

User Portal and Proposal Submission Process

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User Portal

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



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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](#) form, 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.

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.

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 Peer Review Panel, which consists of independent scientific experts. The PRP provides advice to the ELI management by assigning a score and a rank to the Proposals.

<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](#)