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.

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.
- 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.

There is important information in the accompanying power point slides, and you are strongly encouraged to read through those in parallel to 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)

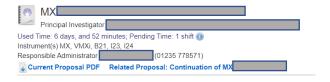
The following definitions may help when you look at the stages of the BAG/LTP – see top right on the proposal view:

- * **Draft** is displayed when a submission is due/expected
- * **Decision Pending** is displayed when a submission is ready to review (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:

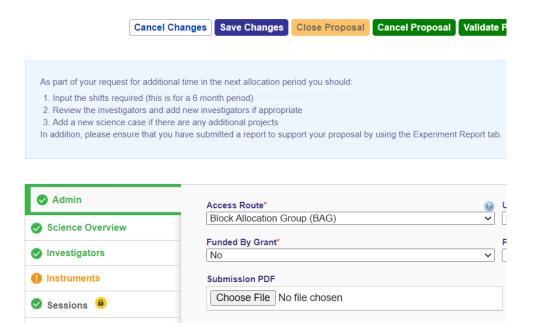


Note that Diamond mainly uses the shifts in its reporting to the panel -1 shift = 8 hrs, 1 day = 3 shifts

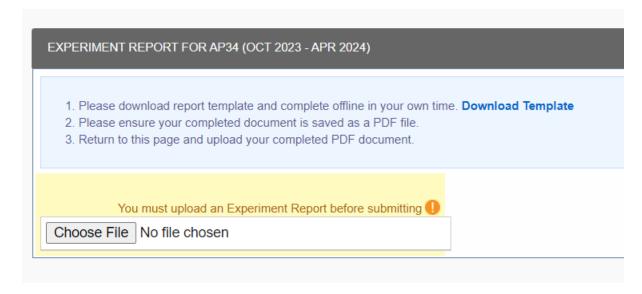
On USED TIME REPORTING: Please note that some users have been using previous BAG sessions in the last AP which should have been closed and not used. For an accurate number of delivered

shifts you need to refer to all relevant BAG proposals that had time in AP35 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 (AP34) you will also see further guidance:



Progressing the BAG/LTP for peer review

1. In the case of a BAG/LTP with its 1st AP open in AP35

Submit a request for time on the BAG/LTP in AP36 (Oct-24-Mar-25) in UAS
 Reporting: No report is required - These BAGs/LTPs will not have had any time yet in AP35 (as that starts in April-24).

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 AP35

- Submit a request for time on the BAG/LTP in AP36 (Oct-24-Mar-25) in UAS
- Reporting: Upload the **6 monthly report** in UAS this will cover time used in AP34 (i.e., Oct-23-Mar-24)

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 AP33 is needed.



3. In the case of a BAG/LTP with its 3rd AP open in AP35

- Submit a request for time on the BAG/LTP in AP36 (Oct-24-Mar-25) in UAS
- Reporting: Upload the 6 monthly report in UAS this will cover time used in AP34 (i.e., Oct-23-Mar-24)

Proposal view top right:



Or

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

Both these scenarios show a report is due for AP34

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 AP35

- If the BAG/LTP is in the 4th AP and **no continuation** is needed, a *report for AP34 will still be required*
- For continuing BAGs due for renewal: submit a (new) (continuation) proposal for AP36 (Oct-24-Mar-25) 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 AP's 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 4th is due



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 4th submission as 'reported' – this means the proposal is still open, but the report has been added.

From the Awards Overview tab

Awards on this and related proposals						
Proposal	Allocation Period	Total Requested Shifts	Awarded Shifts	Reviewed PDF	Decision	Experiment Report
LB	AP35 (Apr 2024 - Oct 2024)	8	6	Snapshot for AP35 (Apr 2024 - Oct 2024)	Accepted	
LB	AP34 (Oct 2023 - Apr 2024)	9	7	Snapshot for AP34 (Oct 2023 - Apr 2024)	Accepted	
LB	AP33 (Apr 2023 - Oct 2023)	9	9	Snapshot for AP33 (Apr 2023 - Oct 2023)	Accepted	XChem BAG 6 month Report Form AP33 Final.pdf
LB	AP32 (Sept 2022 - Apr 2023)	10	11	Snapshot for AP32 (Sep 2022 - Apr 2023)	Accepted	Experimental Report XCHEM-BAG

Note that in this case the BAG history on the Awards Overview tab shows a report for time used in AP34 is needed and indicates that time will be given in AP35 for which a report will also be needed for the following Call.

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

If you have already submitted your next BAG for AP36, and uploaded your report for AP34, 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)