

User Portal and Application Process

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Joint Call for Users Webinar

18 July 2022





Outline

- User Portal
- Terms of Access
- Submitting a Proposal
- Review Processs
- Useful contacts



User Portal

<https://up.eli-laser.eu/>

 **eli** User Portal

User calls

Instruments

User guide

Terms and Conditions

Contact

My proposals



Access ELI's world-class lasers, instruments and facilities

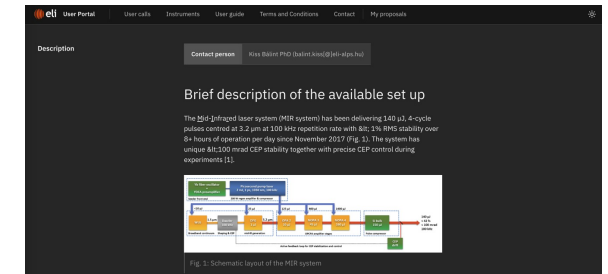
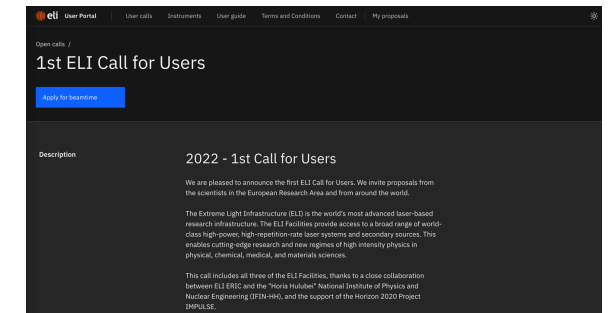
Extreme Light Infrastructure provides international scientific teams with access to the world's most intense lasers

Browse instruments

Apply for beamtime

User Portal Overview

- General information on open and previous calls
 - List of instruments available for access
 - Beamtime availability
 - Submission deadlines
- For each instrument, you will find basic information on:
 - Available set up (including schematics table of performances) and experimental geometries
 - Available target systems
 - Available metrology / detection and observation systems
 - Responsible contact person
- Supporting labs / workshops



- Other pages
 - User guide
 - User office contacts
 - General Terms and Conditions for Access + data privacy notice
 - My proposals
 - News

- First ELI Call organized in accordance with ELI ERIC **Access Policy** under the "Excellence-Based Access mode" and, for ELI-NP, within the framework of an "**Access Agreement**" between ELI ERIC and IFIN-HH.
- **Excellence-Based Access mode**, Access is granted free of charge following competitive evaluation of the excellence and scientific merit of Experiment Proposals by ELI Programme Advisory Committee and assessment of their technical and safety feasibility.
- The **Programme Advisory Committee** consists of independent experts appointed by ELI responsible for evaluating the excellence and scientific merit of the Proposals and for providing advice on the Proposals that should be awarded Access to the ELI Facilities.
- **Results** of Experiments performed as part of this Access process should be published and made open.

Intellectual Property:

- ELI ERIC, the ELI Facilities and User / User Institution remain the owners of their respective Background IP, which may include work created prior to the Proposal that may be used in the Experiment. Background IP may also include registered IP rights, specific know-how, software and existing data. The Parties shall not have any rights to the Background IP of the other Party.
- Each Party will solely own the Foreground generated during the implementation of the Experiment by its own personnel and/or researchers (Users or ELI Staff), without using the resources of the other Party, regardless of the place of the research and development activity.
- All Foreground arising from a joint activity and/or by the personnel of both Parties, shall be jointly owned as Joint IP (Joint Ownership Agreement).

Data Management:

- Data Management Plan for each experiment defining the conditions under which scientific data will be acquired, curated, processed, preserved and made available to Users
- Embargo period of 3 years after which ELI will preserve and make datasets publicly accessible
- Commitment to make data as FAIR as possible.

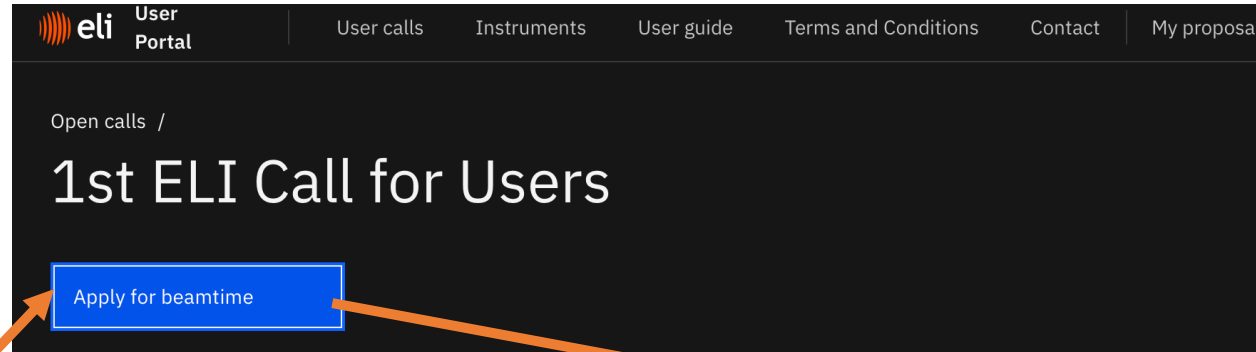
Publication Requirements:

- **Publish** the results derived from their Experiment via **open access** with a strong recommendation for gold open access and cover the costs of publication, if any
- Give **appropriate credit** to the members of the ELI Staff at least in the form of an acknowledgment or, if so agreed with the ELI Facilities, in the form of co-authorship when the ELI Staff significantly contributed to their research
- Give **appropriate credit to ELI ERIC (or ELI-NP for Experiments at ELI-NP)** and, where available, cite the DOI of the instrument used to obtain the results
- **Provide information** without undue delay to ELI ERIC (or ELI-NP for Experiments at ELI-NP) on the publication, including the complete reference and the abstract of all papers appearing in print, and resulting from the use of ELI's instruments and expertise for inclusion into the publications' databases maintained by ELI ERIC and ELI-NP
- **Acknowledge the financial support** of the IMPULSE project for Experiments financed wholly or partially by IMPULSE, by including appropriate reference in the acknowledgements of the publication.

Submission Process

- Before submitting a proposal, a user has to **create an account** on the ELI ERIC User Portal [registration page](#). Access to the User Portal is granted once the account is set up following the instructions in the confirmation email.
- The Principal Investigator (PI) **submitting a proposal** shall fill in the [Proposal template](#), describing the scientific and technical content of the proposed experiment and upload it as part of the proposal.
- Before submitting the proposal, the PI shall **accept the [Terms and Conditions](#) and [GDPR Information Notice](#)** and confirm that those have been shared with the other team members on behalf of which the proposal is made.

Account creation



The screenshot shows the 'Log in to Help Center' form. It has an 'Email' input field, a blue 'Next' button, and a link that says 'Need an account? Sign up'. The 'Sign up' link is circled in orange. An orange arrow points from the 'Sign up' link to the 'user@facility.eu' email input field in the second 'Log in to Help Center' form below it.

Check your email

We sent an email to user@facility.eu. Click the link in the email to finish signing up.

[Resend](#)

The screenshot shows the 'Log in to Help Center' form with the email field pre-filled with 'user@facility.eu'. The email field is circled in orange. Below the email field is a blue 'Next' button. An orange arrow points from the 'Next' button to the 'Prerequisites' section on the left.

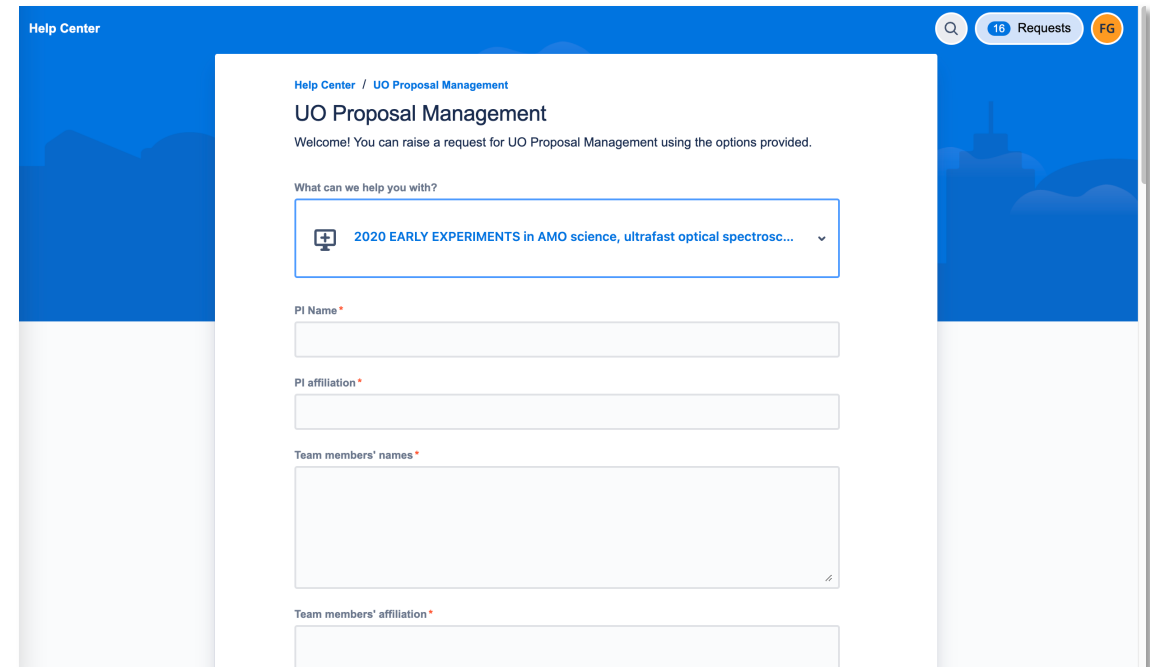
Prerequisites

- Proposal submission requires a valid user account
- A valid email account has to be used for registration
- In case the registration confirmation email does not get to your inbox, check also Spam Folder / notify us at user-office@eli-laser.eu

Proposal Submission

Proposal requirements

- Personal information
- Scientific and Technical content
 - Experiment information
 - Laser / beam requirements
 - Facility requirements
 - Diagnostics
 - Target specifications
- Other questions
 - Safety requirements
 - Remote access
 - Ethical aspects

A screenshot of a web application titled 'UO Proposal Management'. The interface has a blue header with 'Help Center' on the left and a search bar, '16 Requests', and a 'FG' button on the right. The main content area has a white background. It starts with a breadcrumb 'Help Center / UO Proposal Management' and a title 'UO Proposal Management'. Below the title is a welcome message: 'Welcome! You can raise a request for UO Proposal Management using the options provided.' A section titled 'What can we help you with?' contains a dropdown menu with a plus icon and the text '2020 EARLY EXPERIMENTS in AMO science, ultrafast optical spectrosc...'. Below this are four form fields, each with a red asterisk indicating a required field: 'PI Name', 'PI affiliation', 'Team members' names' (a larger text area), and 'Team members' affiliation'.

Proposal Preparation

Step 1 – Scientific Proposal Template

- Download and fill the proposal template
- Upload once ready

Step 2 – Online form

- Please check all mandatory sections, marked with “*”
- Acknowledge Terms and Conditions
- And Data Processing Rules
- Save the proposal (this stage is saving the proposal)
- The proposal can be still edited

Targeted system for the proposed experiment *

Scientific and Technical Content of Proposal *

Drag and drop files, paste screenshots, or browse

Browse

Please upload the Scientific and Technical Content of your proposal using the dedicated [template](#).

Safety requirements: Which of the following does the proposed research involve? *

- ☐ Animals
- ☐ Biohazards
- ☐ Human subjects
- ☐ Toxic materials
- ☐ Biological samples
- ☐ Explosive materials
- ☐ Radioactive materials
- ☐ None of the above

Terms and conditions and GDPR agreements *

- ☐ I have read and accept the Terms and Conditions for Access!
- ☐ I have read and accept the GDPR Information Notice!
- ☐ In my capacity as PI, I informed team members participating in this Proposal about the Access Terms and Conditions and GDPR Information, acknowledging that their acceptance of these documents is an admission condition to ELI Experiments!

[ELI/ERIC Terms and Conditions](#) and [GDPR Personal Data Processing Rules](#)

Send

Cancel

Proposal Template



Scientific and Technical Content of Proposal

For a fair and efficient peer-review of your proposal by ELI's peer-review committee, you are requested to provide details on the proposed experimental programme and technical requirements of your proposal.

For that purpose, you are asked to use the template below, keeping the structure unchanged. The length of this document, once filled in, should not exceed 5 pages (using Calibri, font size 11).

1. General proposal information

Proposal title:

Abstract:

Objectives of proposed experiment:

Scientific background and rationale:

Instructions: describe the research field, the context and the potential impacts of the experiment on the field, provide a description of your previous work / earlier experimental results in the field of the proposed research.

Methodology and Risk Assessment

Instructions: describe the proposed experimental methodology and provide your assessment of the feasibility and risks of the experiment

Relevant publications and references

2. Beamtime requirements

Instructions: indicate the estimated amount of beamtime (number of weeks) and shift requirements needed for the performance of the experiment. Beamtime shall be understood as time during which laser beam is available in the experimental area.

3. Laser / beam requirements

Instructions: indicate the parameters for alignment (if needed) and required alignment accuracy and the nominal experimental parameters needed.



4. End-station requirements (if applicable)

Instructions: indicate, where relevant, the parameters for alignment and required alignment accuracy, the nominal experimental parameters needed, the photon yield needed on sample, the targeted wavelength range, the required timing for diagnostics and any other information relevant for the performance of the experiment.

5. Facility requirements

Instructions: include the experimental setup, the beam and geometry specifications, the Interaction chamber specifications, other equipment specifications and any other relevant facility requirements.

6. Diagnostics

Instructions: indicate the diagnostics available at the facility required for the experiment and additional diagnostics you are willing to bring on site.

7. Target specifications

Instructions: indicate the requested target station system, the targets to be provided by the facility and targets you are willing to bring on site (and their handling requirements, if any).



Collaboration on Proposal

Filling the proposal template can be done offline

In case the PI wants to invite team members to collaborate with the online form, the PI should:

- Ask team members to create an account (presented in the previous step)
- Notify the ELI ERIC User Office team to add the names and contact details of the PI Team to the proposal user-office@eli-laser.eu
- The team members will be added as "watchers" and be able to edit the online form (submission remains with the PI).



Proposal Submission

[Help Center](#) / [User Proposal Submission Form](#) / [UPM-18](#)

test

TI

Teodor Ivănoaica raised this on Today 10:45 AM

[Hide details](#)

PI affiliation
test


Team members
test

Targeted system for the proposed experiment
NLTSF

Proposal Submission

Please comment with any additional information


Optional comment





Proposal Submission

Cancel

Status
PROPOSAL DRAFT

 Notifications on

 Proposal Submission

Request type
 First ELI ERIC User Call

To submit the proposal, the PI should:

- Access the account and go to “My Proposals”
- Select the proposals and submit for review
- Comments are optional
- After this step, the proposal becomes read-only for the PI Team.

Proposal Review

Step 1 - Submission: proposals for Experiments should be submitted solely via the ELI ERIC User Portal, using the dedicated submission form. The proposal submission should be done only **by the Principal Investigator** on behalf of the Experimental Team and is subject to acceptance of the Terms and Conditions for Access and GDPR Information Notice.

Step 2 - Feasibility Assessment: proposals, once submitted, are immediately assessed by authorised ELI Staff to confirm their technical and safety feasibility. **Users are strongly encouraged to contact the ELI Staff indicated as contact persons for each instrument ahead of submission to assess feasibility.**

Step 3 - Peer-review: the scientific merit of Proposals is assessed by the ELI Programme Advisory Committee (PAC), which consists of independent scientific experts. The PAC provides advice to the ELI management by assigning a score and a rank to the Proposals.



Scheduling, Preparation and Experiments

- Final approval of proposals by ELI ERIC Director General / ELI-NP Director based on assessment of Peer Review Panel
- Scheduling and preparations managed and coordinated by Facilities, instrument scientist and local user offices
- Training supported by joint online training system

Post-Experiment Phase

- Experiment Report
- Satisfaction survey and Quality assessment
- Data processing and access
- Publication tracking



Contacts

<https://up.eli-laser.eu/contact>

For general enquiries on conditions of access and submission of proposals: user-office@eli-laser.eu

Local user offices:

- [ELI ALPS](#)
- [ELI Beamlines](#)
- [ELI-NP](#)