

BAG guidance – how to submit your Block Allocation Group (BAG) proposal in UAS

Diamond is keen that you use the User Administration System (UAS) in the most useful way to help you add your proposal submissions and supporting documents. This will help the peer review process as they go through large volumes of documentation. The more accurate and complete the documents are that you submit for your BAGs the more supportive the review of your BAG can be.

- This guidance document therefore describes how you navigate different views of your BAG in the Diamond User Administration System (UAS) as it progresses through the BAG process.
- The User Office will continue to send to PIs and ACs an email detailing what is needed for a BAG at the time of a call. For any questions please contact the Diamond User Office
- You can find details of the principles and process of the BAG proposal on the Diamond web-site [here](#). This is valuable information and we strongly encourage you to study this information as it explains how the BAG allocation periods (APs) sit in relation to when the peer review panels (PRP) meet through a workflow diagram. It also lists the roles of participating individuals assigned to the BAG.

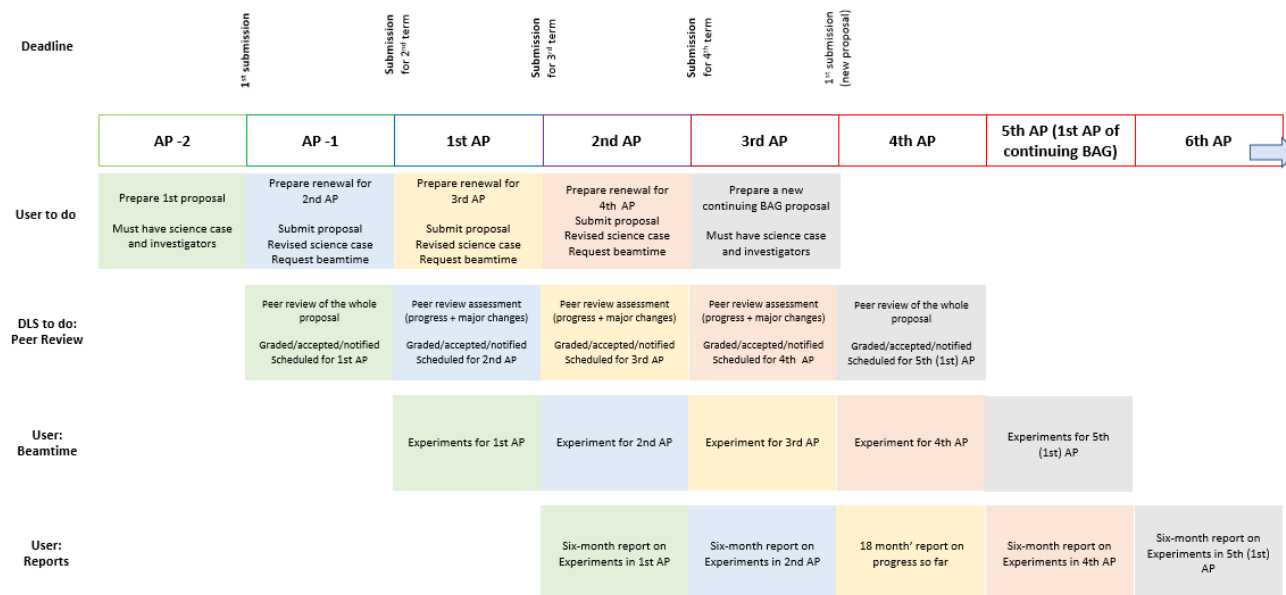


Fig. 1 Process of BAG submission and review, continuing BAGs (for details refer to the [BAG user page](#))

How to read the UAS screens to understand the status of the BAG¹

1. The first, new, **BAG proposal** (submitted for the 1st AP of the BAG) needs to be submitted using the BAG science case template as provided in the user administration system (UAS).

Once the BAG has been awarded time through the PRP you will be able to find the details on the UAS, including progress of sessions.

BAG banner in the 1st AP, following PRP

Top left on the screen: Shows the proposal PI, title, instruments requested and administrative contact in the User Office

Top right on the screen: Shows the proposal is a BAG, and the submissions it has been through. 1st AP is submitted and an award given, the 2nd AP is in draft

Instrument(s) I24
Responsible Administrator I
[Current Proposal PDF](#)

Grant Funded: No
Access Route: Block Allocation Group (BAG)
Submission(s): 1st Open; 2nd Draft

[Cancel Changes](#) [Save Changes](#) [Close Proposal](#) [Cancel Proposal](#) [Validate Proposal ERA](#) [Authorise & Submit Proposal ERA](#) [Invalidate Proposal ERA](#) [Submit Proposal](#) [Unlink Proposal](#) [Link Proposal](#)

As part of your request for additional time in the next allocation period you should:

1. Input the shifts required (this is for a 6 month period)
2. Review the investigators and add new investigators if appropriate
3. Add a new science case if there are any additional projects

In addition, please ensure that you have submitted a report to support your proposal by using the Experiment Report tab.

Blue banner: lists the activities needed for the next proposal AP for the BAG

¹ This page and each of the following have been redacted

The format of the banner on the BAG proposal follows a similar pattern as it progresses through the APs, incrementing the number of APs the BAG has been through.

2. BAG banner at 2nd AP

Top right on the screen: Shows the proposal is a BAG, and the submissions it has been through. 1st AP is closed and 2nd AP is open and active following the PRP award, the 3rd AP is in draft

Responsible Administrator
[Current Proposal PDF](#)

Access Route: Block Allocation Group (BAG)
Submission(s): 1st Closed; 2nd Open; 3rd Draft

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As part of your request for additional time in the next allocation period you should:

1. Input the shifts required (this is for a 6 month period)
2. Review the investigators and add new investigators if appropriate
3. Add a new science case if there are any additional projects

In addition, please ensure that you have submitted a report to support your proposal by using the Experiment Report tab.

3. BAG banner at 3rd AP

Top right on the screen: Shows the proposal is a BAG, and the submissions it has been through. 1st – 2nd APs are closed (as the report for the AP has been submitted), the 3rd AP is open and active following the PRP award, the 4th AP is in draft

Responsible Administrator I

[Current Proposal PDF](#) [Related Proposal: Continuation of EM16637](#)

Access Route: Block Allocation Group (BAG)
Submission(s): 1st Closed; 2nd Closed; 3rd Open; 4th Draft

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As part of your request for additional time in the next allocation period you should:

1. Input the shifts required (this is for a 6 month period)
2. Review the investigators and add new investigators if appropriate
3. Add a new science case if there are any additional projects

In addition, please ensure that you have submitted a report to support your proposal by using the Experiment Report tab.

At the 3rd AP (18 month) of the BAG you can submit a continuation proposal of the bag

4. BAG top level headers when 4th AP is submitted for review

Instrument(s) MX, I24

Responsible Administrator I

Access Route: Block Allocation Group (BAG)
Submission(s): 1st Closed; 2nd Closed; 3rd Open; 4th Decision Pending

[Current Proposal PDF](#) [Related Proposal: Continuation of MX17201](#)

Top right on the screen: Shows the proposal is a BAG, and the submissions it has been through. 1st – 2nd APs are closed, the 3rd AP is open and active following the PRP award, the 4th AP is awaiting review

5. Views of proposal progress

Awards Overview

Shows the history and current state of the BAG from the perspective of the documentation submitted. This is a useful view of the proposal if there is any question of what AP the proposal is in and what report is needed to be submitted. The view of a first-time BAG which will be continuing:

The view below is of a first-time BAG which will be continuing. A final report has been submitted in the 3rd AP (18 months into the BAG), the details for the 4th (and last) AP have been accepted by peer review.

Select the 'Awards Overview' option from the menu

Proposal	Allocation Period	Total Requested Shifts	Awarded Shifts	Reviewed PDF	Decision	Experiment Report
LB22	AP29 (Apr 2021 - Oct 2021)	3	3	Snapshot for AP29 (Apr 2021 - Oct 2021)	Accepted	
LB22	AP27 (Apr 2020 - Oct 2020)	3	3	Snapshot for AP27 (Apr 2020 - Oct 2020)	Accepted	LB22...18mth_March2021.pdf
LB22	AP26 (Oct 2019 - Apr 2020)	3	3	Snapshot for AP26 (Oct 2019 - Apr 2020)	Accepted	LB22...AP26_report.pdf
LB2	AP25 (Apr 2019 - Oct 2019)	7	3	Snapshot for AP25 (Apr 2019 - Oct 2019)	Accepted	LB2...BAG_report_oct2019.pdf

Snapshot documents include the original science case and the BAG report submitted for peer review in a given AP

Shows which reports have been submitted when: 6 monthly report at 1st and 2nd AP and the final 18 month report at the 3rd AP (please note AP28 is missing due to the pandemic)
(If a BAG is intended to end after the 4th AP the final report will be submitted in the 4th AP)

6. Awards overview for continuing BAGs

The full history of the BAGs is found on the 'Awards Overview tab from the menu on the left.

Select the 'Awards Overview' option from the menu

Awards on this and related proposals						
Proposal	Allocation Period	Total Requested Shifts	Awarded Shifts	Reviewed PDF	Decision	Experiment Report
MX2	AP29 (Apr 2021 - Oct 2021)	19	16	Snapshot for AP29 (Apr 2021 - Oct 2021)	Accepted	
MX2	AP27 (Apr 2020 - Oct 2020)	19	18	Snapshot for AP27 (Apr 2020 - Oct 2020)	Accepted	BAG 6 Monthly Experimental Report1_AP26-28.pdf
MX2	AP26 (Oct 2019 - Apr 2020)	21	16	Snapshot for AP26 (Oct 2019 - Apr 2020)	Accepted	BAG 6 Monthly Experimental Report1_AP26-28.pdf
MX17	AP25 (Apr 2019 - Oct 2019)	20	14	Snapshot for AP25 (Apr 2019 - Oct 2019)	Accepted	Oct2019_report.pdf
MX17	AP24 (Oct 2018 - Apr 2019)	24	14	Snapshot for AP24 (Oct 2018 - Apr 2019)	Accepted	BAG Final Review Report [redacted] Apr 2019 final.pdf
MX17	AP23 (Apr 2018 - Oct 2018)	28	24	Snapshot for AP23 (Apr 2018 - Oct 2018)	Accepted	MX [redacted] Monthly Report Oct2018 final.pdf
MX17	AP22 (Oct 2017 - Apr 2018)	29	28	Snapshot for AP22 (Oct 2017 - Apr 2018)	Accepted	MX [redacted] Monthly Report AP22 Oct17-Mar18_final.pdf
MX12	AP21 (Apr 2017 - Oct 2017)	26	27	Snapshot for AP21 (Apr 2017 - Sep 2017)	Accepted	MX [redacted] Monthly Report AP21 Apr-Oct2017.pdf
MX12	AP20 (Sep 2016 - Apr 2017)	30	26	Snapshot for AP20 (Sep 2016 - Apr 2017)	Accepted	MX [redacted] BAG Final Review Report.pdf
MX12	AP19 (Apr 2016 - Sep 2016)	29	30	Snapshot for AP19 (Apr 2016 - Sep 2016)	Accepted	BAG 6 Monthly Experimental Report MX1 [redacted] Sep 2016.pdf
MX12	AP18 (Sep 2015 - Apr 2016)	33	29	Snapshot for AP18 (Sep 2015 - Apr 2016)	Accepted	BAG 6 Monthly Experimental Report MX [redacted] March 2016.pdf
MX8	AP17 (Apr 2015 - Sep 2015)	27	30	Snapshot for AP17 (Apr 2015 - Sep 2015)	Accepted	BAG 6 Monthly Experimental Report Sept15.pdf
MX8	AP16 (Sep 2014 - Apr 2015)	30	27	MX [redacted] AP16 Request.pdf	Accepted	BAG Final Review Report M [redacted] March2015.pdf
	AP15 (Apr 2014 - Sep 2014)			MX [redacted] AP15		BAG 6 Monthly Experimental

Shows that for the next submission a final (18 month) report is needed if the BAG will continue

Shows which reports have been submitted when:

6 monthly report at 1st, 2nd and 4th AP and the final 18 month report at the 3rd AP – highlighted (please note AP28 is missing due to the pandemic)

(If a BAG is intended to end after the 4th AP the final report will be submitted in the 4th AP)

7. Proposal view – actions required

Access from the user 'Proposals' tab in UAS – is a list of proposals and actions needed by the PI or AC on each. Here you can review existing documentation on a proposal, and we would encourage you to check this, as you will gain an appreciation of the length of the documentation the peer review panel have to go through. We would ask that you submit concise science cases and reports to aid the peer review process.

This view does not show you the history of the BAG and you need to go to the 'Awards Overview' tab (as explained above) if you need to check which report you need to submit.

When you submit your BAG proposal please ensure all up-to-date reports are submitted.

To see the full length of the proposal document view this from the link here

[Create New Proposal](#)

VIEW: User Proposals

FILTER BY: State: Show all Role: Show all Access Route: Show all

Referen	Proposal PDF	Title	Requested Instrument(s)	Awarded Instrument(s)	State	Final Report	Principal Investigator	Role	Access Route	Outstanding Action(s)	
MX2	Current Proposal PDF	BAG: [redacted] (Copy)	MX, I24, B21	MX, B21, I24	Open	BAG 6 Monthly Experimental Report1_AP26-28.pdf	[redacted]	Principal Investigator	Block Allocation Group (BAG)	Submit Proposal »	<div style="border: 1px solid gray; padding: 2px; text-align: center;">Copy</div> <div style="border: 1px solid gray; padding: 2px; text-align: center;">Continue in new Proposal</div>
MX17	Current Proposal PDF	BAG: [redacted] (Copy)	MX, I24, B21	MX, B21, I24	Open	Oct2019_report.pdf	[redacted]	Principal Investigator	Block Allocation Group (BAG)		<div style="border: 1px solid gray; padding: 2px; text-align: center;">Copy</div> <div style="border: 1px solid gray; padding: 2px; text-align: center;">Continue in new Proposal</div>

Enables the user to continue with the next AP in the BAG by clicking the link here

To create a new proposal relating to this proposal click here. This will create a copy of the proposal that can be edited as needed, with reference to the existing proposal.