

## PROPOSAL APPLICATION AND EXPERIMENT PROCEDURE AT DESY PHOTON SCIENCE

PROPOSAL APPLICATION	<b>Find a beamline</b>	<ul style="list-style-type: none"> <li>• Consult our webpage for detailed information on beamlines at <b>PETRA III</b> or <b>FLASH</b></li> <li>• Contact beamline manager to discuss feasibility of planned experiment</li> </ul>	VIA DOOR
	<b>Registration in DOOR</b>	<ul style="list-style-type: none"> <li>• Project leader, PI and all co-proposers have to be registered in our “<i>DESY Online Office for Research with Photon</i>” <b>DOOR</b></li> </ul>	
	<b>Application</b>	<ul style="list-style-type: none"> <li>• Check submission <b>deadlines</b></li> <li>• Write proposal according to our <b>guidelines</b> and using template</li> <li>• Submit proposal (online forms &amp; pdf) via DOOR</li> </ul>	
	<b>Review</b>	<ul style="list-style-type: none"> <li>• Feasibility check by beamline staff; scientific evaluation of proposals by our Project Review Panels</li> <li>• Only for FLASH: confirm beamtime application</li> <li>• Beamtime distribution among accepted proposals</li> <li>• Assignment of local contact</li> <li>• Notification of review results and beamtime allocation</li> </ul>	
PRIOR TO VISIT	<b>Contact</b>	<ul style="list-style-type: none"> <li>• Consult Local Contact for experiment setup, preparation etc.</li> <li>• Discuss option for remote access or mail-in experiment if required</li> </ul>	VIA DOOR
	<b>Organization &amp; Documents</b>	<ul style="list-style-type: none"> <li>• Fill in Declarations of Substances</li> <li>• Register for Access to Chemistry Lab (if applicable)</li> <li>• Register Lasers (if applicable)</li> <li>• Register all Experimenters for onsite, data only or remote access</li> <li>• PI applies for Travel Cost Reimbursement (<b>information</b>)</li> <li>• Complete Online Safety Training and send signed certificate to <a href="mailto:door@desy.de">door@desy.de</a></li> <li>• Request accommodation in <b>DESY Hostel</b></li> <li>• <i>Inform yourself and your team members about the <b>latest COVID regulations</b> before your visit at DESY Photon Science</i></li> </ul>	
	As soon as possible – at least 4-6 weeks before beamtime		
AT DESY	<b>Arrival and Experiment</b>	<ul style="list-style-type: none"> <li>• Get Hostel room key at the DESY main gate at Notkestraße</li> <li>• <b>Get DACHS card</b>/bring your DACHS card obtained earlier</li> <li>• Contact Local Contact</li> <li>• Present PCR test to DESY Photon Science User Office (Bldg 94)</li> <li>• Get on-site safety instruction to <b>laboratories</b> and beamline</li> <li>• Carry out experiment</li> </ul>	
AFTER EXPERIMENT	<b>Departure</b>	<ul style="list-style-type: none"> <li>• Inform responsible person at beamline/experiment station and local contact</li> <li>• Take home all samples, consumables etc.</li> <li>• Get Hostel invoice and return key</li> </ul>	
	<b>Reports &amp; Publications</b>	<ul style="list-style-type: none"> <li>• Fill in User Feedback</li> <li>• Submit Experiment Report</li> <li>• Register all publications based on your experiment in the DESY publication data base</li> </ul>	VIA DOOR