

## Guidelines for BAGs

### 1. INTRODUCTION

Block Allocation Groups or BAGs are a mode of access whereby a group of users are awarded Diamond access which spans a 2 year period of four six-month allocation periods (APs), but can continue for longer.

BAGs have proved to be a remarkably effective access route for groups of users who require regular access to Diamond instruments and wherever consortia of users can work together. A common situation would be where complete and useful datasets can be collected in minutes, but where facilities have to award whole shifts (8 hours) or days. Administration of BAGs takes place in the Diamond User Administration System (UAS).

BAGs can enable measurements to be made in a more timely and efficient manner. Awarding a BAG allows users to organise themselves and set their own priorities. Successful BAGs grow out of strong collaborations, sometimes between a number of different organisations.

*Diamond is keen for BAGs to be formed wherever it can be shown to be appropriate. Indeed, where a consortium of users has a consistent track record of successful exploitation of Diamond, a BAG may be viewed as the default access mechanism.*

BAG proposals should be considered the normal mode of access for MX and eBIC proposals.

### 2. ROLES WITHIN BAGS

All scientists named on the BAG proposal will have access to all data collected by the BAG.

#### **Principal Investigator** (lead)

Each BAG has one lead Principal Investigator (PI). This is the person who has overall responsibility for the BAG. The PI will be an experienced senior scientist who directs research projects.

Ultimately the PI is responsible for:

- all communication between the BAG and Diamond (e.g. User Office, beamline and safety staff)
- ensuring that members of the BAG are aware of the beamtime within the allocation periods (APs) and are ready to perform experiments
- ensuring that all deadlines within the User Administration System (UAS) are met including the experimental risk assessment (ERA) and report submission.

#### **Alternate Contact**

The role of AC is reserved to experienced academic representatives from a collaborating institution or to a scientist/post-doc who has a delegated role to administer the BAG. A BAG can have a number of Alternate Contacts (ACs) who have permissions in UAS to carry out all the administrative tasks on behalf of a PI. They are included in all communication sent by the UAS to the BAG along with the PI.

An AC may also be a supporting PI (not a defined role in the UAS) on the BAG, who will be required to contribute to reporting results from the BAG’s experiments.

**Co-Investigator**

Anyone who is part of the proposal but is not the PI or an AC will be registered as a Co-Investigator (Co-I). Since a BAG can rapidly get very large the list of Co-Is should be limited to only academic scientists and post-doctoral scientists directly involved in the BAG.

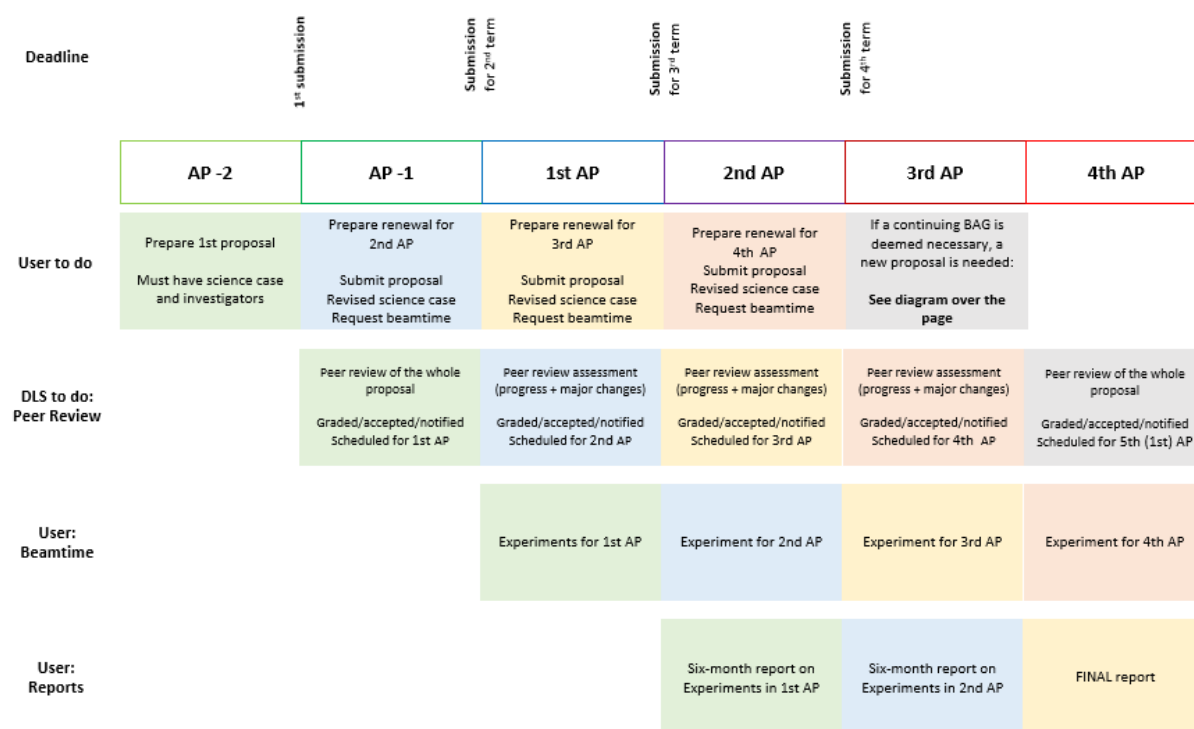
**Others - on BAG sessions**

External collaborators and students can participate in the experimental sessions at Diamond as part of the BAG.

**3. WORKFLOW FOR A BAG PROPOSAL**

A BAG is awarded Diamond beamtime for two years consisting of four six-monthly allocation (or scheduling) periods. Each Diamond year is split in to two six-month allocation periods (APs). To determine which proposals will be awarded time in any period, Diamond runs a call for proposals twice a year.

A proposal submitted to the call with a deadline in the first week of April, will be considered for first Diamond use between October of that year and March of the following year. A proposal submitted to the call with a deadline in the first week of October, will be considered for the first experimental session at Diamond between April and September of the following year.



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**Figure 1:** Steps in the life of a BAG

Whilst the Peer Review Panel will not re-grade the quality of science within the approved BAG project, it will be responsible for judging effective use of Diamond instruments, and the progress of the goals. In light of its assessment, the allocation of time can be revised and corrected for the allocation periods during the two years of the BAG proposal.

At each stage any major changes to the BAG such as change of PI should be considered and highlighted.

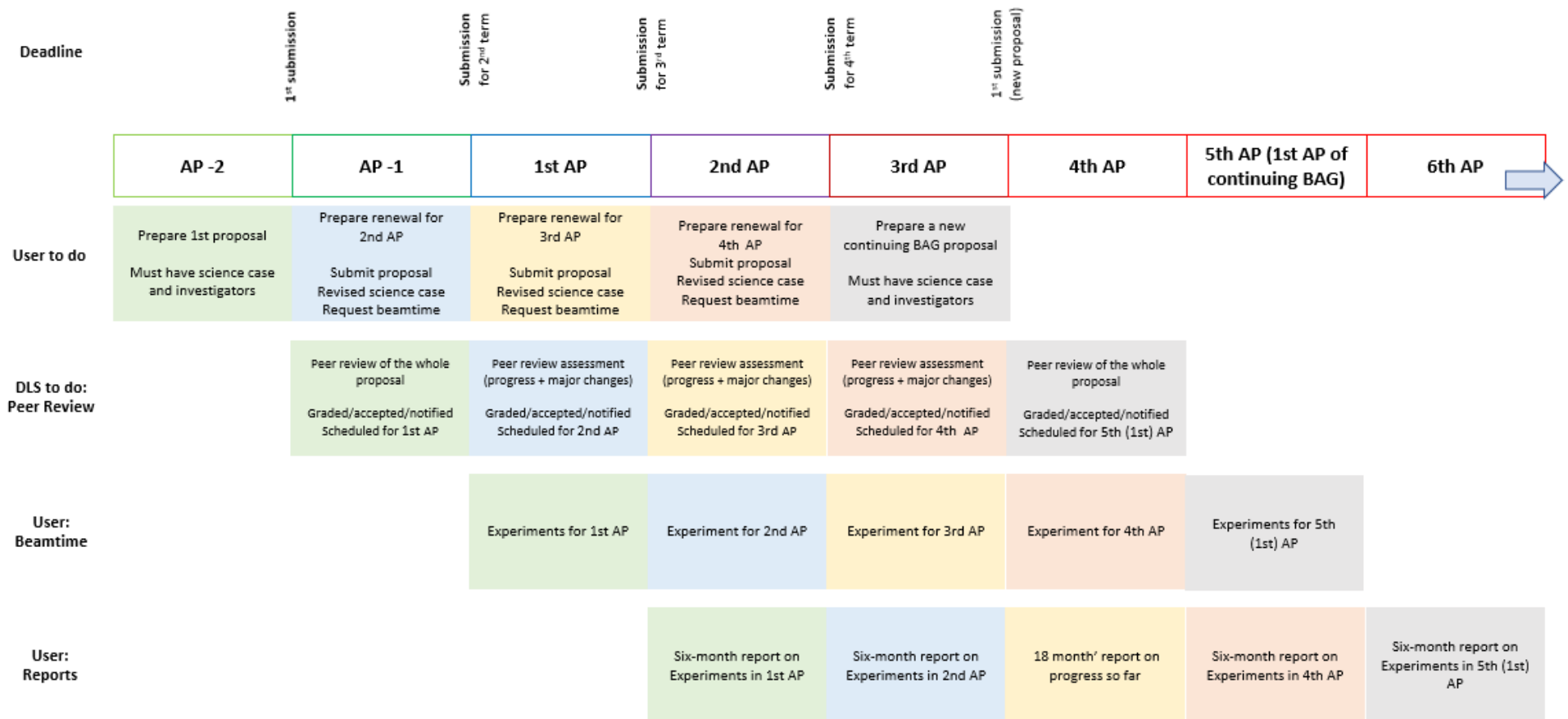
Period	Activity	Detail	What is submitted?
-2 AP	BAG proposal for <b>experiment in 1<sup>st</sup> AP</b>	<p>At this stage the proposal is created and submitted within the Diamond User Administration System (UAS; uas.diamond.ac.uk). It is at this stage that the overall scientific programme for the BAG is presented for review.</p> <p>The scientific case for a BAG is only reviewed and graded once in its life cycle. Alongside the scientific case for support, there should be a justification of the instrument time that will be required to deliver the science proposed in the overall BAG research programme. In addition, a specific request should be made for the time needed in the first 6-month period.</p>	The <b>BAG proposal</b> , including <b>science case</b> , and request for beamtime in the 1 <sup>st</sup> AP
-1 AP	Request for BAG beamtime for <b>the 2<sup>nd</sup> experimental period</b>	<p>At this stage it is necessary to:</p> <ul style="list-style-type: none"> <li>• check that the proposal is still correct (and highlight major changes, if any).</li> <li>• submit a specific request for the instrument time needed in the second allocation period.</li> </ul>	Request for time in the 2 <sup>nd</sup> AP
1 <sup>st</sup> AP	Request for BAG beamtime for <b>the 3<sup>rd</sup> experimental period</b>	<p>During the 1<sup>st</sup> allocation period it will be necessary to:</p> <ul style="list-style-type: none"> <li>• check that the proposal is still correct (and highlight major changes, if any).</li> <li>• submit a specific request for the instrument time needed in the third allocation period</li> <li>• submit a report for the work carried out in the third allocation period (depending on when in the allocation period the experiment(s) took place).</li> </ul>	<p>Request for time in the 3<sup>rd</sup> AP</p> <p><b>6 monthly report</b></p> <p>(depending on when in the period the experiments took place)</p>

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2 <sup>nd</sup> AP	Request for BAG beamtime for <b>the 4<sup>th</sup> experimental period</b>	During the 2 <sup>nd</sup> allocation period it will be necessary to: <ul style="list-style-type: none"> <li>• check that the proposal is still correct (and highlight major changes, if any).</li> <li>• submit a specific request for the instrument time needed in the fourth allocation period</li> <li>• submit a report for the work carried out in the 1st or 2nd allocation period.</li> </ul>	Request for time in the 4 <sup>th</sup> AP  <b>6 monthly</b> report
3 <sup>rd</sup> AP		During the 3 <sup>rd</sup> allocation period it will be necessary to: <ul style="list-style-type: none"> <li>• check that the proposal is still correct</li> <li>• submit a report for the work carried out in the 2nd or 3rd allocation period.</li> <li>• If decision to continue BAG, please see over – new proposal needed</li> </ul>	<b>6 monthly</b> report  (18 month report if planning a continuation of the BAG, see over)
4 <sup>th</sup> AP	BAG completion  4 <sup>th</sup> experimental period	Final experimental sessions are completed  After completion of the full BAG proposal it is necessary to complete a final report to indicate the outcome of the proposed work.  This will be reviewed alongside future proposals to Diamond.	<b>Final report</b>

#### 4. CONTINUING BAG PROPOSALS

During the two years of a BAG, it often becomes apparent that this mode of Diamond access is very useful to the members of the BAG and continuing proposals frequently become the norm. In order to enable continuous Diamond access for the BAG it is necessary to apply for the new BAG by the end of the third allocation period of the current one. The new proposal will be evaluated during the fourth AP of the current one. If awarded, beamtime for the new proposal will begin immediately after the end of the current one, leading to a continuous workflow (Figure 2).



**Figure 2:** Steps in a Continuing BAG

Period	Activity	Detail	What is submitted?
-2 AP	BAG proposal for <b>experiment in 1<sup>st</sup> AP</b>	<p>At this stage the proposal is created and submitted within the Diamond User Administration System (UAS; uas.diamond.ac.uk). It is at this stage that the overall scientific programme for the BAG is presented for review.</p> <p>The scientific case for a BAG is only reviewed and graded once in its life cycle. Alongside the scientific case for support, there should be a justification of the instrument time that will be required to deliver the science proposed in the overall BAG research programme. In addition, a specific request should be made for the time needed in the first 6-month period.</p>	The <b>BAG proposal</b> , including <b>science case</b> , and request for beamtime in the 1 <sup>st</sup> AP
-1 AP	Request for BAG beamtime for <b>the 2<sup>nd</sup> experimental period</b>	<p>At this stage it is necessary to:</p> <ul style="list-style-type: none"> <li>• check that the proposal is still correct (and highlight major changes, if any).</li> <li>• submit a specific request for the instrument time needed in the second allocation period.</li> </ul>	Request for time in the 2 <sup>nd</sup> AP
1 <sup>st</sup> AP	1 <sup>st</sup> experimental period	<p>During the 1<sup>st</sup> allocation period it will be necessary to:</p> <ul style="list-style-type: none"> <li>• check that the proposal is still correct (and highlight major changes, if any).</li> <li>• submit a specific request for the instrument time needed in the third allocation period</li> <li>• submit a report for the work carried out in the third allocation period (depending on when in the allocation period the experiment(s) took place).</li> </ul>	<p>Request for time in the 3<sup>rd</sup> AP</p> <p><b>6 monthly</b> report</p> <p>(depending on when in the period the experiments took place)</p>
2 <sup>nd</sup> AP	2 <sup>nd</sup> experimental period	<p>During the 2<sup>nd</sup> allocation period it will be necessary to:</p> <ul style="list-style-type: none"> <li>• check that the proposal is still correct (and highlight major changes, if any).</li> <li>• submit a specific request for the instrument time needed in the fourth allocation period</li> <li>• submit a report for the work carried out in the 1<sup>st</sup> or 2<sup>nd</sup> allocation period.</li> </ul>	<p>Request for time in the 4<sup>th</sup> AP</p> <p><b>6 monthly</b> report</p>
<b>3<sup>rd</sup> AP</b>	3 <sup>rd</sup> experimental	During the 3 <sup>rd</sup> period from the BAG was first proposed a new BAG proposal needs to be prepared	<b>18 month report</b>

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	period	<p>and submitted (1<sup>st</sup> submission of the continuation). Often this process will be a case of ensuring the accuracy of and updating the initial proposal.</p> <p>In addition, the report for the third allocation period becomes an 18 month report, enabling the panel to make a clear assessment of the work that has been achieved in the BAG to date.</p>	New Proposal for continuing BAG (for 5 <sup>th</sup> AP – 1 <sup>st</sup> experimental period of continuing BAG)
<b>4<sup>th</sup> AP</b>	4 <sup>th</sup> experimental period	<p>At this stage it is necessary to:</p> <ul style="list-style-type: none"> <li>• check that the proposal is still correct</li> <li>• submit a specific request for the instrument time needed in the sixth allocation period of the continuing BAG (2<sup>nd</sup> experimental period).</li> </ul>	<p>Request for time in the 6<sup>th</sup> AP</p> <p><b>6 month report</b></p>
<b>5<sup>th</sup> AP</b>	1 <sup>st</sup> experimental period of cont. BAG	<p>During the 5th allocation period it will be necessary to:</p> <ul style="list-style-type: none"> <li>• check that the proposal is still correct</li> <li>• submit a specific request for the instrument time needed in the seventh allocation period (3<sup>rd</sup> experimental period of the continuing BAG)</li> <li>• submit a report for the work carried out in the fourth or fifth allocation period (depending on when in the allocation period the experiment(s) took place).</li> </ul>	<p>Request for time in the 7<sup>th</sup> AP</p> <p><b>6 month report</b></p>
<b>6<sup>th</sup> AP</b>	2 <sup>nd</sup> experimental period	Process continues as above	

This cycle can be continued *ad infinitum*, provided the peer review panel remain happy that the science being proposed is of high quality and the BAG are making good use of the access being awarded.

## 5. BAG reports

During a BAG reports are submitted for every allocation period proposal stage, every 6 months, and at 18 months a report of submitted for work done for the that period (continuing BAGs). The Peer Review Panels go through large numbers of proposals during their review and reports need to be succinct and provide concise information on what was achieved during the experimental period being reported on.

## 6. ADDITIONAL INFORMATION

***Participation in other Proposals***

It is not usual for a member of a BAG to be on another proposal. Where the nature of the measurements is such that the two proposals are readily distinguishable this is permitted. If a member of a BAG submits a proposal for a measurement type that is already covered by the BAG a clear justification is required to explain why this work cannot be carried out under the BAG proposal.

***Accepting New BAG Members***

It is expected that, if an institution has regular access to a specific measurement type through a BAG, that BAG will welcome new members from their institute or institutions in close geographical regions.

***Possible changes to BAG constitution***

If a BAG is becoming too large, please propose a sensible division (i.e. one BAG per faculty) to Diamond and we will assist in forming two BAGs where one used to exist.

If a number of BAGs undertake similar research and are of a certain size and/or constitution the Peer Review Panel/Diamond may consider and advise on whether a merger is necessary.