ESAF SUBMISSION

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The following important information are needed for the approval of ESAF

1. In "**GENERAL**" tab, Experiment Title, Subject areas, Funding source(s) and the Experiments are proprietary or not.
   Users from academic lab - press "No" for proprietary. If you press "Yes" for proprietary, a popup window will request the account number to be used for beamtime charges and per centage of time for each account listed.

2. In "**EXPERIMENTERS**" tab, list all the experimenters who are going to perform the experiments at NE-CAT beamlines. Use "Find" at the first column to add all the relevant information.

   The PI should be listed in the ESAF, even if he/she is not visiting. If PI is not visiting, "user type" (Third column) corresponding to the name should be selected as "OFF-SITE". Each group should choose an "ON-SITE" experimenter as their spokesperson (OS).

3. In "**DESCRIPTION**" tab, provide information about the proposed experiment(s). If any group allocated time on both ID-C and ID-E beamlines, check both "C" and "E" under "Station". Add the Start date and End date if it is not present.

4. In "**MATERIALS**" tab, list the name of the samples, Quantity,
   Only proper sample name with source of expression will be accepted for approval of ESAF. If you like to keep the sample name "confidential" click "Y" at the last column.

5. Press "SUBMIT" after completing all the necessary information.

6. *For detailed instructions click on*
   http://www.aps.anl.gov/Safety_and_Training/Experiment_Safety_Approval_Form/experiment_safety_approval_system_instructions.html