

## Submitting proposals for the ePSIC commissioning call – A step-by-step guide

1. You first need to register with the Diamond Light Source User Administration System (UAS) using the following link:

<https://uas.diamond.ac.uk/uas/>

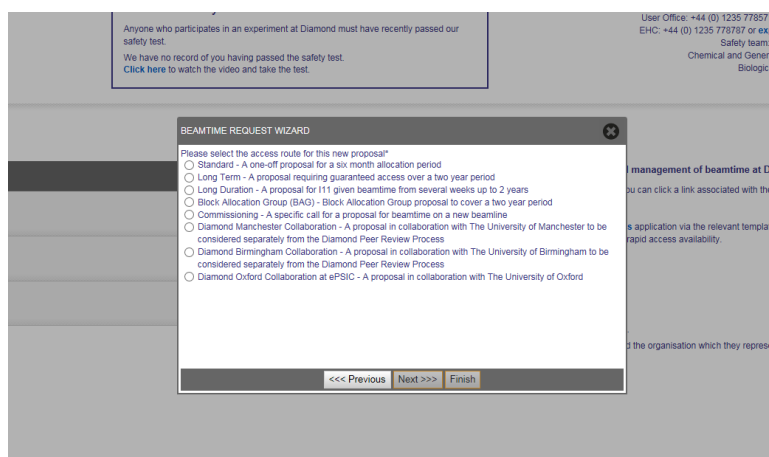
2. Once logged-in, a new proposal wizard can be initiated by clicking **Create New Proposal** on the upper left hand side. The two relevant options for this commissioning call are the following:
  - *Commissioning- A specific call for a proposal for beamtime on a new beamline*
  - *Diamond Oxford Collaboration at ePSIC – A proposal in collaboration with The University of Oxford*

If you are an Oxford staff member (who can act as a research council PI), submitting a proposal within the framework of the Diamond-Oxford collaboration please select the latter. Proposals within the Diamond-Oxford collaboration must contain an Oxford staff member as the Principal Investigator (PI).

All other applicants please select the first option above.

If in doubt please contact one of the ePSIC scientists.

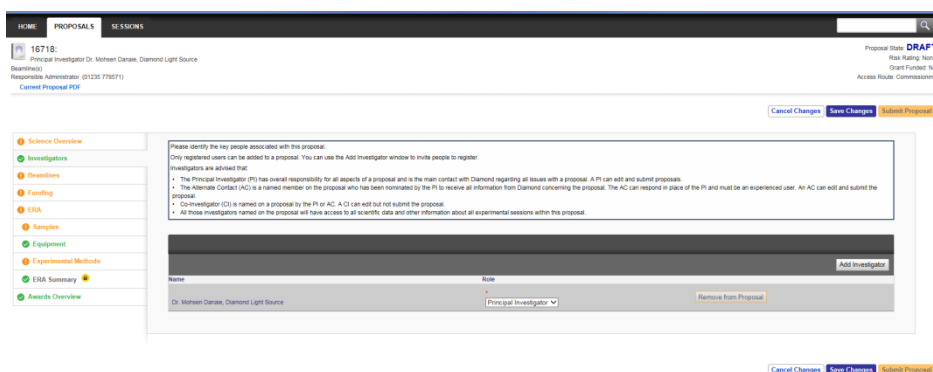
Once you have selected the relevant option, click **Next**.



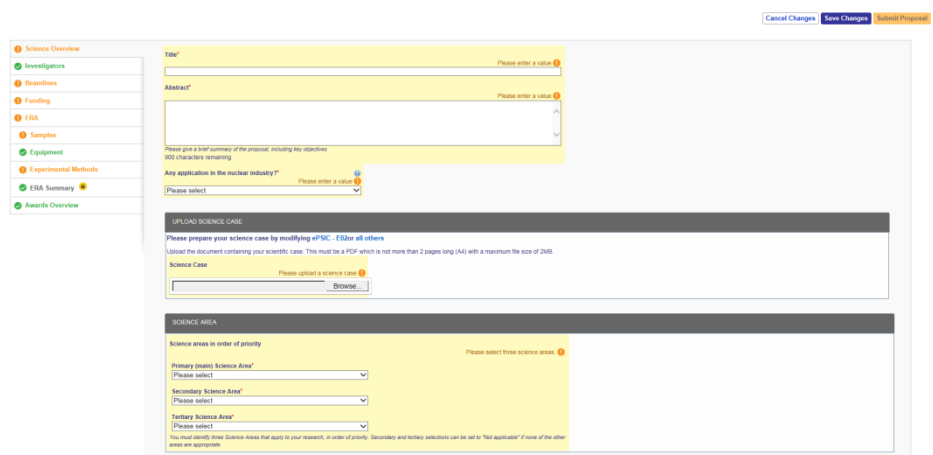
The screenshot shows a web interface for the 'BEAMTIME REQUEST WIZARD'. At the top, there is a notification box stating: 'Anyone who participates in an experiment at Diamond must have recently passed our safety test. We have no record of you having passed the safety test. Click here to watch the video and take the test.' In the top right corner, contact information is provided: 'User Office: +44 (0) 1235 77857, EHC: +44 (0) 1235 778787 or ext. Safety team, Chemical and Genet, Biologic'. The main content area is a modal window titled 'BEAMTIME REQUEST WIZARD' with a close button. It asks the user to 'Please select the access route for this new proposal!' and lists several options with radio buttons: 'Standard - A one-off proposal for a six month allocation period', 'Long Term - A proposal requiring guaranteed access over a two year period', 'Long Duration - A proposal for 111 given beamtime from several weeks up to 2 years', 'Block Allocation Group (BAG) - Block Allocation Group proposal to cover a two year period', 'Commissioning - A specific call for a proposal for beamtime on a new beamline', 'Diamond Manchester Collaboration - A proposal in collaboration with The University of Manchester to be considered separately from the Diamond Peer Review Process', 'Diamond Birmingham Collaboration - A proposal in collaboration with The University of Birmingham to be considered separately from the Diamond Peer Review Process', and 'Diamond Oxford Collaboration at ePSIC - A proposal in collaboration with The University of Oxford'. At the bottom of the wizard, there are three buttons: '<<< Previous', 'Next >>>', and 'Finish'.

In the next page of the wizard, by clicking **Finish**, the interface for creating the proposal is opened.

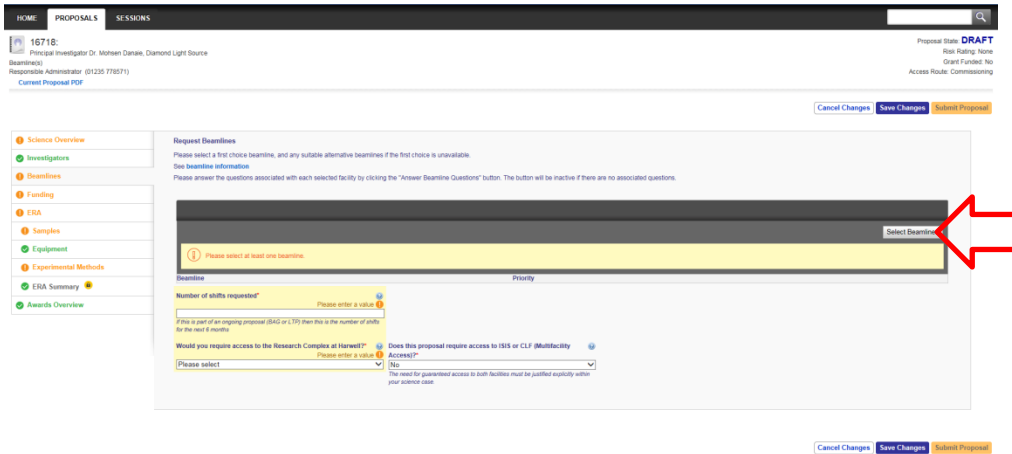
This interface is shown below:



3. Add the individuals involved with the proposal, i.e. Principal Investigator (PI), Alternate Contact (AC), and Co-Investigators (CI), as described in the instructions. Note that only registered persons with the UAS can be added to a proposal. Please note that only the PI or the AC can submit the proposal. It is expected that individuals listed as AC or CI will form the on-site team.

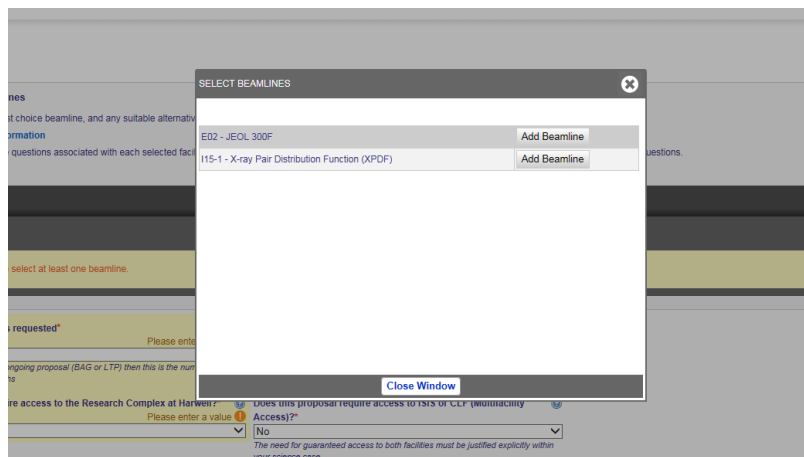


4. On the sidebar, select **Science Overview**. Please fill out / provide an answer for all the entries. Using the template provided, prepare the science case for your proposal. **Please note that this is the core of your proposal and the feasibility and suitability of your proposed experiment(s) will be judged on the information you provide within this section.** Upload the final document under UPLOAD SCIENCE CASE window. There is a limit of 2 MB for this attachment.
5. On the sidebar, select **Beamlines**.

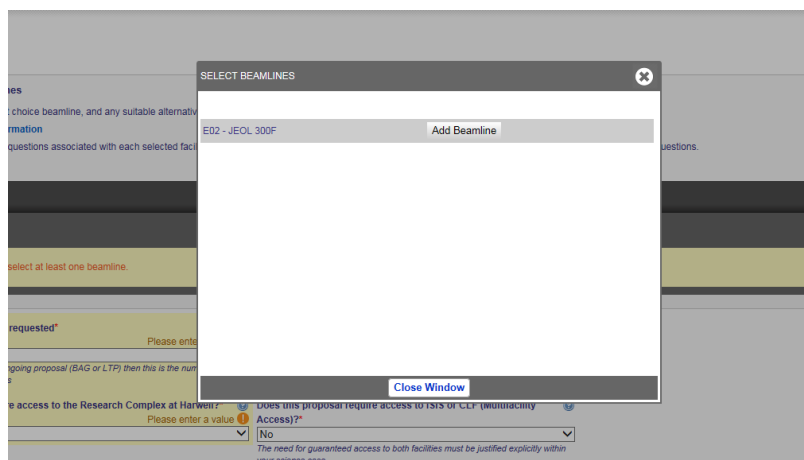


On the right hand side (arrowed above), click on **Select Beamline**.

If you previously selected “*Commissioning- A specific call for a proposal for beamtime on a new beamline*” (step 2) you may see multiple options as shown below:



If you chose “*Diamond Oxford Collaboration at ePSIC – A proposal in collaboration with The University of Oxford*” (step 2) you will only see one option as shown below:



In both cases, please click **Add Beamline** in front of **E02- JEOL 300F**. Please also indicate number of shifts required for your experiment (For this commissioning call, a shift is 8 hours from 9AM to 5PM).

Please select “No” to questions regarding access to Research Complex at Harwell and ISIS / CLF as these are not available for this commissioning call.

6. On the left sidebar, select **Funding**. Please complete as necessary.

If applying through the Oxford-Diamond Collaboration route, please ensure that you include details of any existing research council or other grants that have research facility access charges associated with them. Please respond to the rest of the queries.

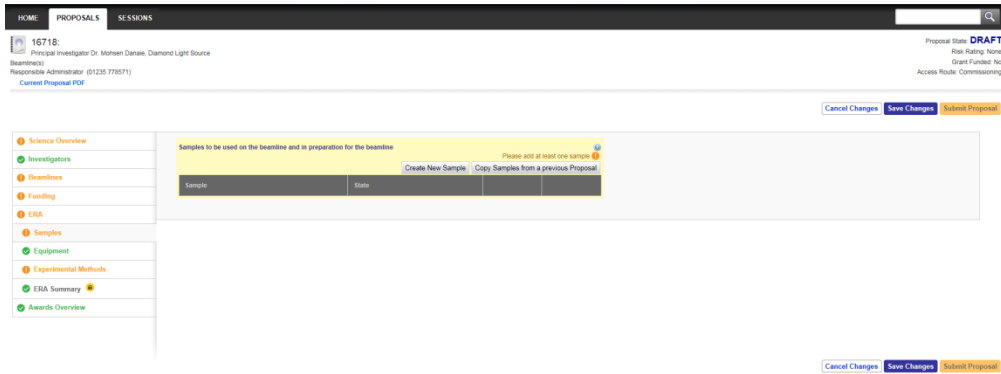
The screenshot shows the 'Funding' section of a proposal submission interface. On the left is a sidebar with navigation options: Science Overview, Investigators, Beamlines, Funding (selected), ERA, Samples, Equipment, Experimental Methods, ERA Summary, and Awards Overview. The main content area is titled 'RESEARCH GRANTS' and includes a table for 'Add UK Research Grant' with columns for Sponsor, Title, Grant Number, Start Date, and End Date. Below this is an 'INDUSTRY' section with two questions: 'Does this proposal have any industrial involvement/partnership?' and 'Does your group have wider industry links not directly involving your present use of Diamond?'. The 'SIMILAR PROPOSAL SUBMISSIONS' section contains a list of facility names: SLS, ESRF, ANKA, JESS, Australian Synchrotron, ESRF, ELS, ESRF, and ELETTRA.

7. Select **ERA** on the sidebar.

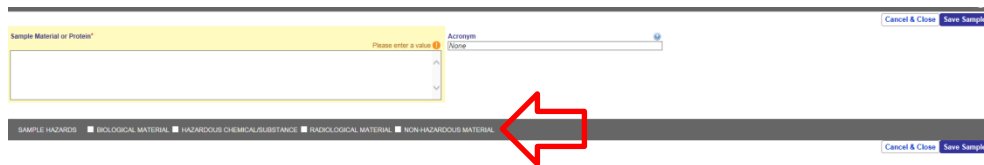
This section addresses potential health and safety issues and **must** be completed.

The screenshot shows the 'ERA' section of a proposal submission interface. The sidebar on the left has 'ERA' selected. The main content area contains a text box with the following instructions: 'Diamond need to know about the samples & procedures associated with your proposal, so that our Health & Safety team can assess the risks involved. You must give details of each individual hazard (sample, equipment or method). When you have completed all the mandatory fields associated with each form, you should authorise and submit the hazards for review by Diamond Health & Safety. Hazards associated with the proposal can be added to and removed from sessions as necessary. Hazards that have already been reviewed by Diamond Health & Safety, as part of the proposal or as part of a session, will appear as "validated". If you have any questions on the process please call the Diamond User Office, +44 (0) 1235 776571 or if you have any queries on the information requested then please call the Health & Safety team on +44 (0) 1235 776519 for Chemical and General Hazards or +44 (0) 1235 776641 for Biological Hazards.'

In the Samples section, detailed specifications of samples relevant to this proposal should be provided.

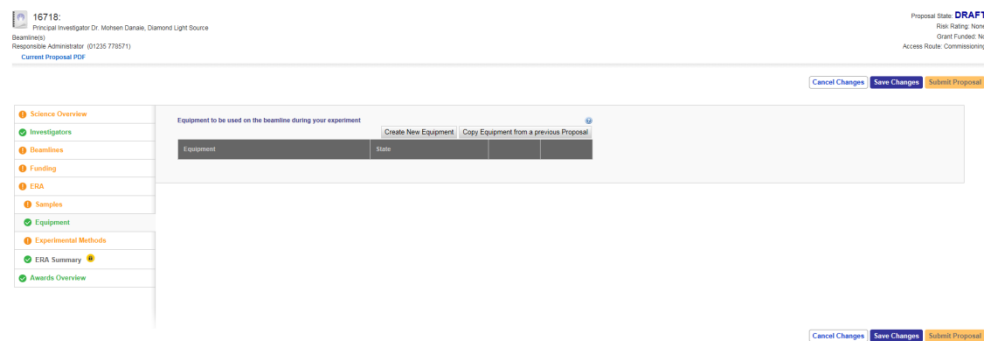


Clicking on **Create New Sample** will open a new window as shown below:

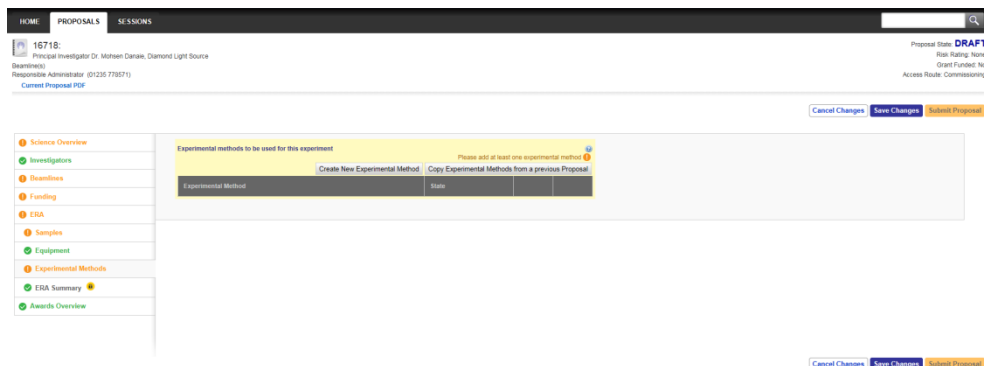


Please provide as much detail about your sample in the box. Importantly, mark any potential sample hazards using the tick boxes provided (see arrow above). Depending on the level of hazards selected, you may receive correspondence from the Safety and Health group at Diamond if follow-up enquiries need to be addressed.

- Please skip **Equipment** in the sidebar, as it is not applicable to the commissioning call.



- Select **Experimental Methods**, and then click on **Create New Experimental Method**.



This opens the window shown below:

The screenshot shows a web form titled 'METHOD'. At the top, there is a 'Name' field with 'Method' entered. Below this are two main sections: 'SAMPLE PREPARATION' and 'BEAMLINE EXPERIMENT AND ENVIRONMENT'. Each section contains a 'Method Statement' text area with a placeholder 'Please supply a method statement', a 'Diamond Health & Safety Comments' text area with a placeholder 'None', and an 'Overall method risk rating' dropdown menu with options for 'Low', 'Medium', and 'High'. A red arrow points to the 'Overall method risk rating' dropdown in the 'SAMPLE PREPARATION' section.

Please provide as much detail as possible on your sample preparation method. Importantly, describe any sample preparation that needs to be performed at ePSIC, **noting that we do not provide any advanced sample preparation techniques**. Indicate the risk involved in the proposed routine (arrow above).

**Notes on sample preparation:** If necessary powder samples can be dispersed onto TEM grids in the wet lab at ePSIC. Please clearly indicate if this is required in your sample preparation method. Diamond's Health and Safety team will review your preparation procedure and comment accordingly.

**Note on consumables:** If you require access to specialised sample grids, e.g. DENS heating chips, for your proposed experiment please contact Dr. Chris Allen directly ([christopher.allen@diamond.ac.uk](mailto:christopher.allen@diamond.ac.uk)) to discuss details of these requirements.

Lower down the same page the **Beamline Method Statement** can be found. This is not currently applicable to ePSIC proposals (indicate "NA" in the box and select "low" in the *Overall method risk rating*).

- Once you have completed all the above steps and saved the information, you can review your proposal by selecting **Current Proposal PDF** on the upper left hand side (arrow below). At this stage all the tabs on the left hand side bar should appear as green, with the **Submit Proposal** button highlighted as green.

The screenshot shows a web interface for reviewing a proposal. At the top, there are navigation tabs: 'HOME', 'PROPOSALS', and 'SESSIONS'. Below this, the proposal details are displayed: '16703: ABF Imaging of eTO', Principal Investigator 'Dr. ...', and Response Administrator '...'. A red arrow points to the 'Current Proposal PDF' link. On the right, there are buttons for 'Cancel Changes', 'Save Changes', and 'Submit Proposal'. At the bottom, there is a sidebar with a list of tabs: 'Science Overview', 'Investigators', 'Beamlines', 'Funding', 'ERA', 'Samples', 'Equipment', 'Experimental Methods', 'ERA Summary', and 'Awards Overview'. The 'Submit Proposal' button is highlighted in green.

Once finalised, please click **Submit Proposal**. Please note that once the proposal has been submitted, it is not possible to amend it.

If you have any questions regarding the submission of a proposal for this commissioning call please contact a member of the ePSIC team.