Requesting beam time from an existing proposal

In order to request beam time from 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 “Beamtime Request” Tab of the proposal.

If you don't know your proposal #, use Advanced Search.
Results from the search will be listed in chronological order (newest proposals at the bottom) and should look something like this:

Once you’ve selected a specific proposal, you can make a beam time request.

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.

If the Proposal Stage says “Expired” you cannot request beam time using that proposal. If the stage says “Pre-Expired” you can only request beam time for the current run. If you have only expired proposals, you will need to submit a new proposal in order to request beam time.

Click on the Proposal # for which you wish to request beam time.

Make sure you are on the “Beamtime Request” Tab. This should be the default if you used “Request Time for a Proposal” and entered in your proposal number. If you used the “Advanced Search”, you will start on the “General” tab, simply click on the “Beamtime Request” tab to get to the view you see here.

Click “Make New Request” in order to submit a new request for beamtime.
Making a new request:
Fill out as much information as possible.

When requesting beam time, you **MUST** select the scheduling period you are applying to, the number of 8-hours shifts you are requesting for this scheduling period, and your choice of beamlines.

Scheduling periods are shown as year-# (such as 2020-1), where # indicates one of three runs in that year. You may see (RAPID ACCESS ONLY) following a scheduling period. Choose the scheduling period where you want beamtime (Rapid Access will not affect your request). Runs typically occur February through April (run 1), June through August (run 2), and October through December (run 3).

Request the number of shifts that you feel you will use over the course of the scheduling period. Shifts cover 8 hours. This is just an estimate, and it won’t affect anything if you guess wrong.

For your choice of beamline, select 24-ID-C as your first choice and 24-ID-E as your second choice. This gives NE-CAT the maximum amount of flexibility when actually scheduling your beamtime.

Fill out the remaining entries as accurately as you can. If you don’t have an answer for any of the remaining entries, you do not have to provide one.

Once you’ve finished filling out the form, press Save. **AFTER** you have pressed save, you can press Submit. **WARNING:** If you press Submit before saving, the form erases everything you have just entered.

After you press submit, you will be shown a page acknowledging your submission.