

PROPOSAL APPLICATION AND EXPERIMENT PROCEDURE AT DESY PHOTON SCIENCE

PROPOSAL APPLICATION

Find a beamline

- Consult our webpage for detailed information on beamlines at **PETRA III** or **FLASH**

Registration in DOOR

- Contact beamline manager to discuss feasibility of planned experiment

Application

- Project leader, PI and all co-proposers have to be registered in our “*DESY Online Office for Research with Photon*” **DOOR**
- 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
- Assignment of local contact
- Notification of review results and beamtime allocation

VIA DOOR

PRIOR TO VISIT

Contact

- Consult Local Contact for experiment setup, preparation etc.
- Discuss option for remote access or mail-in experiment if required

Organization & Documents

As soon as possible – at least 4-6 weeks before beamtime

- Fill in Declarations of Substances
- Register for Access to Chemistry Lab (if applicable)
- Register Lasers (if applicable)
- Register all Experimenters for onsite, data only or remote access
- PI applies for Travel Cost Reimbursement (**information**)
- Complete Online Safety Training and send signed certificate to door@desy.de
- Request accommodation in **DESY Hostel**

VIA DOOR

AT DESY

Arrival and Experiment

- Get Hostel room key at the DESY main gate at Notkestraße
- **Get DACHS card**/bring your DACHS card obtained earlier
- Contact Local Contact
- Get on-site safety instruction to **laboratories** and beamline
- Carry out experiment

AFTER EXPERIMENT

Departure

- Inform responsible person at beamline/experiment station and local contact
- Take home all samples, consumables etc.
- Get Hostel invoice and return key
- Fill in User Feedback

Reports & Publications

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

VIA DOOR