

Australian Synchrotron

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# Synchrotron Web Portal: Proposal Creation User Guide

## 1 Setting up portal access

1. Point your browser to <http://portal.synchrotron.org.au>
2. On the Australian Synchrotron User Portal, click *Create New Account*.
3. Enter your user details, *Email*, *FirstName(s)* and *Surname*. If you have had a previous user account with another name, enter those names in *Alternate First Name* or *Alternate Surname*.
4. When complete, click *Check Database*. The system checks if you already have an account.
5. When there is a user account with the same details, the system displays a message at the bottom of the screen. If this is correct, you can click *Send Reset* to send an email that lets you change your password.
6. Enter your User Information. All fields with \* are mandatory. When a field has , there is a drop down pick list that has the valid information that you can select and enter. In these fields, you can not enter any other information except these valid choices. Enter your *Organisation* by selecting and entering your organisation from the drop down pick list. If your organisation is not on the list, enter its name in *New Organisation*.
7. Select and enter *Position* from the drop down pick list. *Note*: Staff is personnel employed by the organisation including agency hires. You can select and enter your *Scientific Areas* from the drop down pick list. When you select the area, click *Add Scientific Area*. You can multiple *Scientific*

Scientific Areas

Scientific Area	Delete
Engineering	X
Medical	X

Areas, e.g.

8. You can select and enter your *Synchrotron Technique* from the drop down pick list. When you

Scattering Techniques

Technique	Delete
Strain scanning	X
Polarised neutrons	X

select the area, click *Add Technique*. You can multiple Techniques, e.g.

9. When complete, click *Save* or *Cancel*.

## 2 Accessing the portal

1. Point your browser to <http://portal.synchrotron.org.au>
2. Enter your Email and Password then click Login.
3. On the Account Home Page, you can choose to modify your user information, change your password or access proposals. *Note*: New users should change their password from their original system allocated password. Also note the login page is currently NOT encrypted. It is suggested you do NOT use a password that you also use for other purposes.
4. To change your password, enter your Current Password then New Password and Confirm Password.
5. Click Reset Password.

## 3 Creating a new proposal



1. To enter a new proposal, click *My Proposals*.
2. Your existing proposals and proposals to which you have been assigned as a participant are shown. You can view or edit these proposals. To create a new proposal, click *Create Proposal*.
3. Enter the proposal's *Title* as a brief descriptive summary.
4. Select and enter the *Round* from the drop down list.
5. Click *Next* to continue to enter your proposal's details, or *Cancel*.
6. Confirm your proposal's *Title* and *Round*. If not correct, click *Back* to re-enter.
7. To create your new proposal, click *Create*.

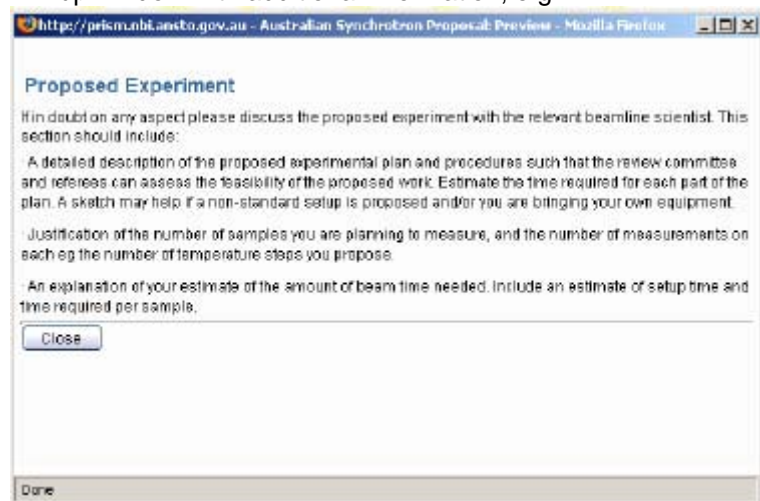
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## 4 Entering experiment details

When you enter a proposal, you must complete five sections before you can submit. You can enter and modify any section using the menu bar along the top of the page. When you move from one section to another, the system saves your information.

**Note:** The system will time out after 60 minutes. Click *Save* regularly as unsaved information will be lost. (It is recommended that you click *Save* before leaving every page).


1. To enter your proposal's experiment details, select *Experiment* from the menu bar.
2. All fields with \* are mandatory. When a field shows , there is a drop down pick list that has the valid information that you can select and enter. In these fields, you cannot enter any other information except these valid choices. When a field has , you can select and click to display pop up window with additional information, e.g.



3. Select and enter the *Scientific Area* for this experiment from the drop down pick list.
4. If this experiment is a continuation of a previously scheduled experiment, provide the proposal number of the experiment that this follows on from.
5. If this experiment is a resubmission of a previous proposal provide the proposal number of the previously submitted proposal.
6. Enter the appropriate *Keywords* for your experiment to provide additional information. Each *Keyword* is separated with a comma.
7. Enter your proposed research details. This should be all the relevant information such as aim and purpose of the experiment, scientific background, preliminary work, reason for using this instrument and calculations for the requested beam time. This information can be formatted and include text copied from other sources.  
*Note:* Graphics cannot be inserted here but must be loaded in the *Figures* section. The following sections are provided:
  - Abstract
  - Scientific Purpose, and the Importance of the Proposed Research
  - Proposed Experiment
  - Experience of Participants, and outcome of previous ASRP/Australian Synchrotron Experiments
  - The need to use Synchrotron Radiation for this research
8. Enter the *References* with details of any publications that are relevant for your proposed experiment. Enter *No* or *Yes* if there are any *I.P Issues* (Intellectual Property). If *Yes*, enter the *I.P Details* and what issues need to be addressed.
9. If this work forms part of a student thesis, click the check box to indicate this and provide an description of the thesis title and expected submission date in the 'Scientific Purpose, and the Importance of the Proposed Research' section.
10. You can select another section from the menu bar, *Save* to continue, *Cancel* or *Save and Return* to exit.

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## 5 Entering researcher's details

1. To enter your proposal's researchers' details, select *Researchers* from the menu bar.
2. Enter the details for your experiment's researchers. You must nominate only one *Principle Scientist*. There can be multiple *Co-proposers*.
3. Click '*Add Experimenter*'.
4. Option 1: you can add the experimenter's *Email address* as registered on the portal, then click *Add*. Option 2: to search for registered experimenters, enter their *Surname* and click *Search*.
5. To add the experimenter, click . It is suggested that you click the "save" button after each experimenter is added.
6. If you cannot find the experimenter's details, you click *Create Account* to enter their details. Then click *Add* or *Cancel*.
7. Each *Name* can only have one Role, with only one *Principle Scientist* for the experiment. An editor can modify your proposal; a co-proposer can only view it.
8. When finished, you can then select another section from the menu bar, *Save* to continue, *Cancel* or *Save and Return* to exit.


## 6 Entering beamline details

1. To enter the beamline for your experiment, select *Beamline* from the menu bar.
2. Select the *Beamline* for this experiment from the drop down pick list, then click *Add Beamline*. You can only request one beamline per proposal.
3. You enter the requirements for this beamline for your experiment All fields with \* are mandatory. Note the table giving basic beamline specifications. You should specify your requirements for any of these parameters which affect your experiment in the *Experimental Setup* field; you are required to give values for the parameters which are marked with an asterisk.
4. Enter *No. Days Requested*.
5. Enter the details for the *Experimental Setup*. Please provide the beam parameters you require from the beamline in order to carry out your experiment, such as energy range/wavelength, beam size/divergence, and so on.
6. Select your required *Ancillaries, Detectors, Beamline Operating Mode etc* from the first drop down list. You can choose multiple items. The second list contains off line ancillaries or preparation laboratory facilities. Once finished with your selected beamline, it is recommended you *save*, the click *beamline list* to return to the top beamline page.
7. Once you have selected a beamline for the proposal, there are a number of fields to enter other experimental details. Please read the instructions for details. In particular enter dates during the proposed operating cycle during which CANNOT accept beamtime in the *Impossible Dates* field.

## 7 Entering sample details

1. To enter the samples for your experiment, select *Samples* from the menu bar.
2. To begin entering information on your experiment's samples, click *Add Sample*.
3. Enter the details for the sample. You can also add any associated crystal and chemical information for this sample. All fields with \* are mandatory.
  - Enter the name/label for the sample in the *Description* field
  - Enter sample form and preparation status
  - Enter your preferred disposal route
  - Check all hazard boxes that apply
  - In the sample and safety comments enter any relevant description and expand on any safety information
4. If you know any crystallographic details of your sample click *Add crystal info.* and...
5. A new section will appear for you to enter the relevant crystal information.

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6. Finally, click the *Add/Create Chemical or Component* button. A new pop up window will open. Click for each component of the sample
7. If your sample has known chemical components, enter the *Name*, *CAS number* or *Formula* and click *search*. (try name or CAS # first, and try *contains* rather than *equals* for names or formulae).  
Select the correct entry in the table click . If the sample does not contain known chemicals/components, enter details in the *Add New Chemical* section, and click *Create and Select*.
8. The sample/component will now be listed in the table and a field will be available to enter the amount you will bring to the facility.
9. Click *Save*, then *Sample List* to go back to the top sample page and add another sample, or click another selection from the menu bar, or *Save and Return* to exit.

## 8 Adding graphics and pictures

1. To include graphics, diagrams and pictures in your proposal, select *Figures* from the menu bar.
2. To select the file you want to include, click *Browse* and then click *Upload*. You can include multiple files. Figures must be in the format of .gif, .jpg or .png files and no more than 300k in size.
3. The default caption is the file name, but you can edit the field as required.
4. You can select another section from the menu bar, *Save* to continue, *Cancel* or *Save and Return* to exit.

## 9 Submitting proposals

1. To submit your proposal, select *Submit* from the menu bar.
2. The system checks that your proposal has all the mandatory information. If not, the missing items are shown. You cannot submit your proposal until all these items are corrected.
3. For merit proposals you have the option to have the proposal also considered for foundation investor time. Check the '*Consider for Foundation Investor Time*' box and this means you are agreeing that the foundation investor group may have access to your proposal and scientific and technical reviews associated with the proposal.
4. When the proposal is complete, you tick the box to confirm you have read terms and condition.  
**Note:** Once a proposal is submitted, you must contact the user office before you can edit any details. To submit, click *Submit*. You should receive an email from the proposal system indicating that your proposal has been submitted.
5. When your proposal is successfully submitted, the Status is shown *Submitted*.

## 10 General advice and known issues

1. The portal is known not to function correctly with the Opera and Safari web browsers. We recommend Firefox, Internet Explorer (V6 and above) and Mozilla. Use the navigation links provided on the page. We recommend you do NOT use the back button on your browser, except for recovering from the error condition below (10.3).
2. Occasionally it is possible to generate errors such as the example opposite, eg when selecting a new section on the menu bar or (in this case) clicking sample list. These are normally not serious and repeating the action will resolve the error and allow you to continue.
3. It is possible (rarely) to generate server errors on the sample entry pages if you fail to click save after entering each sample. If this happens click the BACK button on your BROWSER to return to the last page (normally the sample page). Then click the *Home* link at the top left to return to your home page. You can then start editing again, but entries made since your last save are probably lost.

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