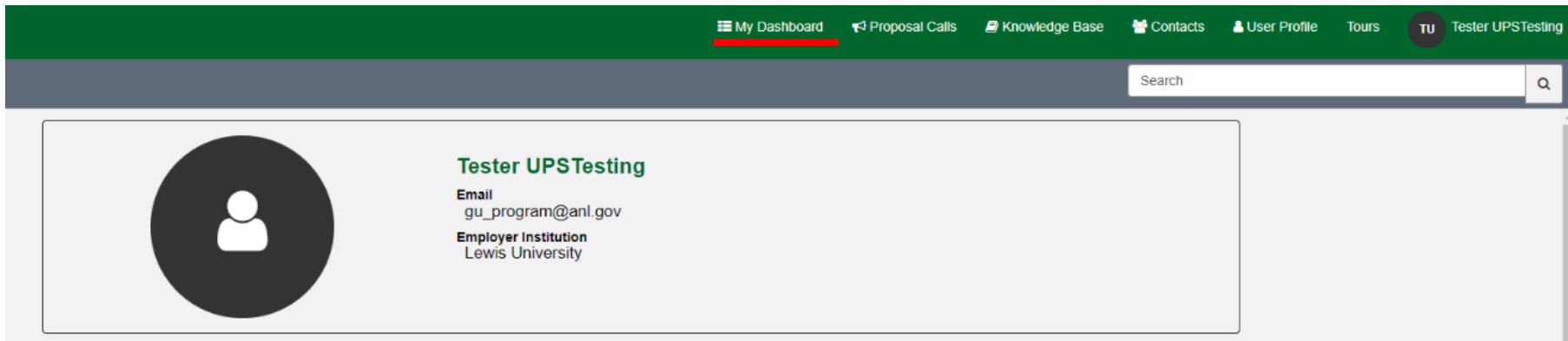


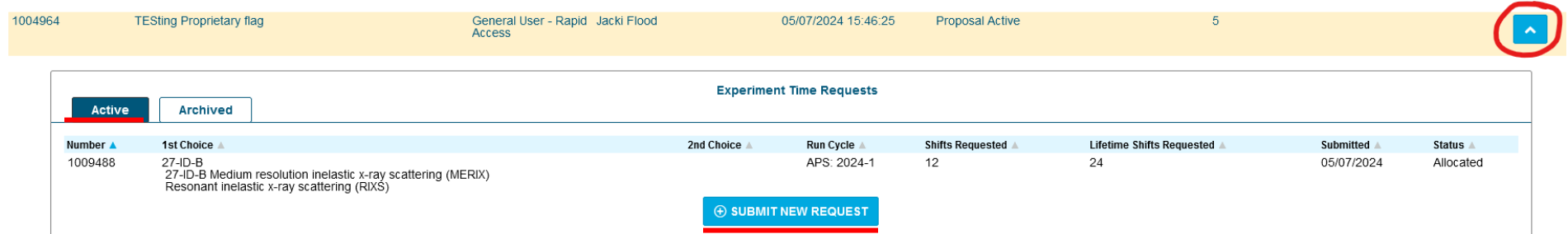
# Universal Proposal System (UPS): Submitting a Follow-on Experiment Time Request (ETR)

1. [Log into UPS](#) and navigate to **My Dashboard** at the top.



The screenshot shows the top navigation bar of the UPS system. The navigation menu includes: My Dashboard (highlighted with a red underline), Proposal Calls, Knowledge Base, Contacts, User Profile, Tours, and a user profile icon labeled 'TU Tester UPSTesting'. Below the navigation bar is a search bar. The main content area displays the user profile for 'Tester UPSTesting', including an email address 'gu\_program@anl.gov' and an employer institution 'Lewis University'. A circular profile picture placeholder is also visible.

2. The previous proposal should be waiting under the **ACTIVE** tab under the Advanced Photon Source section. Click on the blue carrot on the far right to extend the experiment time request section. Then click on **SUBMIT NEW REQUEST**.



The screenshot shows the 'Experiment Time Requests' section of the UPS system. At the top, there is a yellow header bar with the following information: 1004964, TESTING Proprietary flag, General User - Rapid Access Jacki Flood, 05/07/2024 15:46:25, Proposal Active, and 5. A blue arrow icon is circled in red on the far right of this bar. Below the header bar, there are two tabs: 'Active' (selected) and 'Archived'. The main content area displays a table of experiment time requests with the following columns: Number, 1st Choice, 2nd Choice, Run Cycle, Shifts Requested, Lifetime Shifts Requested, Submitted, and Status. The table contains one row of data for request number 1009488. Below the table, there is a blue button labeled 'SUBMIT NEW REQUEST' with a plus sign icon.

Number	1st Choice	2nd Choice	Run Cycle	Shifts Requested	Lifetime Shifts Requested	Submitted	Status
1009488	27-ID-B 27-ID-B Medium resolution inelastic x-ray scattering (MERIX) Resonant inelastic x-ray scattering (RIXS)		APS: 2024-1	12	24	05/07/2024	Allocated

3. Fill out the required (\*) fields on the ETR form and click **SAVE**.

☰ Experiment Time Request - new record

\* Indicates required

### Experiment Time Request

\* Proposal

1004964 × ▾

Argonne NATIONAL LABORATORY

\* Run Cycle

ETR Number

1009763

\* 1st Choice Resource

2nd Choice Resource

1st Choice Instrument

2nd Choice Instrument

1st Choice Technique

2nd Choice Technique

\* Shifts Requested This ETR

Minimum Useful Shifts This ETR

**SAVE (CTRL + S)**

4. Once you save the ETR form, click on yellow button that says **COMPLETE ETR SURVEYS**.

Experiment Time Requests

Active Archived

Number ▲	1st Choice ▲	2nd Choice ▲	Run Cycle ▲	Shifts Requested ▲	Lifetime Shifts Requested ▲	Submitted ▲	Status ▲
1009488	27-ID-B 27-ID-B Medium resolution inelastic x-ray scattering (MERIX) Resonant inelastic x-ray scattering (RIXS)		APS: 2024-1	12	24	05/07/2024	Allocated
1009763	1-BM-B.C 1-BM-B Monochromatic and White Beam Topography Detector testing		APS: 2024-1	12	24		Draft

There are incomplete ETR surveys which must be completed.  
When the surveys have been completed, the ETR will be automatically submitted.

**COMPLETE ETR SURVEYS**

SUBMIT NEW REQUEST

