



ELISS2023

ELI Summer School | 29 Aug – 1 Sep 2023

Dolní Břežany, Czech Republic

ELI User Office - Introduction to user applications and preparing a scientific proposal for a large-scale facility

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ELI ERIC

1 September 2023

Dolní Břežany, Czech Republic



IMPULSE



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- ELI User Office
- Proposal Submission
- Review – applicants target audience
- Useful tips

- ELI ERIC's mission is to provide **effective access to the ELI Facilities**, enabling scientific excellence and innovation and maximising ELI's impact on science and society. Access to the ELI Facilities is free, competitive, international, and open to users **from within and outside the ELI ERIC Member countries**, based on principles established in the European Union Charter for Access to Research Infrastructures.
- ELI ERIC provides Users with a single point of access to all capabilities available at the ELI Facilities. Access to ELI is provided through the following modes:

- Manage User calls
 - 6 month period experiment phase/ call
 - Spring and Autumn Calls

3rd User Call 18th September -16th October
- Manage User Access
- Joint **ELI User's Meeting** on the 4-5th December at ELI ALPS



User Portal

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



eli User Portal | User calls | Lasers | Equipment | User guide | Terms and Conditions | News | Contact | My proposals

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

The Extreme Light Infrastructure is the world's largest and most advanced high-power laser research infrastructure.

[Browse lasers](#) [Apply for beamtime](#)

The Extreme Light Infrastructure is an international user facility dedicated to multi-disciplinary science using intense and ultra-short laser pulses. ELI provides access to world-class high-power, high-repetition-rate laser systems and complementary equipment for cutting-edge research in physical, chemical, materials, and medical technological innovations.

Browse the available [equipment](#) and find more information below.

eli User Portal | User calls | Lasers | Equipment

Available equipment and lasers

Filters

Type

Laser

Facility

- ELI-ALPS (18)
- ELI Beamlines (9)
- ELI-NP (2)

Laser characteristic

Science area

Methodology/technique

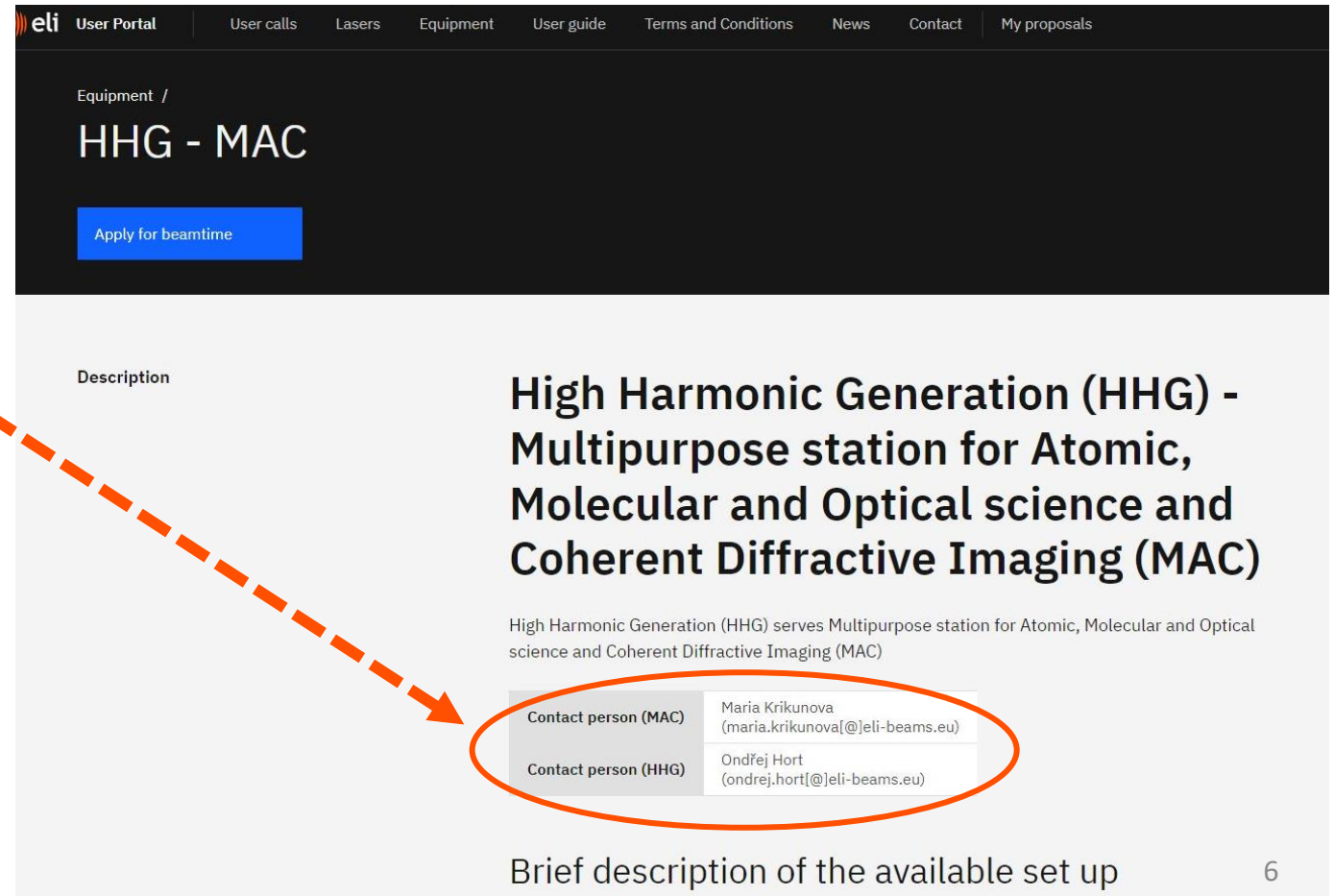
HR1
100 I

SEA
10 H

MIR
100 I

basic information about the instruments offered in the call

- Available set up (including schematics table of performances) and experimental geometries
- Available target systems and metrology
- **Instrument Responsible contact**



The screenshot shows the User Portal interface for the HHG - MAC instrument. The navigation bar includes links for User calls, Lasers, Equipment, User guide, Terms and Conditions, News, Contact, and My proposals. The main heading is "Equipment / HHG - MAC" with a blue "Apply for beamtime" button. The description section is titled "High Harmonic Generation (HHG) - Multipurpose station for Atomic, Molecular and Optical science and Coherent Diffractive Imaging (MAC)". Below the description, a table lists contact information for both MAC and HHG. The contact information for MAC is circled in orange, and a dashed orange arrow points from the "Instrument Responsible contact" bullet point in the text to this circle.

| | |
|----------------------|---|
| Contact person (MAC) | Maria Krikunova (maria.krikunova[@]eli-beams.eu) |
| Contact person (HHG) | Ondřej Hort (ondrej.hort[@]eli-beams.eu) |

Brief description of the available set up



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 [Online Proposal Form](#), describing the scientific and technical content of the proposed experiment.
- 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.

Proposal submission

<https://up.eli-laser.eu/user-guide/proposal-submission>



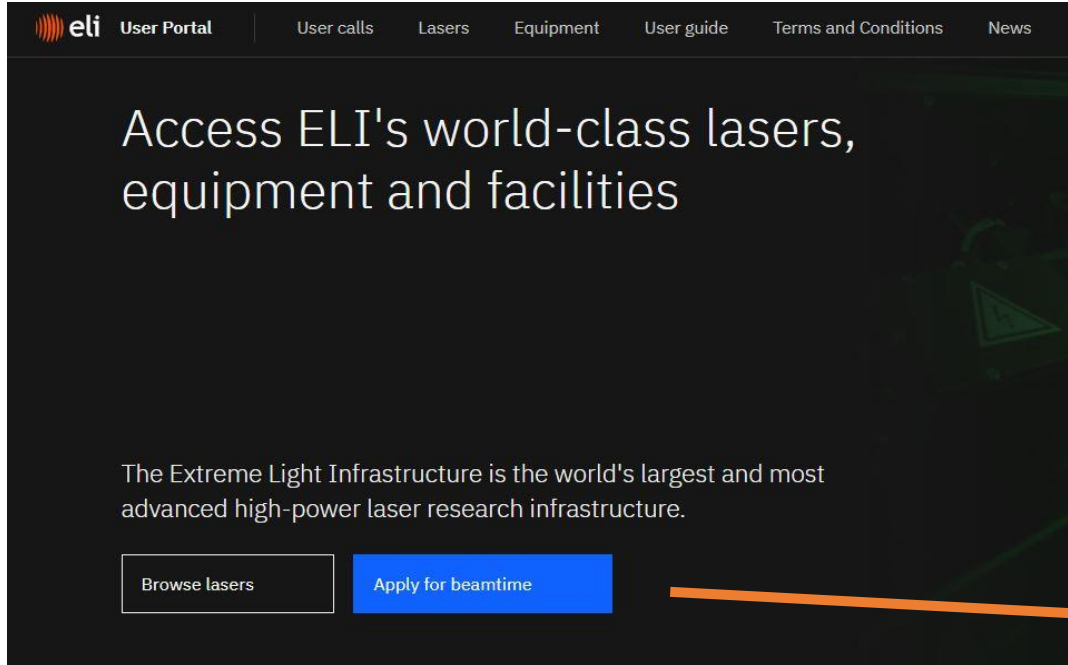
Guide

Before you start

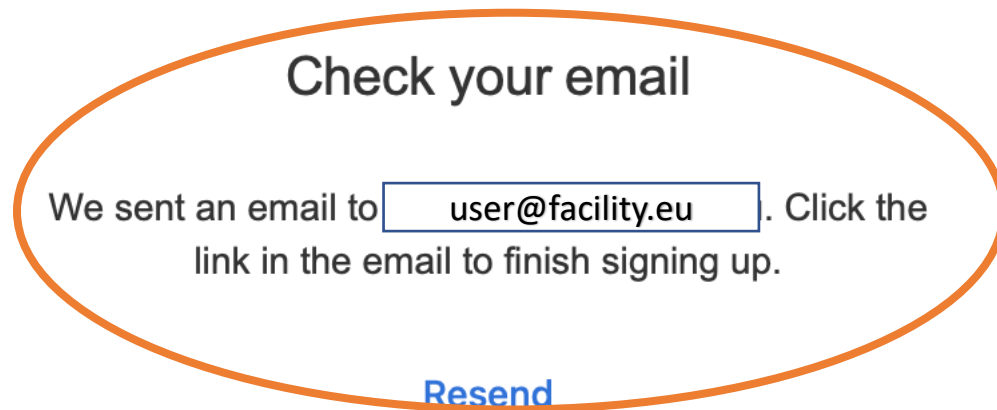
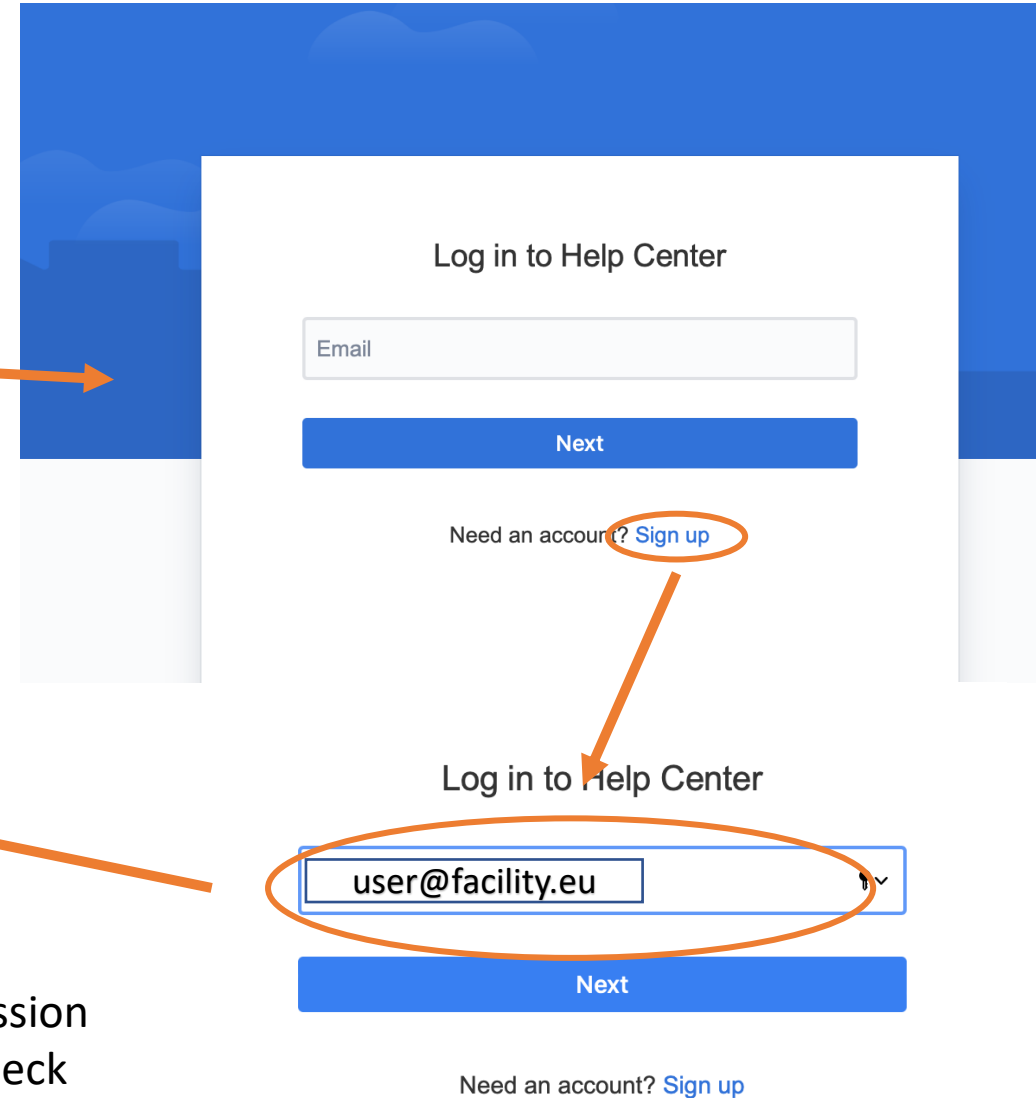
Proposal Submission portal is set to "self-registration" mode, in which anyone with the [LINK](#) can get the access and submit the proposal.

The address of Proposal submission portal is: <https://eli-eric.atlassian.net/servicedesk/customer/portal/16>

Please, save or bookmark portal address as it will serve as an access point to your submitted proposal.



Account creation



Prerequisites

- A valid email account has to be used for registration and proposal submission
- 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 requirements

- Personal information PI and team
- Scientific and Technical content
 - Experiment information
 - Laser / beam requirements
 - Facility requirements
 - Diagnostics
 - Target specifications
- Other questions
 - Safety requirements
 - Material information

Proposal Preparation


A screenshot of a web form titled 'ELI ERIC User Proposal Management'. The form is set against a blue header and a light blue background. It includes a breadcrumb trail 'Help Center / ELI ERIC User Proposal Management', a welcome message, a search bar, a 'Proposal' button, a dropdown for 'Raise this request on behalf of', a 'Proposal Title' field, an 'Attachments' section with a 'Browse' button, and a 'Principal investigator' section with fields for 'Title', 'First name', and 'Surname'.

Help Center / ELI ERIC User Proposal Management

ELI ERIC User Proposal Management

Welcome! To apply for access to the ELI Facilities, please fill in and submit this form.

What can we help you with?

 Proposal

Raise this request on behalf of*

Enter name or email... ▼

Proposal Title*

Attachments

Drag and drop files, paste screenshots, or browse

Browse

Any graphics, figures or diagrams in support of your proposal which cannot be added in the fields below can be uploaded here. Please make sure to label each file clearly and reference the file name in the description to which it applies.

Principal investigator

Title First name* Surname*

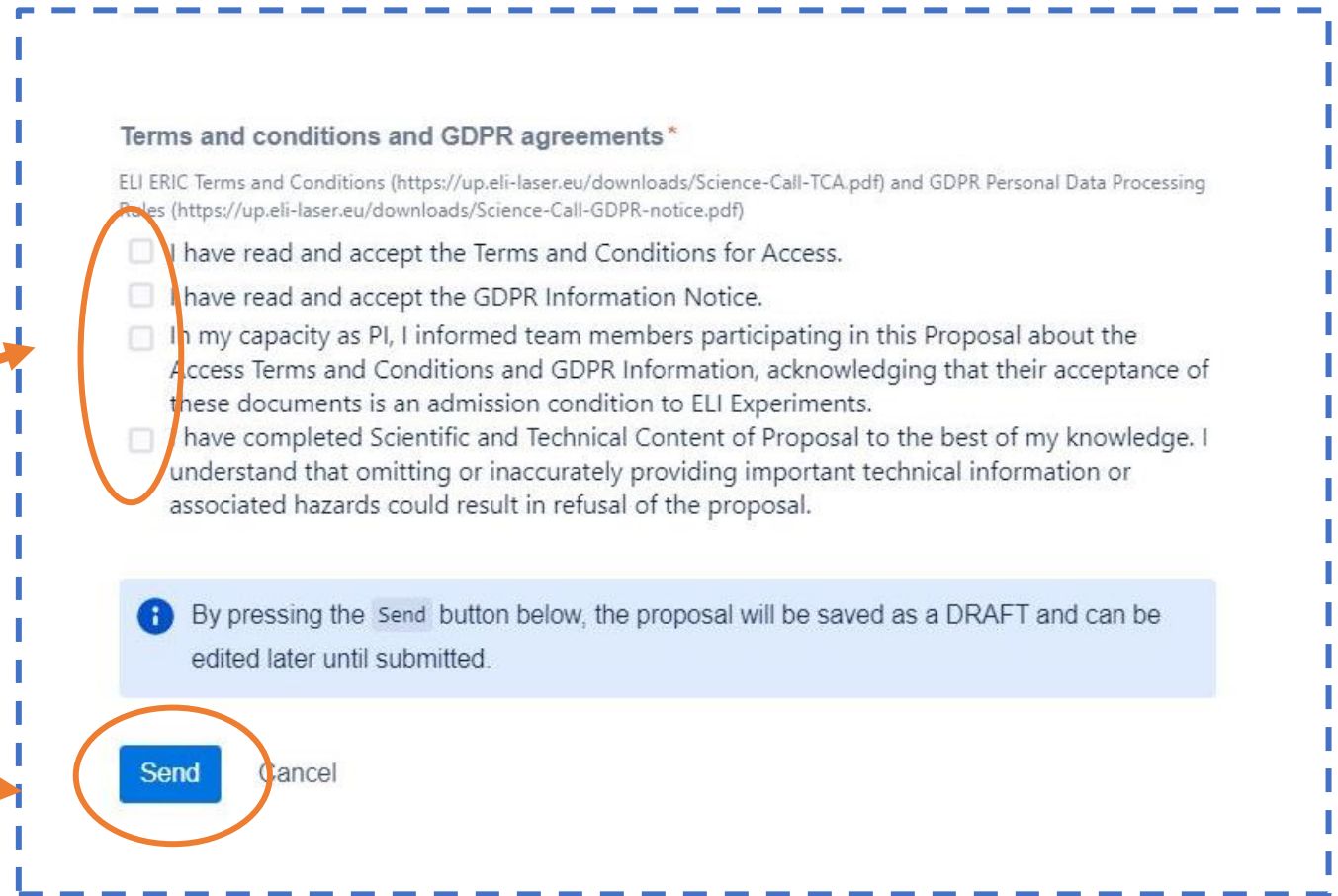
Select... ▼



Proposal preparation

- Title
- Abstract
- Objectives of the proposed experiments
- Scientific background and rationale
- Methodology and risk assessment
- Preliminary work already carried out
- Relevant publications and references
- Experimental plan
- Beamtime requirements
- Additional technology, equipment, and service requirements


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



Terms and conditions and GDPR agreements*

ELI ERIC Terms and Conditions (<https://up.eli-laser.eu/downloads/Science-Call-TCA.pdf>) and GDPR Personal Data Processing Rules (<https://up.eli-laser.eu/downloads/Science-Call-GDPR-notice.pdf>)

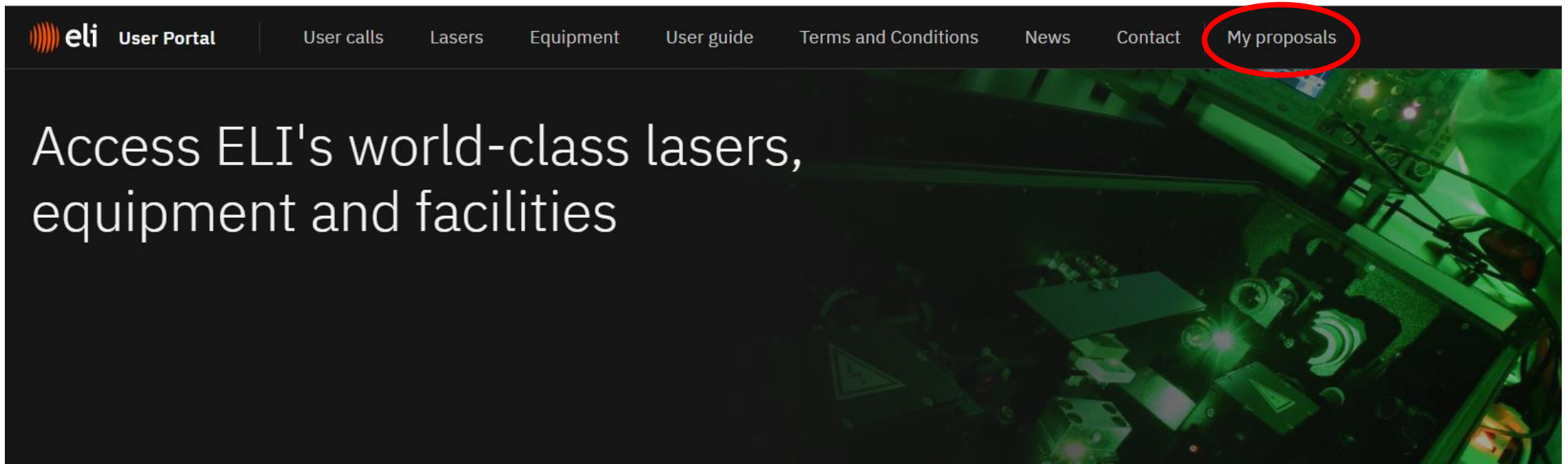
- I have read and accept the Terms and Conditions for Access.
- I have read and accept the GDPR Information Notice.
- In my capacity as PI, I informed team members participating in this Proposal about the Access Terms and Conditions and GDPR Information, acknowledging that their acceptance of these documents is an admission condition to ELI Experiments.
- I have completed Scientific and Technical Content of Proposal to the best of my knowledge. I understand that omitting or inaccurately providing important technical information or associated hazards could result in refusal of the proposal.

 By pressing the **Send** button below, the proposal will be saved as a DRAFT and can be edited later until submitted.

Send Cancel

Proposal Editing

- User guide
- [Access the account](#) or go to [My proposals](#)





Proposal Editing

Help Center / ELTERIC User Proposal Management / ELTERIC

Proposal

Alexandra Schmidli raised this on 08/Mar/23 1:02 AM [Hide details](#)

Viewing Form

Proposal form [Edit](#) ...

Principal investigator

| | | |
|----------------------------------|---|-------------------------------------|
| Title | First name * | Surname * |
| <input type="text"/> | <input type="text" value="Sample"/> | <input type="text" value="Person"/> |
| Affiliation * | Country of affiliation * | Citizenship * |
| <input type="text" value="ELI"/> | <input type="text" value="Czech Republic"/> | <input type="text" value="Hun"/> |

Gender

Proposal

Alexandra Schmidli raised this on 08/Mar/23 1:02 AM [Hide details](#)

Editing Form

Proposal form [Save and submit](#) [Save](#) [Cancel](#)

Principal investigator

| | | |
|--|---|-------------------------------------|
| Title | First name * | Surname * |
| <input type="text" value="Select..."/> | <input type="text" value="Sample"/> | <input type="text" value="Person"/> |
| Affiliation * | Country of affiliation * | Citizenship * |
| <input type="text" value="ELI"/> | <input type="text" value="Czech Republic"/> | <input type="text" value="Hun"/> |

Gender

Status: DRAFT

Request: Prod

Shared v: Ale Cre, + Sha

Apps Actions: [i](#)



Proposal Submission

To submit the proposal, the PI should:

- Access the account or go to “My Proposals”
- Select the proposals and submit for review
- **Comments section is open for communication**
- **After submission, the proposal becomes read-only for the PI Team**

A screenshot of a web interface showing a comment submission form. The form is titled "Activity" and includes a user profile icon on the left. The text area contains the placeholder text "this is a sample request". Above the text area is a rich text editor toolbar with icons for text color (A), bold (B), italic (I), bulleted list, link, and other options. A blue "Save" button is located below the text area. The entire form is enclosed in a dashed blue border.



Proposal Review

Feasibility Assessment:

- by authorised ELI Staff
 - Technical
 - Safety

Peer-review:

- by the ELI Peer Review Panel - independent scientific experts
 - Scientific merit by assigning a score and a rank

- Know the requirements
 - Get acquainted with the submission form and the online portal well ahead of the deadline
 - Read and follow the instructions by every question
- **Contact the instrument responsible**
- Use the „save” option
- Don't hesitate to ask for help or clarification



Contact

user-office@eli-laser.eu