

PROPOSAL APPLICATION AND EXPERIMENT PROCEDURE AT DESY PHOTON SCIENCE

PROJECT APPLICATION

Find a beamline

- Consult our webpage for detailed information on beamlines
- Contact beamline manager to discuss feasibility of planned experiment

Registration in DOOR

- Project leader, PI and all co-proposers have to be registered in our *"DESY Online Office for Research with Photon"* **DOOR**

Application

- Check submission deadlines
- Write proposal according to our guidelines and using template
- Submit proposal (online forms & pdf) via DOOR

Review

- Feasibility check by beamline staff; scientific evaluation of proposals by our Project Review Panels
- Only for FLASH: confirm beamtime application
- Beamtime distribution among accepted proposals
- Notification of review results and beamtime allocation
- Assignment of local contact

via DOOR

PRIOR TO VISIT

Contact

Organization & Documents

- Consult Local Contact for experiment setup, preparation etc.
- 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 and submit certificate
- PI applies for Travel Cost Reimbursement (if applicable)
- Request accommodation in DESY Hostel (via Hostel website)

via DOOR

AT DESY

Arrival and Experiment

- 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

AFTER EXPERIMENT

Departure

- Contact responsible person at beamline/experiment station and local contact
- Check out and pay Hostel
- Take home all samples, consumables etc.

Reports & Publications

- Fill in User Feedback
- Submit Experiment Report
- Register all publications based on your experiment in the DESY publication data base

via DOOR