

PROPOSAL APPLICATION AND EXPERIMENT PROCEDURE AT DESY PHOTON SCIENCE

PROJECT APPLICATION	Find a Beamline	<ul style="list-style-type: none"> • Consult our Webpage for detailed beamline information • Contact beamline scientist to discuss feasibility of planned experiment 	via DOOR
	Registration in DOOR	<ul style="list-style-type: none"> • Register project leader and all co-proposers in the “<i>DESY Online Office for Research with Photon</i>” DOOR 	
	Application	<ul style="list-style-type: none"> • Check submission deadlines • Write proposal according to proposal guidelines • Submit proposal (pdf) via DOOR 	
	Review	<ul style="list-style-type: none"> • Revision and evaluation of proposals Project Review Panels • Only for FLASH: Beamtime application • Beamtime distribution among accepted proposals • Notification of Review Results • Assignment of local contact • Publication of operation & beamtime schedule on the web 	
PRIOR TO VISIT	Contact Organization & Documents	<ul style="list-style-type: none"> • Consult Local Contact for Experiment setup • Fill in Declaration of Substances and Experimental Apparatus • Register for Access to Chemistry Lab • Register Lasers (if applicable) • Register all Experimenters (!) • Complete Online Safety Training • Apply for Travel Cost Reimbursement (if applicable) • Request Accommodation in DESY Hostel 	via DOOR
AT DESY	Arrival and Experiment	<ul style="list-style-type: none"> • Check in at Hostel • Contact Local Contact • Get DACHS card/bring your DACHS card obtained earlier • Get on-site safety instruction to Labs and Beamline • Carry out Experiment 	via DOOR
AFTER EXPERIMENT	Departure	<ul style="list-style-type: none"> • Contact responsible person at beamline/experiment station and local contact • Check out and pay Hostel • Take home all samples, consumables etc. 	via DOOR
	Reports & Publications	<ul style="list-style-type: none"> • Fill in User Feedback • Submit Experiment Report • Submit EC Summary Report (if applicable) • Register all publications based on your experiment in the DESY publication data base 	