

## BAG/LTP progress guidance

The Peer Review process requires a full set of proposal reports to be in place and for the most current science and reporting templates in UAS to be used (except for XChem as below).

### General points – all PIs and ACs to note – requests from the panels:

- If you are renewing your BAG (a continuation), **you need to revise and refresh your list of funding sources and the list of co-investigators on your BAG to reflect an up-to-date and current state of your proposal.**
- For BAGs/LTPs: **Please request the amount of time needed in the *6-month allocation period* being submitted for only.**
- Lead PIs and ACs: please ensure the rest of the BAG Co-Is are made aware of any relevant information and progress of the BAG
- There is no need to duplicate information on the science case in the report - Reports should state objectives as context and report observations from beamtime used
- Please use **a legible font size** - the panels note some submissions use very small font size on some proposal documents and want these to be legible in any format
- On XChem proposals: the XChem BAG document templates are available [here](#)

There is important **information in the accompanying power point slides, and you are strongly encouraged to read through those in parallel with this document.**

**The 4 scenarios outlined below represent the states your BAG/LTP could be in. Please identify the relevant one for your BAG and submit accordingly.**

Screenshots in the below refer to views you *may* have when looking at the proposal in the UAS.

(Note that the images have had redactions applied in the form of grey boxes)

**You do not need to run your BAG through consecutive Allocation Periods**, it is legitimate to pause a BAG for one or more allocation periods if needed and then submit at a later date.

The following definitions may help when you look at the stages of the BAG/LTP – see top right on the proposal view:

- \* **Draft** is displayed when a submission is due/expected
  - \* **Decision Pending** is displayed when a submission is ready to be reviewed by the panel (visible once proposal is submitted)
  - \* **Open** is displayed when a submission has been reviewed and is awarded time
  - \* **Report Pending** is displayed when an experiment report is due/expected
  - \* **Closed** is displayed when an experiment report is uploaded, and the submission is completed
- NOTE: Uploading a report for an AP will cause the displayed state for that AP to transition to Closed.

## UAS overview of a BAG/LTP proposal

Principal Investigator [redacted]  
Instrument(s) [redacted]  
Responsible Administrator (01235 778571)  
[Current Proposal PDF](#)

Proposal State: **DRAFT**  
Risk Rating: None  
Grant Funded: No  
Access Route: Block Allocation Group (BAG)  
Submission(s): 1st Draft

[Cancel Changes](#) [Save Changes](#) [Submit Proposal](#)

**Science Overview**  
**Investigators**  
**Instruments**  
**Funding**  
**ERA**  
**Samples**  
**Equipment**  
**Experimental Methods**  
**ERA Summary**  
**Awards Overview**

Please identify the key people associated with this proposal.  
Only registered users can be added to a proposal. You can use the Add Investigator window to invite people to register.  
Investigators are advised that:

- The **Principal Investigator (PI)** has overall responsibility for all aspects of a proposal and is the main contact with Diamond regarding all issues with a proposal. A PI can edit and submit proposals.
- An **Alternate Contact (AC)** is a named member on the proposal who has been nominated by the PI to receive all information from Diamond concerning the proposal. The AC can respond in place of the PI and must be an experienced user. An AC can edit and submit the proposal.
- A **Co-Investigator (CI)** is named on a proposal by the PI or AC. A CI can edit but not submit the proposal.
- The above investigator types named for this proposal will have access to all scientific data, and other information about all experimental sessions, within this proposal.
- An **ERA Editor** has the ability to create, edit and submit ERA items (Samples, Equipment, and Experimental Methods) and view the proposal, but cannot edit other proposal information or access scientific data (unless granted access by being added to specific sessions)
- An **Associate** has a relationship to the proposal outside of the UAS, but has no permissions to access the proposal in UAS or scientific data (unless granted access by being added to specific sessions). This relationship is available to other Diamond systems which may provide additional functionality based on it.

[Add Investigator](#)

The Proposal PI must login and connect their ORCID ID via their registration details.

**Awards overview tab to see history and status of the BAG/LTP – VERY HELPFUL**

**Description of investigator roles**

**List of BAG/LTP progression**

Proposal State: **OPEN**  
Risk Rating: **Low**  
Grant Funded: No  
Access Route: Block Allocation Group (BAG)  
Submission(s): 1st Open; 2nd Draft

## Finding the used time delivered on your BAG/LTP – proposal top left

Principal Investigator [redacted]  
Instrument(s) eBIC, Aquilos  
Responsible Administrator [redacted]  
[Current Proposal PDF](#)

Used Time: 7 days, 14 hours, and 40 minutes; Pending Time: 24 shifts

Click on the 'i' to get the breakdown of this time, by AP and instrument:

Principal Investigator [redacted]  
Instrument(s) eBIC, Aquilos  
Responsible Administrator [redacted]  
[Current Proposal PDF](#)

Used Time: 7 days, 14 hours, and 40 minutes; Pending Time: 24 shifts

**PROPOSAL TIMES**

Award	Used	Pending
AP36 eBIC	12 shifts	6 shifts
AP37 Aquilos		12 shifts
AP36 Aquilos	3 days, 14 hours, and 40 minutes	6 shifts

[Cancel Changes](#) [Save Changes](#) [Submit Proposal](#)

Note that Diamond mainly uses **shifts** in its reporting to the panel – 1 shift = 8 hrs, 1 day = 3 shifts

**On USED TIME REPORTING:** Please note that some users have been using previous BAG sessions in the last AP which should have been closed and not used. For an accurate number of delivered shifts you need to refer to all relevant BAG proposals that had time in AP37 when you work out your used time for reporting.

**When the BAG/LTP is in progress/open the following blue banner explains what will need to be submitted:**

Cancel Changes

Save Changes

Close Proposal

Cancel Proposal

Validate P

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.

✓ Admin

✓ Science Overview

✓ Investigators

ⓘ Instruments

✓ Sessions ⓘ

Access Route\*

Block Allocation Group (BAG)

Funded By Grant\*

No

Submission PDF

Choose File No file chosen

**When submitting a report for the AP just completed (AP36, ending end of March) you will also see further guidance:**

EXPERIMENT REPORT FOR AP36 (OCT 2024 - APR 2025)

1. Please download report template and complete offline in your own time. [Download Template](#)  
2. Please ensure your completed document is saved as a PDF file.  
3. Return to this page and upload your completed PDF document.

You must upload an Experiment Report before submitting ⓘ

Choose file No file chosen

## Progress review – please select the state your BAG is in and follow the guidance

### 1. In the case of a BAG/LTP with its 1st AP open in AP37

- Submit a request for time on the BAG/LTP in AP38 (Oct-25 – Mar-26) in UAS  
Reporting: **No report** is required - These BAGs/LTPs will not have had any time yet in AP37 (as that starts in April-25).

Proposal view top right:

Proposal State: **OPEN**  
Risk Rating: Low  
Grant Funded: No  
Access Route: Block Allocation Group (BAG)  
Submission(s): 1st Open; 2nd Draft

From the *Awards Overview* tab

Awards on this and related proposals						
Proposal	Allocation Period	Total Requested Shifts	Awarded Shifts	Reviewed PDF	Decision	Experiment Report
MX	AP37 (Apr 2025 - Sept 2025)	27	28	Snapshot for AP37 (Apr 2025 - Sept 2025)	<b>Accepted</b>	

### 2. In the case of a BAG/LTP with its 2nd AP open in AP37

- Submit a request for time on the BAG/LTP in AP38 (Oct-25-Mar-26) in UAS
- Reporting: Upload the **6 monthly report** in UAS – this will cover time used in AP36 (i.e., Oct-24-Apr-25)

Proposal view top right (Shows no report submitted)

Proposal State: **OPEN**  
Risk Rating: Low  
Grant Funded: No  
Access Route: Block Allocation Group (BAG)  
Submission(s): 1st Report Pending; 2nd Open; 3rd Draft

From the **Awards Overview** tab

Note that in this case the BAG history on the Awards Overview tab also shows a report for time used in AP36 is needed.

Awards on this and related proposals						
Proposal	Allocation Period	Total Requested Shifts	Awarded Shifts	Reviewed PDF	Decision	Experiment Report
MX	AP37 (Apr 2025 - Sept 2025)	39	52	<a href="#">Snapshot for AP37 (Apr 2025 - Sept 2025)</a>	Accepted	
MX	AP36 (Oct 2024 - Apr 2025)	39	35	<a href="#">Snapshot for AP36 (Oct 2024 - Apr 2025)</a>	Accepted	

Report will show here once submitted

3. In the case of a BAG/LTP with its 3<sup>rd</sup> AP open in AP37

- Submit a request for time on the BAG/LTP in AP38 (Oct-25-Mar-26) in UAS
- Reporting: Upload the **6 monthly report** in UAS – this will cover time used in AP36 (i.e., Oct-24-Apr-25)

Proposal view top right:

Proposal State: **OPEN**  
Risk Rating: Low  
Grant Funded: No  
Access Route: Block Allocation Group (BAG)  
Submission(s): 1st Closed; 2nd Closed; 3rd Open; 4th Draft

From the **Awards Overview** tab

Note that the BAG history on the *Awards Overview* tab also shows a report for time used in AP34 is needed.

Awards on this and related proposals						
Proposal	Allocation Period	Total Requested Shifts	Awarded Shifts	Reviewed PDF	Decision	Experiment Report
LB3	AP37 (Apr 2025 - Sept 2025)	9	9	<a href="#">Snapshot for AP37 (Apr 2025 - Sept 2025)</a>	Accepted	
LB3	AP36 (Oct 2024 - Apr 2025)	9	10	<a href="#">Snapshot for AP36 (Oct 2024 - Apr 2025)</a>	Accepted	
LB3	AP35 (Apr 2024 - Oct 2024)	9	11	<a href="#">Snapshot for AP35 (Apr 2024 - Oct 2024)</a>	Accepted	<a href="#">BAG 6 month Report 1_final.pdf</a>

Report will show here once submitted

#### 4. In the case of a BAG/LTP with its 4th AP open in AP36 or AP37

- If the BAG/LTP is in the 4<sup>th</sup> AP in AP36 and **no continuation** is needed, a *report for AP36 will still be required*

##### BAGs - continuations

- **For continuing BAGs due for renewal:** submit a (new) (continuation) proposal for AP38 (Oct-25-Mar-26) in UAS
- If you wish to continue this BAG you can find the continuation link on the proposal view:

Role	Access Route	Outstanding Action(s)	
Principal Investigator	Block Allocation Group (BAG)	<a href="#">Submit Report »</a>	<div>Copy</div> <div>Continue in new Proposal</div>

- Reporting: You need to complete and upload the **Final (18 month) report** in UAS – this will cover the **full extent of the BAG** until this point (i.e., on used time in 3 APs' worth of research activity at Diamond)

##### Proposal view top right:

Proposal State: **OPEN**  
Risk Rating: Low  
Grant Funded: No  
Access Route: Block Allocation Group (BAG)  
Submission(s): 1st Closed; 2nd Closed; 3rd Closed; 4th Open

If the report for the 4<sup>th</sup> AP is due

Proposal State: **OPEN**  
Risk Rating: Low  
Grant Funded: No  
Access Route: Block Allocation Group (BAG)  
Submission(s): 1st Closed; 2nd Closed; 3rd Closed; 4th Report Pending

If a report has been submitted this may be described under the 4<sup>th</sup> submission as 'reported' – this means the proposal is still open, but the report has been added in UAS.

## From the *Awards Overview* tab

Awards on this and related proposals

Proposal	Allocation Period	Total Requested Shifts	Awarded Shifts	Reviewed PDF	Decision	Experiment Report
MX	AP37 (Apr 2025 - Sept 2025)	8	6	<a href="#">Snapshot for AP37 (Apr 2025 - Sept 2025)</a>	Accepted	
MX	AP36 (Oct 2024 - Apr 2025)	8	10	<a href="#">Snapshot for AP36 (Oct 2024 - Apr 2025)</a>	Accepted	Report will show here once submitted
MX	AP35 (Apr 2024 - Oct 2024)	7	10	<a href="#">Snapshot for AP35 (Apr 2024 - Oct 2024)</a>	Accepted	<a href="#">AP35</a> 6 Month report (2 of 4) 30 September 2024.pdf
MX	AP34 (Oct 2023 - Apr 2024)	7	7	<a href="#">Snapshot for AP34 (Oct 2023 - Apr 2024)</a>	Accepted	<a href="#">AP34</a> 6 Month report (1 of 4) 28 March 2024.pdf

Note that in this case the BAG history on the Awards Overview tab shows a report for time used in AP36 is needed and indicates that time will be given in AP37. This example shows a good, clear way of naming the reports.

An experiment report will show up in the right hand column once it has been uploaded to the proposal.

If you have already submitted your next BAG for AP38, and uploaded your report for AP36, there should be nothing more to do. (Please note if you used old templates for XChem proposals you might need to review these in light of the new templates available [here](#))