system. The top navigation bar includes the following information: 1004964, TESTING Proprietary flag, General User - Rapid Access Jacki Flood, 05/07/2024 15:46:25, Proposal Active, and 5. A blue arrow icon is circled in red on the far right of the navigation bar. Below the navigation bar, the 'Experiment Time Requests' section is displayed, featuring two tabs: 'Active' (highlighted with a red underline) and 'Archived'. The table below shows the following data:

Number ▲	1st Choice ▲	2nd Choice ▲	Run Cycle ▲	Shifts Requested ▲	Lifetime Shifts Requested ▲	Submitted ▲	Status ▲
1009488	27-ID-B 27-ID-B Medium resolution inelastic x-ray scattering (MERIX) Resonant inelastic x-ray scattering (RIXS)		APS: 2024-1	12	24	05/07/2024	Allocated

Below the table, a blue button with a white plus sign and the text 'SUBMIT NEW REQUEST' is highlighted with a red underline.

3. Fill out the required (*) fields on the ETR form and click **SAVE**.

☰ Experiment Time Request - new record

* Indicates required

Experiment Time Request

* Proposal

1004964

Argonne NATIONAL LABORATORY

* Run Cycle

ETR Number: 1009763

* 1st Choice Resource

2nd Choice Resource

1st Choice Instrument

2nd Choice Instrument

1st Choice Technique

2nd Choice Technique

* Shifts Requested This ETR

Minimum Useful Shifts This ETR

SAVE (CTRL + S)

4. Once you save the ETR form, click on yellow button that says **COMPLETE ETR SURVEYS**.

Experiment Time Requests

Active Archived

Number ▲	1st Choice ▲	2nd Choice ▲	Run Cycle ▲	Shifts Requested ▲	Lifetime Shifts Requested ▲	Submitted ▲	Status ▲
1009488	27-ID-B 27-ID-B Medium resolution inelastic x-ray scattering (MERIX) Resonant inelastic x-ray scattering (RIXS)		APS: 2024-1	12	24	05/07/2024	Allocated
1009763	1-BM-B.C 1-BM-B Monochromatic and White Beam Topography Detector testing		APS: 2024-1	12	24		Draft

There are incomplete ETR surveys which must be completed.
When the surveys have been completed, the ETR will be automatically submitted.

COMPLETE ETR SURVEYS

SUBMIT NEW REQUEST

5. You will be directed back into the proposal where you will see an incomplete **survey box** waiting for your attention. Click on the box, fill out the required fields in the survey, and click **SAVE**.

Proposal Submission Steps ▾

Step	Status	Description
Proposal Form	Submitted	Provide basic information about your proposed research
Funding Sources	Submitted	Funding source information
Experiment Time Request	Submitted	Submit requests for access to resources
Additional Questions	Incomplete	Answer detailed questions relating to the proposal
Submitted	Submitted	Review and print the completed proposal package

Proposal Questions

- APS Rapid Access Proposal Questions (Submitted)

ETR Questions

Question ID	Status
1009763:APS	Not Started
1009488:APS	Submitted