Copying an existing proposal

In order to copy an existing proposal, you must have been listed as a Principal Investigator or Registered Experimenter on that proposal.

Log into APS’s Proposal system, found at the following url:
https://beam.aps.anl.gov/pls/apsweb/gup0005.start_page

Once logged in, you will be brought to the following webpage:

If you know your Proposal #, enter it here and the system will take you directly to the “General” tab of the existing proposal.

If you don’t know your proposal #, use Advanced Search.

Login with your APS badge number and APS Web Password.

The badge number is located on the back of your APS badge and is highlighted in the picture above.

Enter the information, hit submit, then answer your personal security questions. A temporary password will be emailed to you.
Results from the search will be listed in chronological order (newest proposals at the bottom) and should look something like this:

The simplest search will be to search by your last name or badge number. As a user, only proposals that you are named on should be returned.

If you are the Principal Investigator (PI) on the proposal, search as the Spokesperson.

If you are not the PI, but were included on the proposal as an experimenter, search as a Collaborator.

Click on the Proposal # of the proposal you wish to copy.
Once you have selected the proposal you wish to copy, you should be brought to the General tab of the existing proposal.

**Important**: Make sure the General User Proposal type is a “Macromolecular Crystallography Proposal”. If it is not this type of proposal you cannot use it for requesting beam time at NE-CAT and you should not copy this proposal! Instead, create a new proposal from scratch.

At the bottom of the General tab, there will be a button labelled “Copy Proposal”. Press “Copy Proposal” and a new proposal will be created, copying most of the information directly from the old proposal.

The new proposal will look almost identical to the old proposal, but it will have a new GUP-#. This proposal has a new GUP-#, indicating it is the copy of the original proposal.

Take note of the existing GUP-#, you will need this number to answer some questions in the new proposal.
Review the questions asked on the General tab. If any of the answers have changed since the original proposal, make the changes required.

The answer to the final question should be "Yes". In the box below the question, state that this is a continuation of the original proposal (and give the GUP-# of the original).

You will need to select the Primary and Secondary Subjects of Research.

Before proceeding, it is recommended that you save first. So press "Save" and then press "Next".
Proceed through the tabs by pressing next as you complete each tab. Review the information on each tab and update the information to cover the new proposal.

For the specific tabs, pay attention to the following issues:

**On the Experimenter tab:** make sure to **add** any experimenters that will participate in the project but are not currently listed. Only experimenters listed on this page will be able to view this proposal, and therefore will be the only people who can request beamtime using the proposal or copy the proposal as it expires. **Experimenters who will be using NE-CAT remotely should be listed as “On-site” experimenters.**

You can also remove any experimenters who are no longer associated with the project.

**On the Beamtime Request tab:** Be sure to submit a new beamtime request for the current or an upcoming scheduling period at APS. Make sure to list the NE-CAT beamlines (24ID-C and 24ID-E) as your first and second choice if you want time at NE-CAT.

**On the Questions tab:** Be sure to update the second question, which begins “If this work is a continuation of work done under a previous proposal...” with information about the proposal you just copied and any changes made in the plan for the new proposal.

**IMPORTANT:** Update your list of publications that have resulted from the work done on this project.

Once you press Submit, you will receive a confirmation that the new proposal has been submitted. You will hear back from NE-CAT when they schedule your beam time. This will either be during the month proceeding the next scheduling period that you requested time in, or within a few days if you are requesting time for the current scheduling period.