



Elettra Sincrotrone Trieste



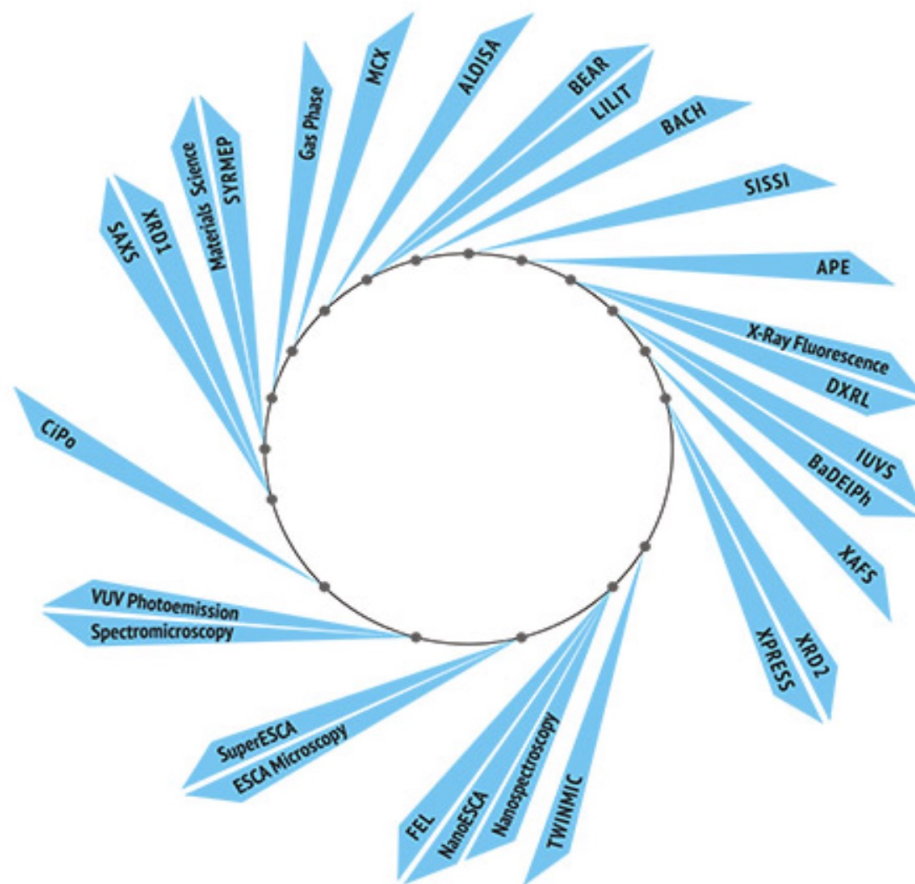
# IMPULSE- User access Workshop

Trieste, 30-31 January 2024

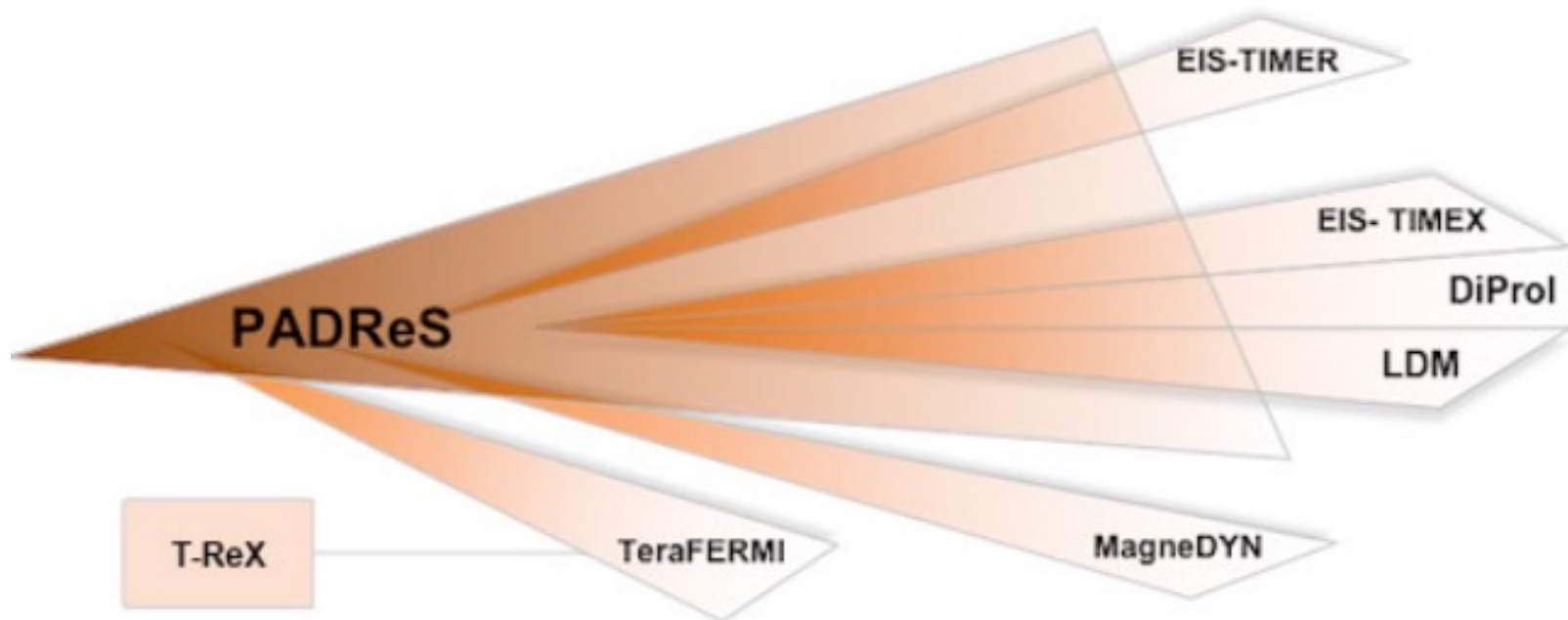


## IMPULSE User access workshop

### ✓ Elettra: 28 Beamlines

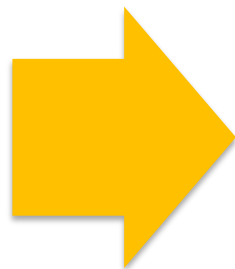


✓ FERMI: 6 Beamlines/Laboratories



## IMPULSE User access workshop

Elettra  
User's  
Office



3 staff  
members

## ***Users' Office role and responsibility***

- ✓ Call for Proposals for Elettra & FERMI
- ✓ Proposals handling, support in experiment allocation
- ✓ Access procedures of General and Supported Users, Elettra Partners, Collaborators
- ✓ Support to specific TNA Projects (EU & other Research programs)
  - NEPHEWS, LaserLab, NFFA, POC (India), ICTP (Developing Countries), IAEA Programme

Management of Visas requests

- ✓ Organization of Meetings and Workshops
  - Elettra Users' Meeting and Satellite Workshops
  - Elettra and FERMI and Review Panel meetings
- ✓ Training activities
- ✓ Interface between Users and other internal Services
  - Administrative information
  - Scientific liaison
  - Logistic assistance
  - Handling issues and complaints
- ✓ Users satisfaction feedback (BEST form)
- ✓ Statistics

## IMPULSE User access workshop

### Elettra: Call for Proposals

**Deadline postponed for proposals  
submission: Fri, 15 Mar 2024**

[Read more](#)

### Elettra: Protein Crystallography

**Monthly submission  
is open!**

[Submit Proposal](#)

### FERMI: Call for proposals

**Next deadline for proposals submission  
has been extended to:  
Fri, 31 May 2024**

[Read more](#)

### Proposal Information

- [Proposal types](#)
- [How to write a proposal](#)
- [How to submit a proposal](#)
- [Proposal Evaluation](#)
- [Proposal Rating](#)
- [Proposal Review Panel](#)
- [Support programs](#)
- [Beamtime report and feedback](#)

### User Quicklinks

- [Elettra Machine Status](#)

### User Guide

- [Energy crisis: impact on user activities at Elettra Sincrotrone Trieste](#)
- [what to do](#) in case of Covid symptoms
- How to [ship your sample](#)
- How to submit the [Access request](#)
- Instructions on [how to reach us](#)
- [Before your arrival](#)
- [During your stay](#) and info
- [Beamtime report and feedback](#)
- Useful [services](#) available in the laboratory.
- How to connect to Elettra [guestnet](#) (WLAN)

### Useroffice contacts

**Office hours:** Monday to Friday 9am - 5pm  
**About us:** [Contacts webpage](#)  
**Telephone:** 39 040 375 8628/8538/8398  
**Fax:** 39 040 375 8565  
**e-mail:** [useroffice@elettra.eu](mailto:useroffice@elettra.eu)  
**Office** Building T1, first floor.  
**Location:** Rooms 165A & 18





*Organisation of user calls: organisation of the evaluation*

# Call for Proposals: Elettra

## Elettra deadlines:

### Deadline 15th March, 2024

for proposals eligible for the user period starting from July 1st to December 31st, 2024;

### September 16th, 2024

for proposals eligible for the user period starting from January 1st to June 30th, 2025.

### Small molecules and macromolecular crystallography proposals

Proposals can be submitted **anytime**, there is no deadline for the submission and evaluation is [monthly](#).

## Call for Proposals: FERMI

Semestral / Annual

### FERMI deadlines:

#### Call for Proposals

The Fifteenth call for user experiments at the FERMI FEL1 and FEL-2 free-electron laser facilities, TeraFERMI, CITIUS and T-ReX laboratories, located at Elettra - Sincrotrone Trieste S.C.p.A., is now open.

**Postponed deadline for submitting proposals: May 31st, 2024 (h. 23:59 - Italy time zone).**



## NEXT CALL DEADLINES



## ✓ VUO Submission

### Your Proposals

[Submit](#) a proposal for small molecules or macromolecular crystallography (evaluated monthly - [more info](#))

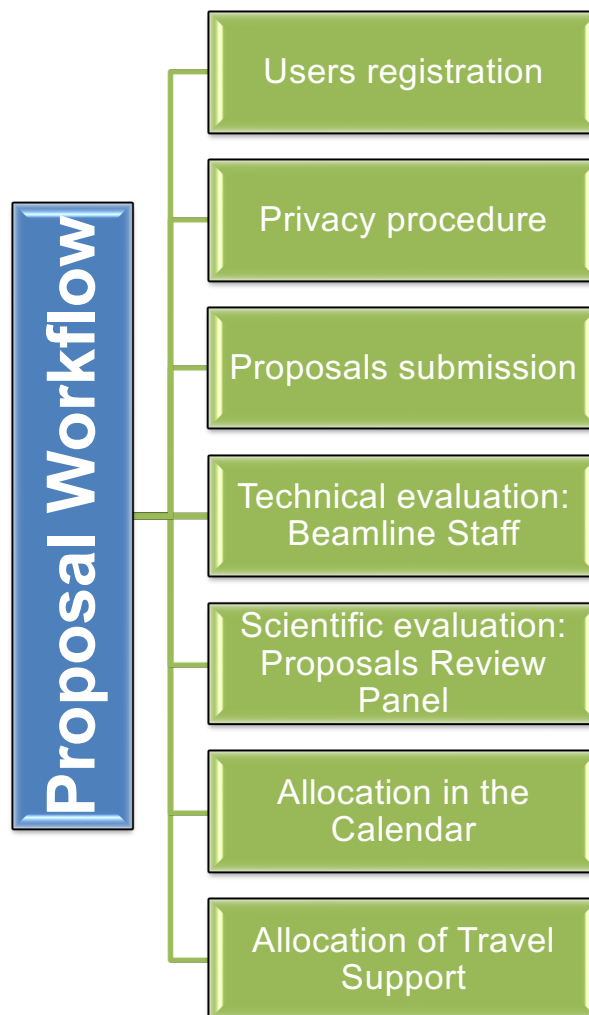
Small molecules or macromolecular crystallography proposal [still in editing](#) (evaluated monthly)

FERMI: Deadline on June 5th, 2023 at 23:59

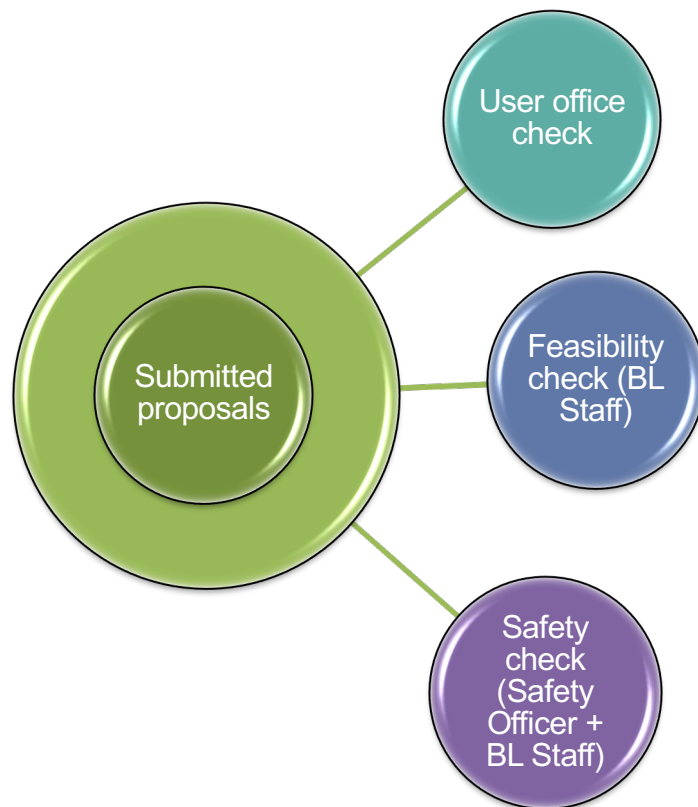
Elettra: Deadline at 18/09/2023 23:59 CET

[Already submitted](#) proposals

## IMPULSE User access workshop



## IMPULSE User access workshop



✓ **Engagement with the instrument scientist and with other actors in the process**

Workflow Functions	
<p><b>End of Proposal Submission Phase</b>  <i>The proposals still in "Editing" will be marked:</i>            - "Submitted" if correct/complete;            - "Deleted" if incorrect/incomplete.            Submitted proposals will be Registered.            Send e-mail to all proposer to notify the submission or deletion of proposal.</p>	<p><a href="#">Elettra</a> <a href="#">FERMI</a></p>
<p><b>End of Proposal Registration Phase</b>  <i>"Registered" proposals will go to the Technical Evaluation phase.</i></p>	<p><a href="#">Elettra</a> <a href="#">FERMI</a></p>
<p><b>End of First Technical Evaluation Phase</b>  <i>Technically evaluated proposals will go back to editing phase.</i></p>	
<p><b>End of Technical Evaluation Phase</b>  <i>Add a default technical evaluation on proposals that don't have one.            Technically evaluated proposals of Elettra, CERIC and FERMI (TXCS and TERA-FERMI) will go to the Scientific/Final Evaluation phase.            Technically evaluated proposals of FERMI (DRX) will go to the "FERMI Machine risk evaluation".</i></p>	<p><a href="#">Elettra</a> <a href="#">FERMI</a></p>

- Technical evaluations are performed by BL Coordinators
- The evaluation considers if the experiment is feasible or not, and if the amount of time requested is appropriate.
- Comments are requested to help scientific reviewers

Evaluation

Number of Assigned Shifts (1 shift is 8 hours)	18
Evaluation	Feasible
Comments	The experiment is feasible.  "Sample mail-in" mode: The experiment is feasible in sample mail-in mode in 18 shifts.





Elettra  
Sincrotrone  
Trieste



Elettra Sincrotrone Trieste

## IMPULSE User access workshop

### Elettra Proposal Review Panel:

	<b>Atoms Molecules and Plasmas</b>	<b>Macromolecular, Protein and Polymer Crystallography</b>	
	Edwin Kukk (chairperson) Christian Alcaraz Andras Bodi Patrick Hemberger	Beatrice Vallone (chairperson) Michele Cianci Silvano Geremia Balasubramanian Gopal Natasa Novak Tusar Aravind Penmatsa	
<b>Condensed matter - Electronic and Magnetic Structure</b>			<b>Scattering</b>
Enrique Garcia Michel (chairperson) Benedetta Casu Mirko Cinchetti Hugo Dil Alexei V. Fedorov Marino Marsi Pascale Roy Stefano Rusponi Tomasz Slezak Anna Tamai Elio Vescovo	<b>Elettra Proposal Review Panel Enrique Garcia Michel (chairperson)</b>		Maurizio Musso (chairperson) Anuradha Ramoji Paola Sassi Giulietta Smulevich
	<b>Instrumentation, Technological and Soft Materials - Life and Medical Sciences (excluding Crystallography)</b>		<b>Hard condensed matter - Structures</b>
<b>Catalytic Materials/Surface Science</b>	Mariangela Cestelli Guidi (chairperson) Frauke Alves Sam Bayat Hugh James Byrne Francesco De Carlo Elisabetta Giorgini Enzo Lombi Kamilla Malek Giorgio Margaritondo Rajmund Mokso Naoto Yagi		Giuseppe Cruciani (chairperson) Simone Anzellini Tiziana Boffa Ballaran Sotirios Charisopoulos Wilson Crichton Natalia Doubrovinckaia Chiara Maurizio Carlo Meneghini Lorenzo Mino Vittoria Pischedda Maria Del Carmen Sanchez-Valle Gloria Subias Peruga Ian Swainson Rosario Isabel Cerdá Vilaplana
Luca Ottaviano (chairperson) Carla Bittencourt Martina Corso Ana Cremades Valentina De Renzi Sebastian Guenther Georg Franz Konrad Held Yaroslava Lykhach Jose Angel Martin Gago Jill Miwa Celia Rogero Blanco Gopinathan Sankar			

## IMPULSE User access workshop

### FERMI Proposal Review Panel



### **Proposal Review Panel "S"** **Hard condensed matter - Structures**

1. Access online details of [all previous proposals](#) submitted to this committee.
2. Access online details of [new proposals to be evaluated](#) by this committee.
3. Download a [summary list of new proposals](#) submitted to this committee, in Excel ([csv](#)) format.
4. Download the [PDF booklet of the new proposals](#) to be evaluated by this committee.
5. [Assign](#) the proposals to the reviewers.
6. Enter [scientific evaluations](#) for new proposals submitted to this committee.
7. Enter [scientific final evaluations](#) for new proposals submitted to this committee.
8. Download the [report of scientific evaluations of new proposals](#) by this committee, in Excel ([csv](#)) format.
9. Download the [report of final evaluations with concatenate comment](#) by this committee, in Excel ([csv](#)) format.
10. [Upload a file of Scientific evaluations](#) containing an edited version of the Reviewers' comments.  
Only the Reviewers comments in this file, in the column headed "Final Comment", will be updated on the VUO.
11. [Statistics of reviewer scores](#)
12. [Evaluations](#)

## IMPULSE User access workshop

### Committee "M" - Assign the proposals to the reviewers

Proposal	Cianci michele	Geremia silvano	Gopal balasubramanian	Novak tusar natasa	Penmatsa aravind	Vallone beatrice	Done/assigned	Max difference	Average
<b>Done/Assigned</b>	/	/	/	/	/	/	/		

[\[Send e-mail to reviewers\]](#)

[\[Lead reviewers\]](#)

[\[Export evaluations\]](#)

- Two/three reviews per proposal
- Reviewers define a quality ranking
- Feedback comments help users for writing new successful proposals
- Top quality proposals are scheduled

**Proposal Review Panel: C**

Proposal Info						
Proposal Number	20210562					
Proposal Title	Contacts between 2D semiconductors and 3D metal electrodes for the efficient injection of charge carriers					
Proposer	(15270) LXXXXXXXXXX					

Evaluations						
Type	Shifts - feasibility	Score	Evaluator	Beamline		
[Select] Technical evaluation	18 - Feasible		XXXXXXXXXXXXXXXXXX	SUPERESCA		
[Select] Scientific evaluation	18 -	1.6	XXXXXXXXXXXXXXXXXX	C		
[Select] Scientific evaluation	18 -	1.3	XXXXXXXXXXXXXXXXXX	C		
[Select] Final evaluation	-	1.47	XXXXXXXXXXXXXXXXXX	SUPERESCA		

Items: 1-4/4

sci. grading	
1.45	



### End of FERMI Machine Risk Evaluation Phase

*After the machine risk's evaluation the proposals will go to the "FERMI Risk Evaluation Phase".*

[FERMI](#)

### End of FERMI Risk Evaluation Phase

*After the risk's evaluation the proposals will go to the Scientific Evaluation Phase.*

[FERMI](#)

### End of Final Evaluation Phase

*After some check the Final Evaluation [status, shifts, beamline] will be applied to the Proposal. Scientifically evaluated proposals of Elettra will be marked as "Evaluated".*

[Elettra](#) [FERMI](#)

*Scientifically evaluated proposals of FERMI and CERIC go to the "Assignments Evaluation Phase".*

### End of Assignments Evaluation Phase

*After some check the Assignments Evaluation [status, shifts, ...] will be applied to the proposals. The FERMI evaluation process ends.*

[FERMI](#)

After the scientific grading, positively evaluated proposals are allocated in the Calendar by the Beamline Coordinator

Scheduled shifts for proposal 20210562					
	Begin	End	Scheduled shifts	Beamtime mode	Event status
<a href="#">[Select]</a>	13/07/2021 07:00	14/07/2021 07:00	<b>3</b>	In presence	Scheduled
<a href="#">[Select]</a>	15/07/2021 07:00	20/07/2021 07:00	<b>15</b>	In presence	Scheduled
<b>Total sheduled shifts</b>			<b>18</b>		

Add a schedule for proposal 20210562	
Time begin *	<input type="text" value="19/07/2021 07:00"/>
End on *	<input type="text" value="20/07/2021 07:00"/>
Beamtime mode *	<input type="text" value="In presence"/>

(Suggested shifts by Review Panel: **21**)

[\[Save\]](#)

[\[Calendar\]](#) [\[Proposals\]](#)

## IMPULSE User access workshop

### ✓ Calendar

<<Previous trimester

ALOISA

Next trimester>>

July 2021					August 2021					September 2021				
Day	Mode	M	L	N	Day	Mode	M	L	N	Day	Mode	M	L	N
1					1	2.0				1	2.4	20210390		
2					2	2.0				2	2.4			
3					3	2.0				3	2.4			
4					4	2.0				4	2.4			
5					5	2.0				5	2.0			
6					6	2.0				6	2.0			
7					7	2.0				7	2.0	20205415		
8					8	2.0				8	2.0			
9	2.4	202105283			9	2.0				9	2.0			
10	2.4				10	2.0				10	2.0			
11	2.4				11	2.0				11	2.0			
12	2.4				12	2.0				12	2.0			
13	2.4				13	2.0				13	2.0	20205325		
14	2.0				14	2.0				14	2.0			
15	2.0				15	2.0				15	2.0			
16	2.0				16	2.0				16	2.0			
17	2.0				17	2.0				17	2.0			
18	2.0				18	2.0				18	2.0			
19	2.0	20210259			19	2.0				19	2.0			
20	2.0				20	2.0				20	2.0			
21	2.0				21	2.0				21	2.0	20210137		
22	2.0				22	2.0				22	2.0			
23	2.0				23	2.0				23	2.0			
24	2.0				24	2.0				24	2.0			
25	2.0				25	2.0				25	2.0			
26	2.0				26	2.0				26	2.0			
27	2.0				27	2.4				27	2.0	20210410		
28	2.0				28	2.4				28	2.0			
29	2.0				29	2.4				29	2.0			
30	2.0				30	2.4	20210290			30	2.0			
31	2.0				31	2.4				31	2.0			



## Beamtime allocation phase

**Rejected** and **approved** proposals are notified via e-mail by means of a specific workflow procedure (end of allocation phase)

### Send e-mail functions

#### Send e-mail to multiple selected users

*Send an e-mail to users selected with advanced search*

#### **Mails for proposals in "Editing" status**

*Mails to proposers of proposals still in "Editing"*

#### **Mails for scheduled proposals**

*Send beamtime allocation mail to users with scheduled proposals*

#### **Mails for FERMI/CERIC assignments availability**

*Send mail to users for assignments*

#### **Mails for send comment availability**

*Send mail to users for comment availability*

## IMPULSE User access workshop

### Mails for scheduled proposals: Elettra

Select the beamline

**Elettra - Sincrotrone Trieste S.C.p.A.**

<p>S.S. 14 Km 163,5 in Area Science Park 34149 Basovizza, Trieste, Italy T. +39 040 37581 F. +39 040 938 0903</p>	<p>P.IVA e C.F. IT006979203 Cap. Soc. € 49.969.980,4 PEC: <a href="mailto:sincrotrone.trieste.elettra@elettra.eu">sincrotrone.trieste.elettra@elettra.eu</a> <a href="http://www.elettra.eu">www.elettra.eu</a></p>
<p><a href="#">VUO contacts</a></p>	<p><a href="#">Disclaimer</a></p>

Beamline\*

- ALOISA
- APE-HE
- APE-LE
- BACH
- BAD\_ELPH
- BEAR
- CIRCULARPOLARIZATION
- ESCAMICROSCOPY
- GASPHASE
- MCX
- NANOSPECTROSCOPY
- NanoESCA
- SISSI - Mat Science
- SISSI-Chem - Life Sci
- SPECTROMICROSCOPY
- SUPERESCA
- SYRMEP
- TWINMIC
- VUV PHOTOEMISSION
- X-RAY DIFFRACTION
- X-RAY DIFFRACTION 2
- X-RAY FLUORESCENCE

## IMPULSE User access workshop

Message for International  
full supported users:

**Proposal list**  
**Proposal Proposer**

You will receive this message until you access the following information in the VUO.

Dear Dr. NAME LASTNAME,

the peer review of the proposal you have submitted to Elettra in response to our last call has now been completed, and we are glad

Details on the proposal evaluation process and on beamtime allocation can be found at: <https://vuo.elettra.eu>

1. Enter the site with your ID and password;
2. Click on the link "Already submitted proposals";
3. Select the proposal PROPOSAL\_NUMBER to check the evaluation;
4. Check your evaluation in the box "Review Process Information";
5. Check the allocation dates in the box "Proposal Schedule".

Please note that a maximum of 2 researchers will be eligible for reimbursement for the measurement runs done at Elettra.

To obtain instructions on how to receive your support please check the website:  
<https://www.elettra.eu/userarea/international-support-rules.html>

Before your arrival all participants will have to submit an access request.  
Supported participants must submit an access request no later than one month prior the date of arrival.  
Please check the website:  
<https://vuo.elettra.eu>  
in the section "Access requests to Elettra laboratory".

If you have to send a sample, please click the link "Already submitted proposals", select a scheduled proposal, then in the section

For publications derived from the Elettra funded project "IUS-International User Support", the following acknowledgement should be  
"We acknowledge Elettra Sincrotrone Trieste for providing access to its synchrotron radiation facilities and for financial support

The award of beamtime and related technical and organizational support comes in recognition of the excellence of your proposal and

Please note that by accepting the awarded beamtime and the related support, you are expected to follow a number of guidelines for o

- The User should share the scientific results with the scientific community through publication in appropriate journals, including
- The User should acknowledge the open access contribution of the RI to his/her research project in every publication based on the

As large part of the public support to the RI is given in the expectation that research projects, in addition to their scientific v

Best regards,  
Users' Office

## IMPULSE User access workshop

# Information to Users:

- Award of beamtime
- Quantity of BT
- Beamline assigned
- Award of financial support
- Quantity of support (number supported users)
- Access procedures (forms, timing, etc.)
- Shipping of samples
- Publications instructions and acknowledgments

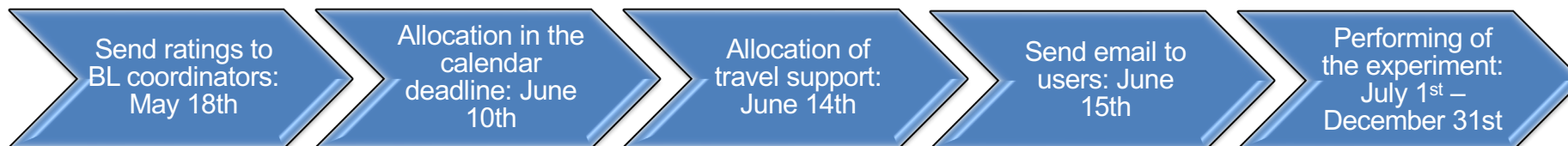
## IMPULSE User access workshop



## IMPULSE User access workshop



## IMPULSE User access workshop



### ✓ Access requests

#### New user

The first step is to [register](#) in the VUO. If you visit Elettra for the first time, you will have to complete the **safety training** on your arrival or through the VUO.

#### Already registered users

Enter the [VUO](#), digit your id and password and select the proper access request type. Remember to check the proper box if you will need network access.

Users coming to Elettra for scheduled beamtime should choose the link **Access requests (only for users)** and select the proper [user type](#).

#### Access requests to Elettra laboratory (ONLY FOR USERS)

You can send your access request to Elettra site via VUO interface without using paper forms. If you are an EU funded user you can also indicate additional data for reimbursement.

This link for the [access requests](#) to the Elettra laboratory is **ONLY FOR USERS**.

#### Access requests to Elettra laboratory (NOT FOR USERS)

#### For:

- General users
- Italian funded users
- EU funded users

Timing for the submission of the Access request varies:

- **General Users** must submit their Access Form at least **two weeks** before the experiment.
- **Italian Funded Users** and **EU Funded Users** must submit their Access Request form at least **one month before** the experiment.
- For [other categories](#), please check.



## ✓ **User Access**

### **Access requests to the laboratory (ONLY FOR USERS)**

This link for the [access requests](#) to the laboratory is **ONLY FOR USERS**.

[Editing](#) access requests

[Submitted](#) access requests

[Approved](#) access requests

[Processed](#) access requests

[Cancelled](#) access requests

[Funded](#) scheduled proposals

[Access Travel and Expenses Reimbursement](#)

## Access

User

Access request type

Proposal code

Beamline

Access to the experimental hall of Elettra

Access to the experimental hall/laser of FERMI

Arrival date at the facility

Departure date from the facility

Submission date

Access to Wi-Fi on Elettra Campus (ST-GuestNet):

## IMPULSE User access workshop

Id  
Name  
Lastname  
Birth  
Email

Institute name  
  
Address  
Zip code  
City/Town  
Country  
Institute type

[\[Edit Access Data\]](#)



Schedule for Proposal 20235294							
Semester	Begin	End	Shifts	Hours	Beamline	Mode	Status
58	14/05/2024 07:00	15/05/2024 07:00	3	24	XPRESS	In presence	Scheduled

## Invitation letters for VISA requests

[Invitation letters for VISA requests](#)

[Invitation letters administration](#)

## IMPULSE User access workshop

Add letter	
Start date (dd/mm/yyyy)*	<input type="text"/> 
End date (dd/mm/yyyy)	<input type="text"/> 
Accommodation*	<input type="text"/>
Name of the hotel	<input type="text"/>
Country	<input type="text"/>
Province (only for Italy)	<input type="text"/>
City/Town	<input type="text"/>
Address	<input type="text"/>
ZIP code	<input type="text"/>
Web site	<input type="text"/>
<p><i>If necessary to obtain the visa, you can complete the following sentence regarding who will fully cover your personal expenses (such as travel, accommodation, etc.).</i></p> <p><i>Only if you complete or edit the following sentence, it can be included in the invitation letter.</i></p> <p><b><i>It should be noted that the Users Office reserves the right to modify or omit the entire sentence of the invitation letter.</i></b></p>	
Personal expenses (optional) max 500 characters	<input type="text" value="Travel and accommodation expenses during the stay will be covered by ... according to the project regulations"/>
Notes max 500 chars	<input type="text"/>

[\[Save and continue\]](#)

## Access requests to the laboratory (**NOT FOR USERS**)

This link for the [access requests](#) to the Elettra laboratory is **NOT FOR USERS**, but only for:

- Student final-year@UNI (from Italy),
- PhD student (from Italy),
- Post-doc@UNI (from Italy),
- Student for training,
- Fellowship holder,
- School attendee,
- Attending at Conferences/Lecturer,
- Elettra partner,
- Collaborator,
- Commercial user

Thank you!





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[www.elettra.eu](http://www.elettra.eu)