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.

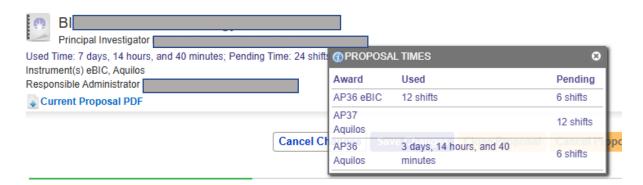
UAS overview of a BAG/LTP proposal



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



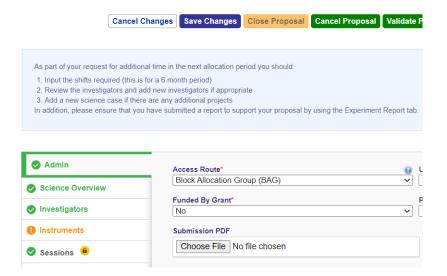
Click on the 'i' to get the breakdown of this time, by AP and instrument:



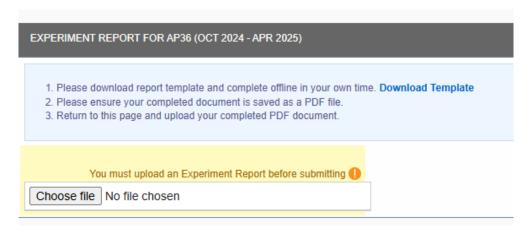
Note that Diamond mainly uses **shifts** in its reporting to the panel -1 shift = 8 hrs, 1 day = 3 shifts

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:



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



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



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

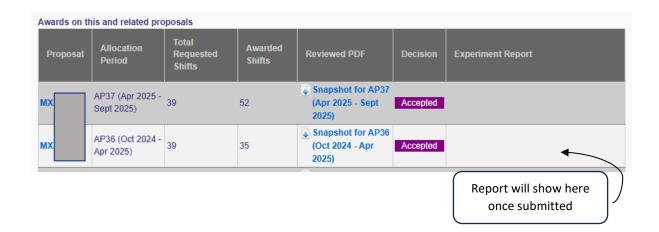
- Submit a request for time on the BAG/LTP in AP38 (Oct-25-Mar-26) in UAS
- Reporting: Upload the **6 monthly report** in UAS this will cover time used in AP36 (i.e., Oct-24-Apr-25)

Proposal view top right (Shows no report submitted)



From the Awards Overview tab

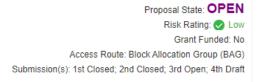
Note that in this case the BAG history on the Awards Overview tab also shows a report for time used in AP36 is needed.



3. In the case of a BAG/LTP with its 3rd 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:



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.



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

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

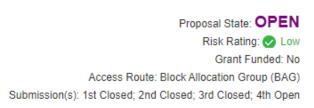
BAGs - continuations

- 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:



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:

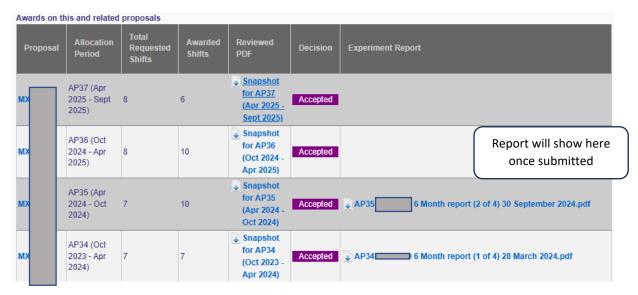


If the report for the 4th AP is due



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

From the Awards Overview tab



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)