

## WP5 Integrated User Access

Harmonized proposal forms: **Report** on suggestion on harmonized proposal forms and appropriate templates (to be delivered: month 36)

### Harmonized Proposal Forms

For application of beamtime users are requested to submit a facility specific proposal to the facility. These forms usually have various items in common, but also facility dependent requirements, proposers have to fill in or answer.

In order to simplify and streamline current proposal forms for the users, a harmonized proposal form is suggested based on current existing forms at the participating facilities. The suggested harmonized proposal form could be a general accepted template with possible extensions for facility specific questions within the proposal requested.

The suggested harmonized proposal form is part of the NMI3-II work package on Integrated User Access.

The harmonized proposal form consists of three main parts:

- General part
- Technical part
- Scientific part

Within these parts the following information has to be given:

#### Harmonized proposal form: General Part

Proposer	Co-proposer	Experiment
Prenome	surname	Experiment title
Surname	prename	instrument
Nationality	nationality	days requested
Gender	e-mail	preferred days
Institution	phone	unacceptable dates
Department	fax	local contact
Street	institution	main reserach area
ZIP	department	proposal type
Town	adress	submitted to other facility
Phone	country	eligible EU funding
Fax	status	
e-mail		
Organisation		
Status		

### Technical Part

Instrument	Sample	Safety
Wavelength	chemical formula	storage requirements
Polarization	volume	sample can/mounting device
excitation energy	weight	is sample
energy resolution	surface area	danger associated
momentum transfer range	space group	risks
momentum transfer resolution	lattice parameters	sample after experiment
temperature range	number of samples	
temperature stability	date of availability	
pressure range		
field range		
field homogeneity		
sample environment		
on-site lab use		

### Scientific Part

Scientific description
abstract/summary
scientific context/background
necessity of neutron use
choice of instrument
preliminary work
detailed experimental plan
publication record

If agreed on the above structure a webform will be programmed to demonstrate the functionality of the harmonized proposal form.