

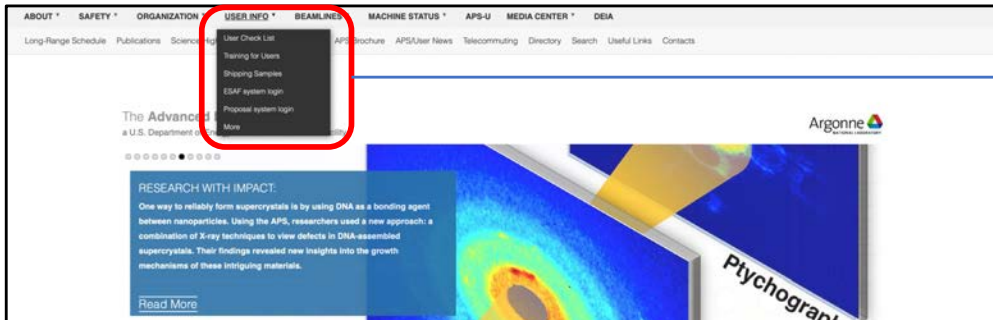
# Submitting a General User Proposal

**NOTE:** APS General User Proposals are valid for a two year period.

**NOTE:** APS recommends using a **Chrome** or **Edge** browser the first time you access the Universal Proposal System. After the initial registration phase, **Safari** and **Firefox** seems to work okay.

From the APS homepage (<https://aps.anl.gov>), choose the “USER INFO” drop down menu and select “Proposal system login”.

From the APS homepage, you can reach the UPS Universal Proposal System Log in by navigating to the “USER INFO” drop down menu and selecting “Proposal system login”.



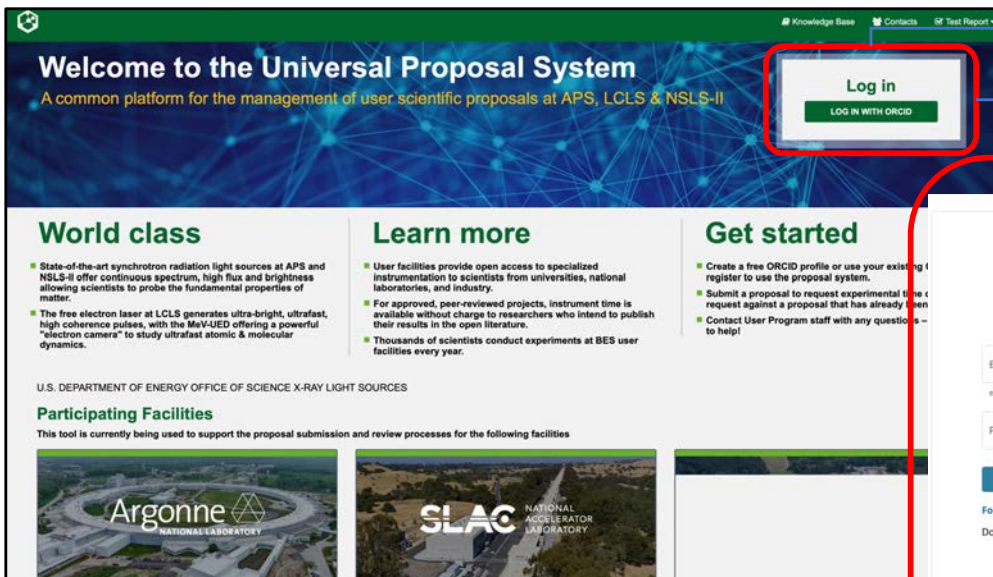
Login using your ORCID.

To submit a proposal to APS:

- You must be registered with APS.
- APS must be designated as a trusted party for your ORCID account. (This step occurs as part of registering or renewing your registration with APS).

You can also go directly to the login page of the Universal Proposal system: <https://ups.servicenowservices.com/ups>

The Universal Proposal System’s login page looks like this:



Sign in to ORCID

Email or 16-digit ORCID ID  ✓

Password

Forgot your password or ORCID ID?  
Don't have an ORCID ID yet? Register now

Be sure to sign into the system using your ORCID.

DO NOT use:  
“Through your institution”,  
“Sign in with Google”,  
or “Sign in with Facebook” options.

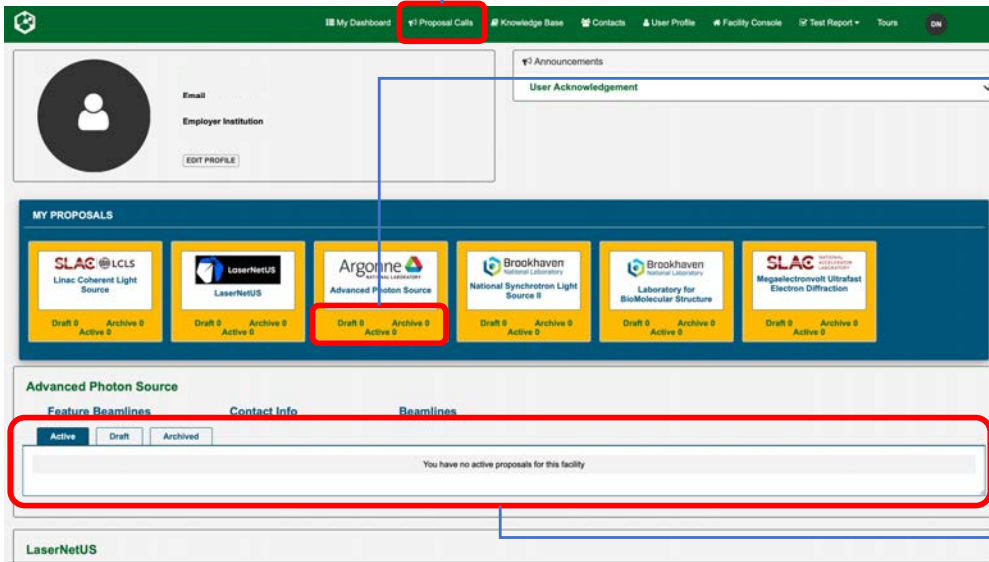
ORCID logo  
This website is published under a [CC0 license](#). Images and marks are subject to copyright and trademarks.  
[About ORCID](#) [Privacy Policy](#) [Terms of Use](#) [Accessibility Statement](#)  
[ORCID Help Center](#) [Dispute procedures](#) [Brand Guidelines](#) [Cookie Settings](#)

The first time you login to the Universal Proposal System, it will ask you to grant permission to the Universal Proposal System as a trusted organization. Grant access to proceed.

On the first login, the Universal Proposal System will also prompt you to complete a user profile. Provide answers to the items marked by a red asterisk in order to proceed.

Eventually you should be directed to the following page:

*On the landing page:*  
Select "Proposal Calls" to see open calls for proposals and submit new proposals in response to a call.

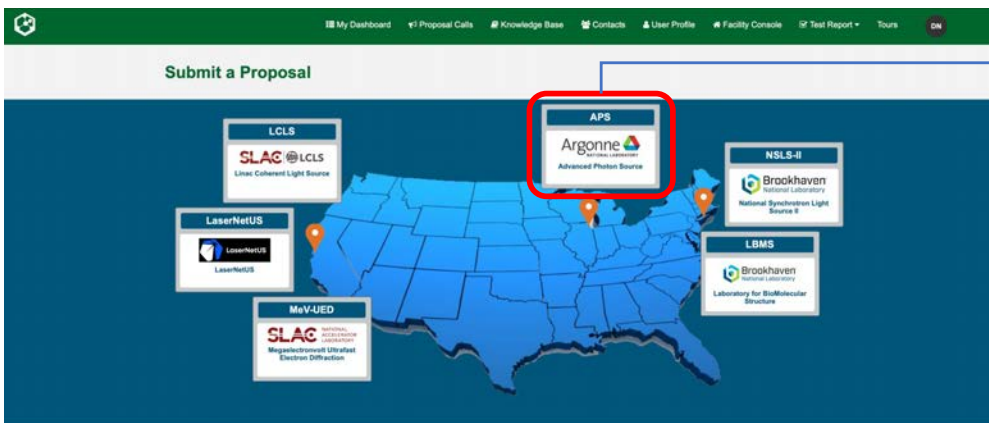


If you have any previous APS proposals in the system, they will be indicated here, according to their status

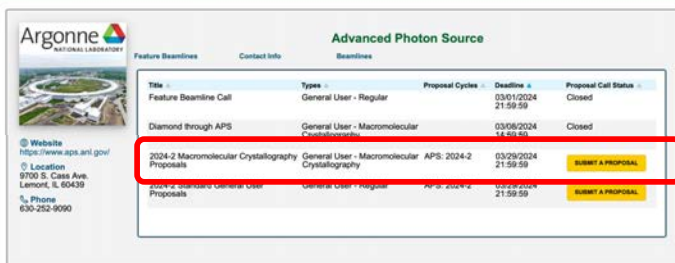
Existing proposals will be listed individually here, according to their status (controlled by the tabs) and provide links to access those proposals. Proposals at other facilities would be listed below in their corresponding sections.

By clicking on "Proposal Calls" in the top bar of the page, you should land here:

Clicking the APS banner will take you to APS's proposal calls, or you can scroll down the page.



Choose to submit a proposal to Macromolecular Crystallography Proposals from a cycle that corresponds with when you want your first shift of beam time.



Be sure to choose "Macromolecular Crystallography Proposals", or you will not be able to select an NE-CAT beam line.

APS offers 3 cycles a year when fully operational. For a given year, cycle 1 roughly includes February through April, cycle 2 includes June through August, and cycle 3 includes October through December. Cycles are designated by YEAR-<cycle number>, e.g. 2024-2.

The proposal submission is completed by filling out forms on a series of pages. The first one is the “Start Proposal” page shown below.

You are able to navigate to any active page shown by clicking on the dot below that page’s title.

Pages with either a yellow or green dot are editable.

The steps for a proposal submission are shown here. A yellow dot indicates a page that needs attention. A gray dot indicates that page is locked until other page(s) are completed. A page that has been completed and saved will show a green dot with a check mark.  
Navigate to a specific page by clicking on its respective dot.

Additional documentation, such as an abstract longer than 2000 characters or accompanying figures, can be added by using the paperclip icon.

Proposal Type should have only one option: “General User – Macromolecular Crystallography”. If that option is not available, you selected the wrong type of proposal on the previous page.

PI is the PI of the main grant funding the research. Co-PI is for other PI’s funding the research. Co-proposers are the main experimenters aside from the PI.  
**NOTE: If an individual does not show up when trying to enter their name in any of these 3 fields:**

- **Make sure they have logged in and created an account in the proposal system.**
- **Make sure they are actively registered with APS.**
- **If they still don’t show up, have them renew their registration with APS, and grant APS trusted access to ORCID as part of that process.**

These fields can have multiple values. After entering a value in the field, click on the field again to add an additional value.

Items listed here in red indicate fields that are required but have not been completed.

Select “Macromolecular Crystallography”.

Click Save to save entered information.

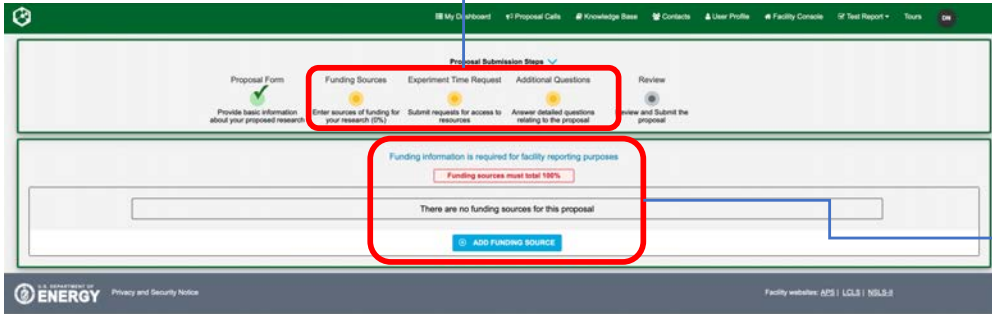
**Important:** Only individuals listed on this proposal as PI, Co-PI, or Co-proposers, will be able to access this proposal for the purposes of requesting beam time. They will also receive the emails sent out by the scheduling system when beamtime is assigned. These emails include the link for submitting an ESAF.

Remember, a proposal is valid for two years, and can be used during that period to request additional beam time.

Once the initial Proposal Form is filled out and saved, the pages for Funding Sources, Experiment Time Request, and Additional Questions are unlocked.

These pages can be accessed by clicking the yellow (or green, once initially filled out and saved) dots below the title of the various sections.

Below is the page for listing Funding sources:

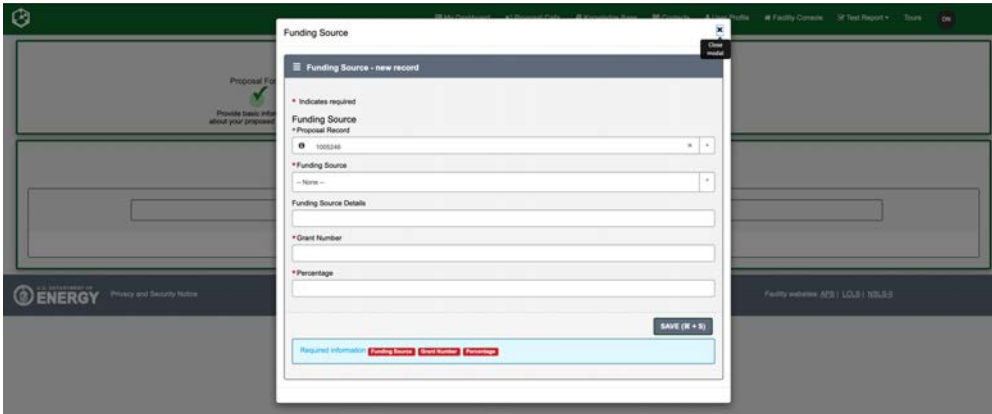


These pages are unlocked after completing and saving the initial "Proposal Form" page.

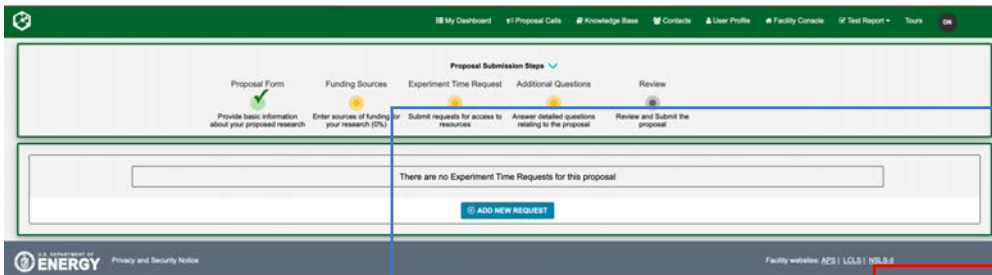
APS requires funding information on all proposals in order to meet DOE reporting requirements. Add a funding source by clicking on the blue button. Funding sources must total 100%, representing the total funding of the work covered by the proposal.

Clicking the blue button opens a pop out form to collect funding information, as shown below.

Fill the form with information for a single source of funding. After entering and saving information for one source, click the blue button again to add additional funding sources.

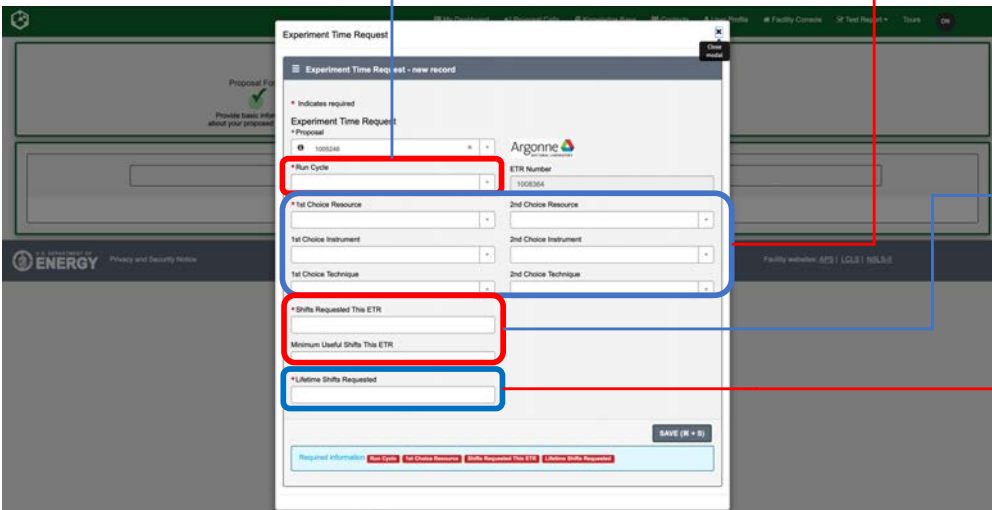


Below is the page for Experiment Time Request. Click the blue button to add a new beam time request.



You should be able to choose the Run cycle that matches the Proposal call.  
 Cycle 1 : Feb. – Apr.  
 Cycle 2: June – Aug.  
 Cycle 3: Oct. – Dec.

Under 1<sup>st</sup> and 2<sup>nd</sup> choice resources, select from 24ID-C or 24ID-E in order to receive time at NE-CAT. Instrument and Technique choices will provide the beam line staff more information about your experimental needs, so select responses appropriate to your desired experiment.

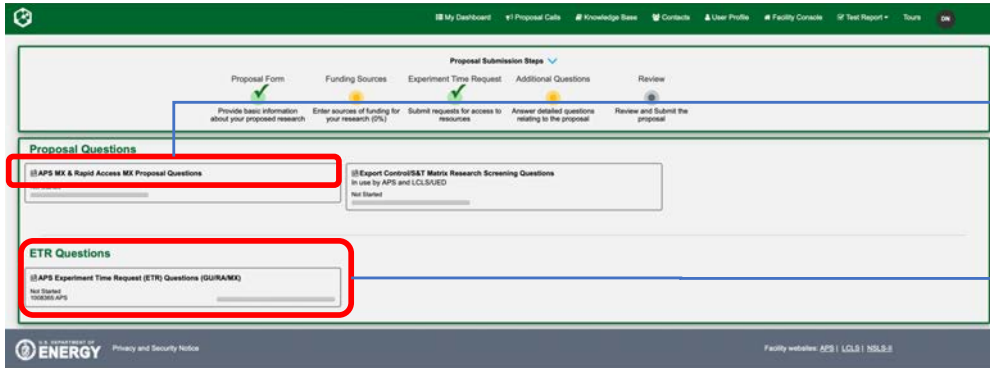


At APS, a shift is considered to be 8 hours. This is a guideline for beam lines to estimate demand. NE-CAT will determine how much time you actually receive during scheduling.

Lifetime shifts is an estimate of the number of shifts you will need over the 2-year period that the proposal is active. It's okay to be generous in your guess.

The final section to fill out are Additional Questions required by APS.

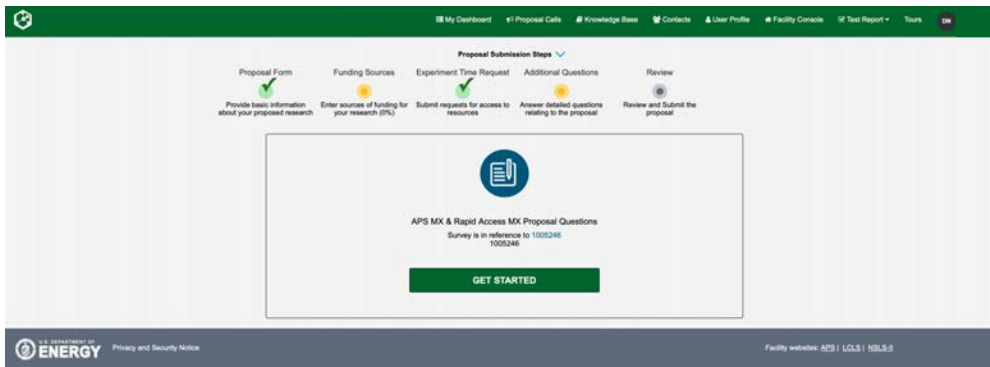
For MX proposals, you will need to fill out the “APS MX & Rapid Access MX Proposal Questions”, “Export Control/S&T Matrix Research Screening Questions”, and “APS Experiment Time Request (ETR) Questions (GU/RA/MX)”.



Click on the title for each section of additional questions to open the question forms.

ETR Questions is an option only after filling out the Experiment Time Request page.

Clicking on the link in the of any of these sections will display a link similar to the one below, where the “Get Started” button will open up the form that needs to be filled out for each section.



Once you open a form, answer all questions with a red asterisk as best you can. If a question has a text entry field and you can't answer the question or feel it doesn't apply, you can put “N/A” into the field and move on.

Answering yes to either of these questions will open up fields asking for additional information regarding the previous proposal or the progress of your previous experiment time at APS.

Below are some of the questions from the MX Proposal Questions that may need more explanation.

\* Is this proposal related to another proposal?  
 yes  
 no

\* Did you previously receive experiment time at APS for this research?  
 yes  
 no

\* Sample name

\* Type of molecule

Provide a sample name that identifies the sample clearly enough for a reviewer to understand what the sample is.

**Safety**

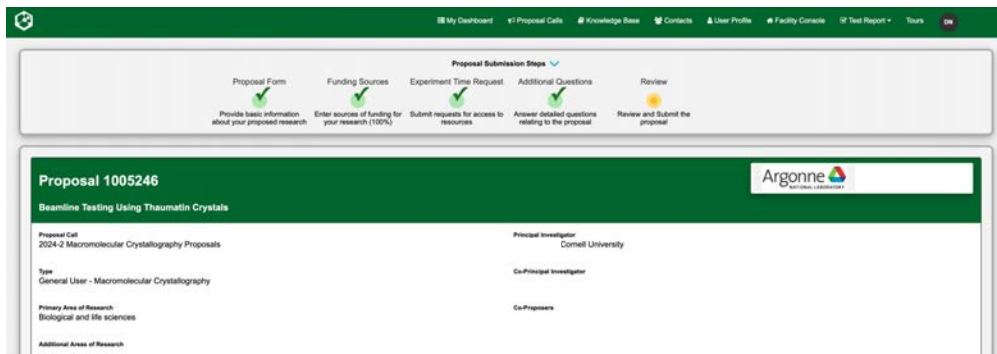
\* Does this research involve the use of radioactive samples/materials, sealed sources, or x-ray generating devices?  
 yes  
 no

\* Does this research involve the use of any of the following (pick all that apply):  
 explosives or energetic materials  
 a new class 3 or class 4 laser that has not been approved by the Argonne Laser Safety Officer  
 nanoparticles (one or more dimensions is 100 nm or less), including thin films, powder, and solutions  
 samples/materials that require a BSL-2 (biosafety level) facility  
 human subjects or human tissues, body fluids, or cells in culture  
 plant pathogens, soil microbes, animals, insects, or insect/animal tissues, body fluids, matter, cells in culture  
 none

NE-CAT is not typically set up to handle any of these potential safety hazards. If your proposal involves any of these, be sure to speak to NE-CAT before submitting your proposal to make sure we can accommodate your experiment's requirements.

Once all of the proposal submission steps are filled out and saved, the Review page will be unlocked.

Clicking on the yellow dot below Review will open a page that summarizes all your responses you have submitted in the proposal.



Carefully review your proposal to make sure the information provided is complete and accurate.

If you need to make changes, navigate back to the relevant section using the dots at the top of the page.

Once you are ready, press the "Submit Proposal" button to submit the proposal to APS for review.

