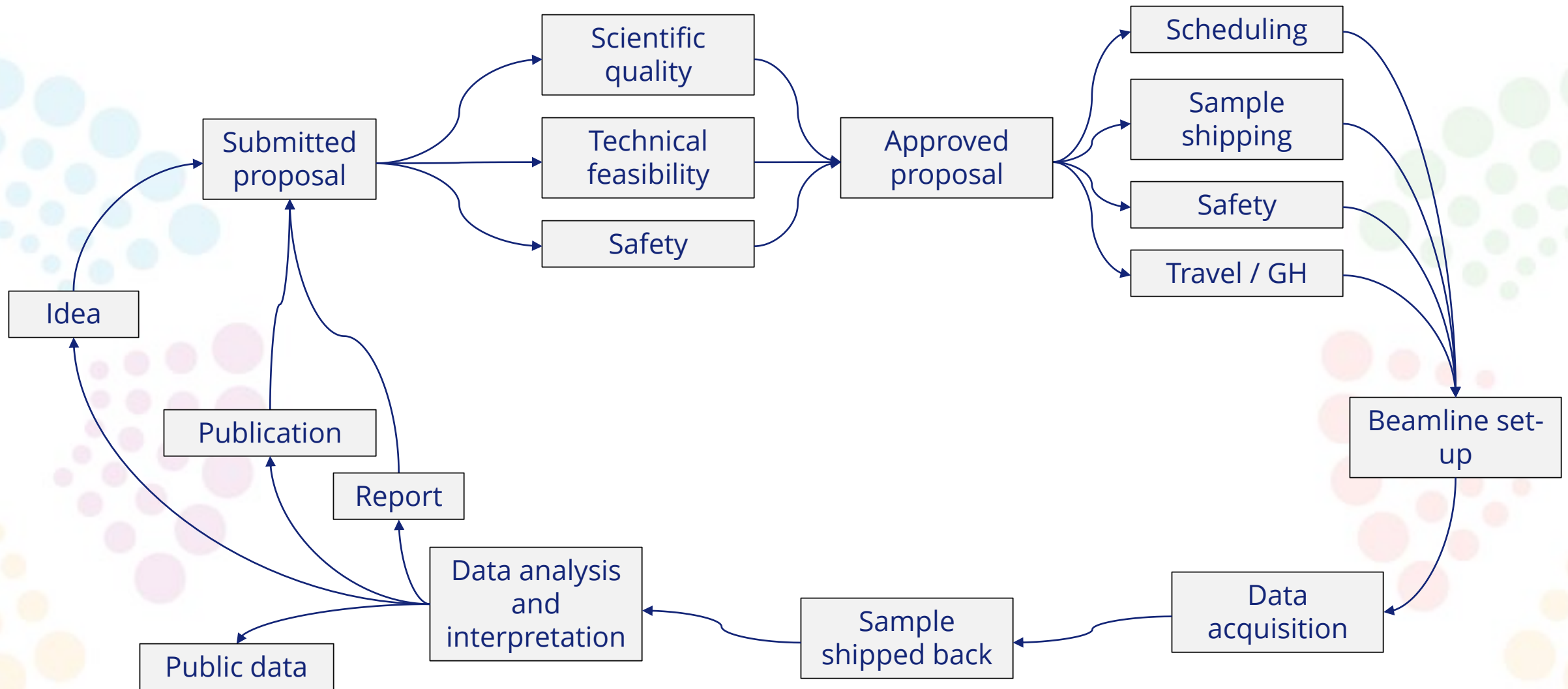


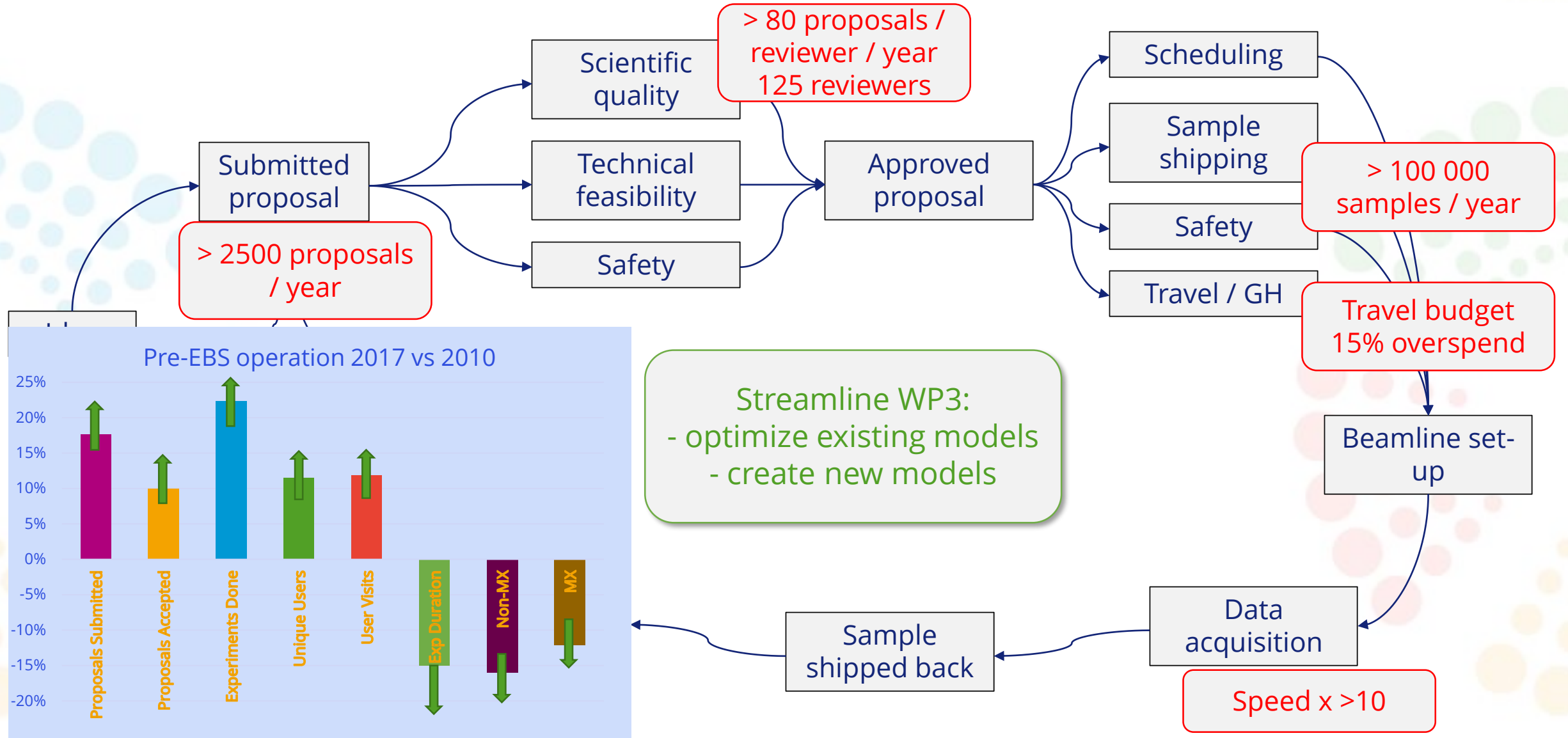
# New access models

## CommUnity Proposals



- ❑ Motivation for investigating new access modes
- ❑ What are community (BAG/HUB) proposals?
- ❑ Implementation – pilot proposals
- ❑ Guidelines
  - Submission and duration of a BAG/HUB proposal
  - Proposers - who can apply?
  - Governance
  - (Sharing of knowledge and data - for HUBs only)
  - Evaluation procedure
  - Reporting
- ❑ Instructions to users for submitting a BAG/HUB proposal
- ❑ What does it mean for you?







1

## STANDARD Research Proposals (6 months)

Two deadlines: **1st March** - for beamtime between August and February the following year; **10th September** - for beamtime between March and July.

2

## LONG TERM PROJECT Proposals (1-3 years)

One annual deadline for LTP submission on **15th January** (evaluation in April BTAP)

3

## Structural Biology BAG Proposals (2 years)

Applications submitted once per year (beamtime is awarded automatically for the interim 6 months): **1st March** or **10th September**

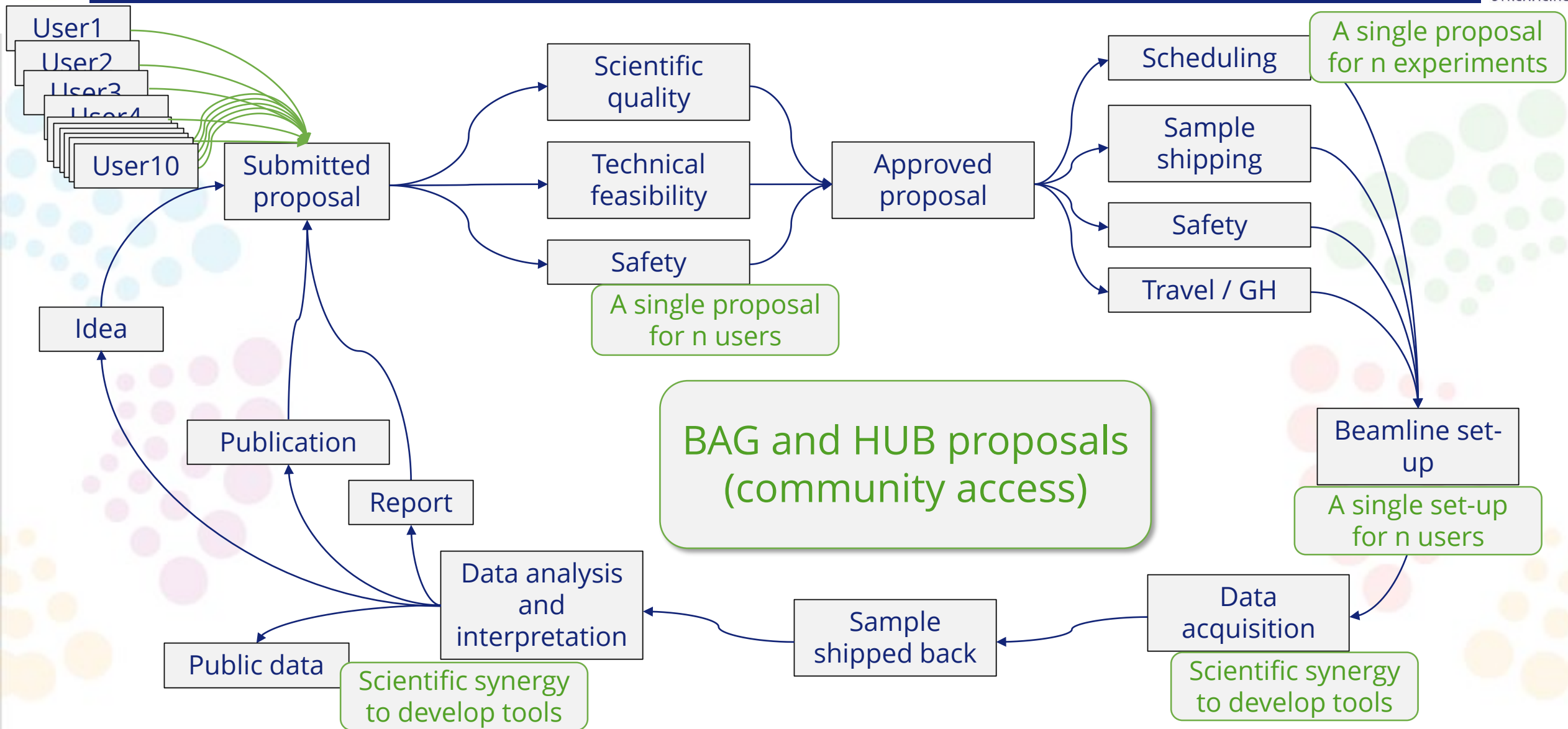
4

## Structural Biology Rolling Proposals (6 months)

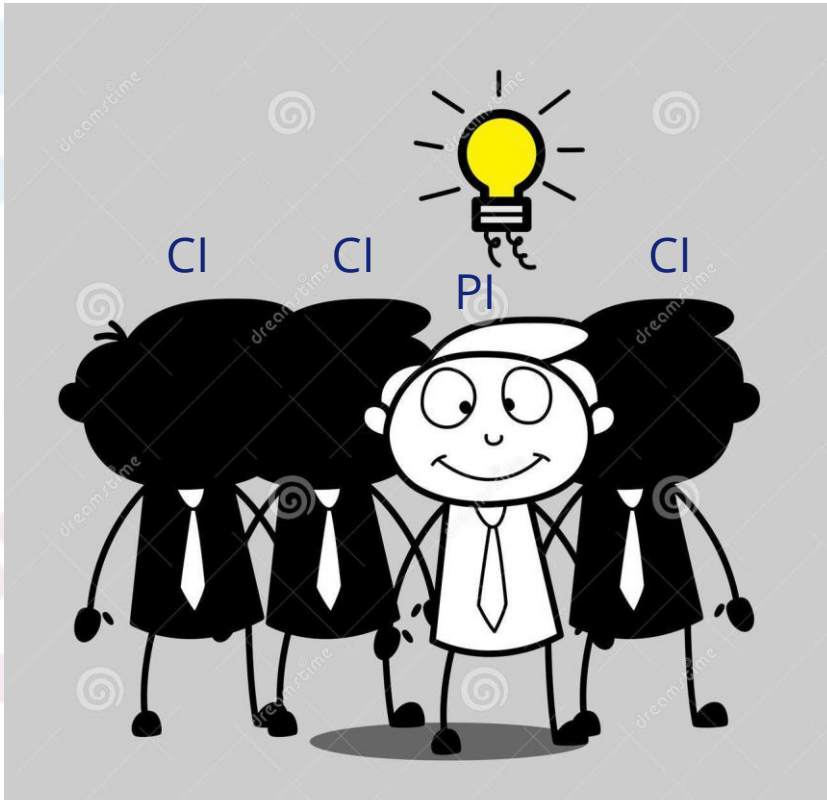
Proposals may be made at **ANY time – no deadline** (designed to ensure **rapid access** to ESRF MX beamlines)

+

## New Access Modes







## Principle Investigator

Co-Investigator  
Co-Investigator  
Co-Investigator

**TEAM**

Excellent scientific Project



Short term (6-12 months) one-off allocation

or

Long term (up to 3 years) regular allocation when project includes

(a) a financial, technical and/or human resources commitment from the proposing user group

(b) an identifiable benefit to the ESRF user community (e.g. new technique, new instrument or new possibilities for the beamline)

## CommUnity Proposals





## Aims of Community Proposals

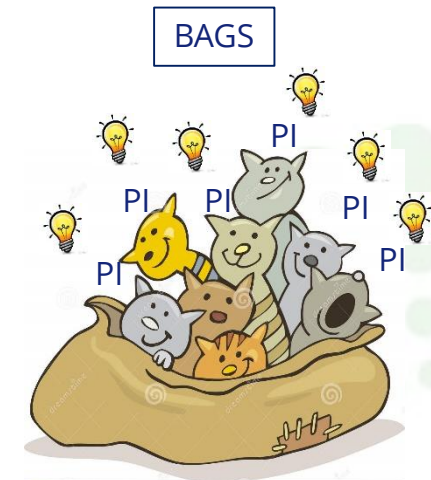
- increase the ESRF's responsiveness to societal challenges
- maximise the impact of the ESRF's capabilities in specific areas
- fully exploit the ESRF-EBS by
  - providing new scientific opportunities,
  - expanding the ESRF role towards being an active facilitator for targeted communities

### Technically, with EBS

Shorter experiments = more experiments = more proposals accepted

Potentially new experiments/users/setup every 1-2 days

- Group the community request into a single or few proposals
- Give a block allocation to the community
- Let users decide which samples or experiments are most important at time of experiment
- One installation/setup to validate for 3-6 days – multiple samples studied
- Regular reporting = evaluation
- Understand more easily what activities are within that single proposal rather than having to individually assess many single proposals

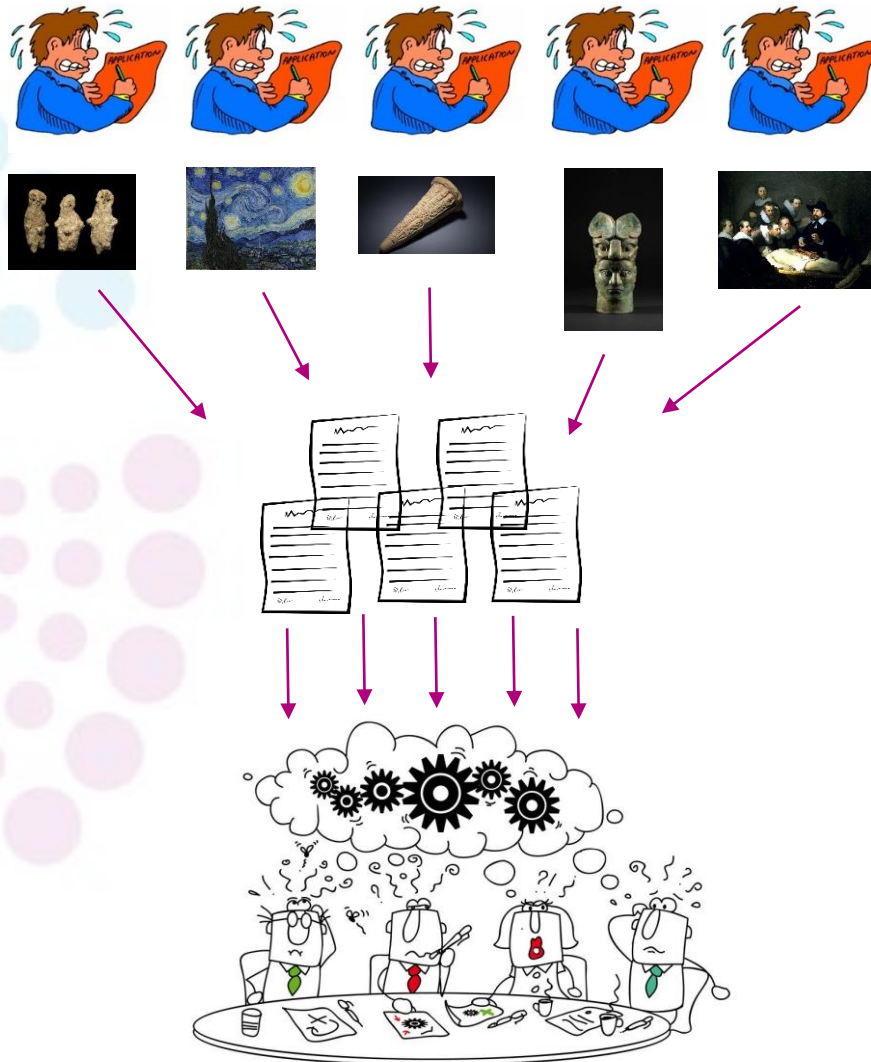


Block Allocation Groups

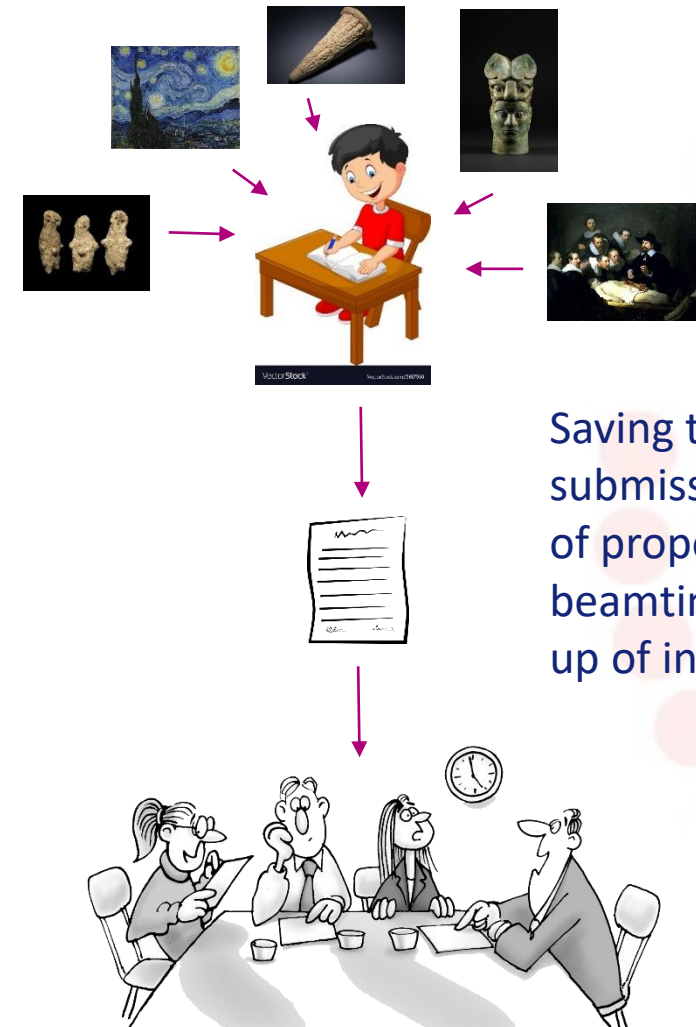


A hub of experts

NOW

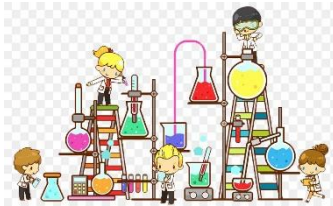


BAG/HUB

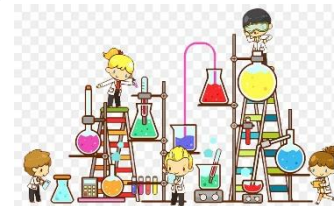


Saving time in submission, evaluation of proposals, scheduling beamtime and setting-up of instruments

NOW

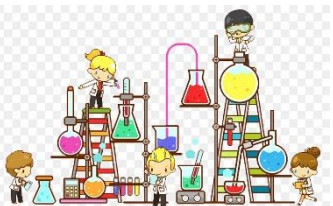


Experiment 1



Experiment 2

BAG/HUB



Experiment 1

Community access proposals allow a single setup for N users and N samples/projects

## Science-driven BAG

*a specific science community* selects the scientifically most promising experiments fostering (i) collaboration and (ii) the most effective use of the available beamtime

(HISTORICAL MATERIALS)



## Technique-driven BAG

the entire user community of *a specific technique* selects the scientifically most promising expts fostering (i) collaboration, (ii) pooling of community expertise and resources, and (iii) the most effective use of the beamtime

(SHOCK BAG)



## Science HUB

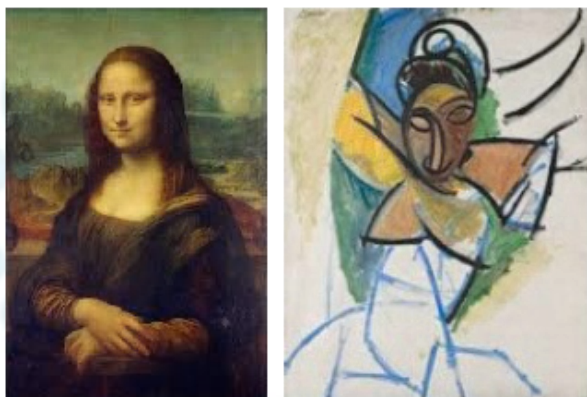
ESRF channels a part of its resources into *a science hub in selected areas* of the highest societal relevance, fostering (i) collaboration and (ii) maximise impact of the use of ESRF resources

(BATTERY HUB)

<https://www.esrf.fr/CommunityAccess>



## Historical Materials BAG



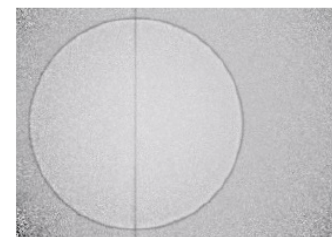
molecules

MDPI

### The “Historical Materials BAG”: A New Facilitated Access to Synchrotron X-ray Diffraction Analyses for Cultural Heritage Materials at the European Synchrotron Radiation Facility

Marine Cotte <sup>1,2,\*</sup>, Victor Gonzalez <sup>3,\*</sup>, Frederik Vanmeert <sup>4,5,\*</sup>, Letizia Monico <sup>4,6,7,\*</sup>, Catherine Dejoie <sup>1</sup>, Manfred Burghammer <sup>1</sup>, Loïc Huder <sup>1</sup>, Wout de Nolf <sup>1</sup>, Stuart Fisher <sup>1</sup>, Ida Fazlic <sup>1,8</sup>, Christelle Chauffeton <sup>9,10,11</sup>, Gilles Waliez <sup>9,11,12</sup>, Núria Jiménez <sup>13</sup>, Francesc Albert-Tortosa <sup>13</sup>, Nati Salvadó <sup>13</sup>, Elena Possenti <sup>14</sup>, Chiara Colombo <sup>14</sup>, Marta Ghirardello <sup>15</sup>, Daniela Comelli <sup>15</sup>, Ermanno Avranovich Clerici <sup>4,16</sup>, Riccardo Vivani <sup>17</sup>, Aldo Romani <sup>6,7</sup>, Claudio Costantino <sup>6,7</sup>, Koen Janssens <sup>4,8</sup>, Yoko Taniguchi <sup>18</sup>, Joanne McCarthy <sup>1</sup>, Harald Reichert <sup>1</sup> and Jean Susini <sup>1,†</sup>

## Shock BAG



Collapse dynamics of spherical cavities in a solid under shock loading  
Escauriza et al., Sci. Rep. May 2021  
Time resolved radiography  
ID19 - ESRF

## Battery HUB

Grenoble Battery HUB  
ESRF – ILL - CEA



Accelerating Battery Characterization Using Neutron and Synchrotron Techniques: Toward a Multi-Modal and Multi-Scale Standardized Experimental Workflow.

D. Atkins et al. *Advanced Energy Materials*, 2021, 2102694.  
DOI:10.1002/aenm.202102694

## (Non-MX) BAGs

- PETRA III – selected BLs (about 10-12 BAGs running)
- SOLEIL – selected BLs
- DLS – encouraged whenever possible/suitable
- ...

## HUBs

- DESY challenge-driven proposals – call for molecular water science research (announced in June 2022)

“The PETRA III access for Targeted Challenge-driven Proposals on 'Molecular Water Science' is open for proposals jointly submitted by collaborations of at least three independent research groups. The joint project can request beamtime at several different experiments and beamlines and has to comprise three or more subprojects. It is expected that the participating groups share data and results from the beginning on to foster collaboration and efficient use of the obtained results.”



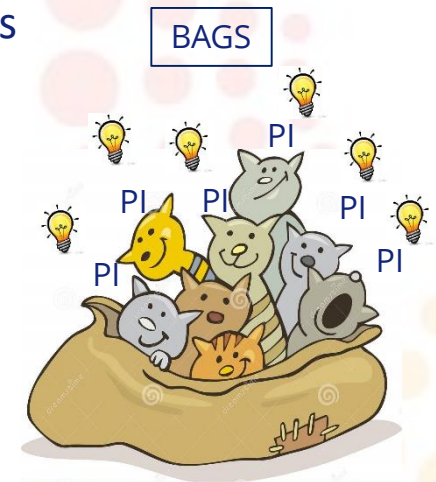
## What is a BAG (Block Allocation Group) Proposal?

**Definition:** A community proposal grouping together a number of **independent Principal Investigators (PIs)** working in the same scientific field and sharing the same synchrotron instrument need (same beamline(s), same setup(s)), who apply together as a consortium for a regular allocation of beamtime at the ESRF.

**Aim:** Produce the most impactful science in a specific field by allowing the community to **share the beamtime** and **decide itself on measurement priorities, made easier by regular beamtime allocation.**

**Beamtime distribution:** If successful, the ESRF will grant beamtime to the BAG and the applicants will **decide themselves how best to distribute the beamtime** within the community and for the different projects. Apart from collaborating to share beamtime, they **will generally work independently and do not necessarily share results**, although they may if they wish.

**Beamline and beamtime request:** In general BAGs should not normally request more than 18 shifts in total and should be targeted to a maximum of 2 beamlines (each responding to a specific need).



Block Allocation Groups

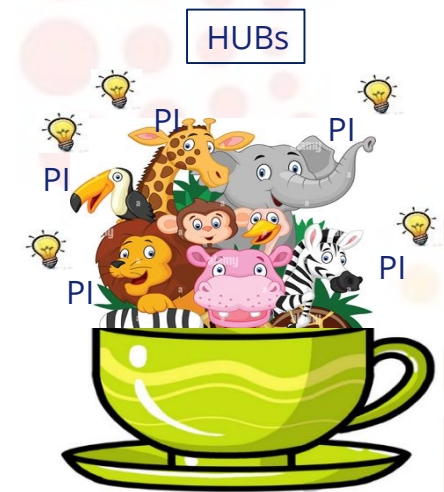
## What is a HUB Proposal?

**Definition:** A HUB proposal is a community proposal **grouping together a number of independent Principal Investigators (PIs) working in the same major scientific field of high societal relevance**, who commit to collaborate to coordinate the beamtime use **and share results** obtained in such a way that **progress is faster and more impactful across the field**. This necessitates that the **HUB members share knowledge, technology, beamtime data and results prior to publication**.

**Aim:** Create a hub of researchers of differing expertise working in the same major scientific field, who are willing to collaborate together produce greater advances and more impactful science in a given time.

**Beamtime distribution:** If successful, the ESRF will grant **beamtime** to the HUB and the applicants will decide themselves **how best to distribute the beamtime** within the community and for the different projects.

**Beamline and beamtime request:** the allocation is normally limited to a maximum of 18 shifts on each of the beamlines required, with the request limited to a maximum of 6 beamlines, each responding to a specific need (18 shifts every 6 months on 6 different beamlines is the equivalent of 1.2M€ of beamtime per year!).



A hub of experts

## Proposers – who can apply?

### Lead Principal Investigator:

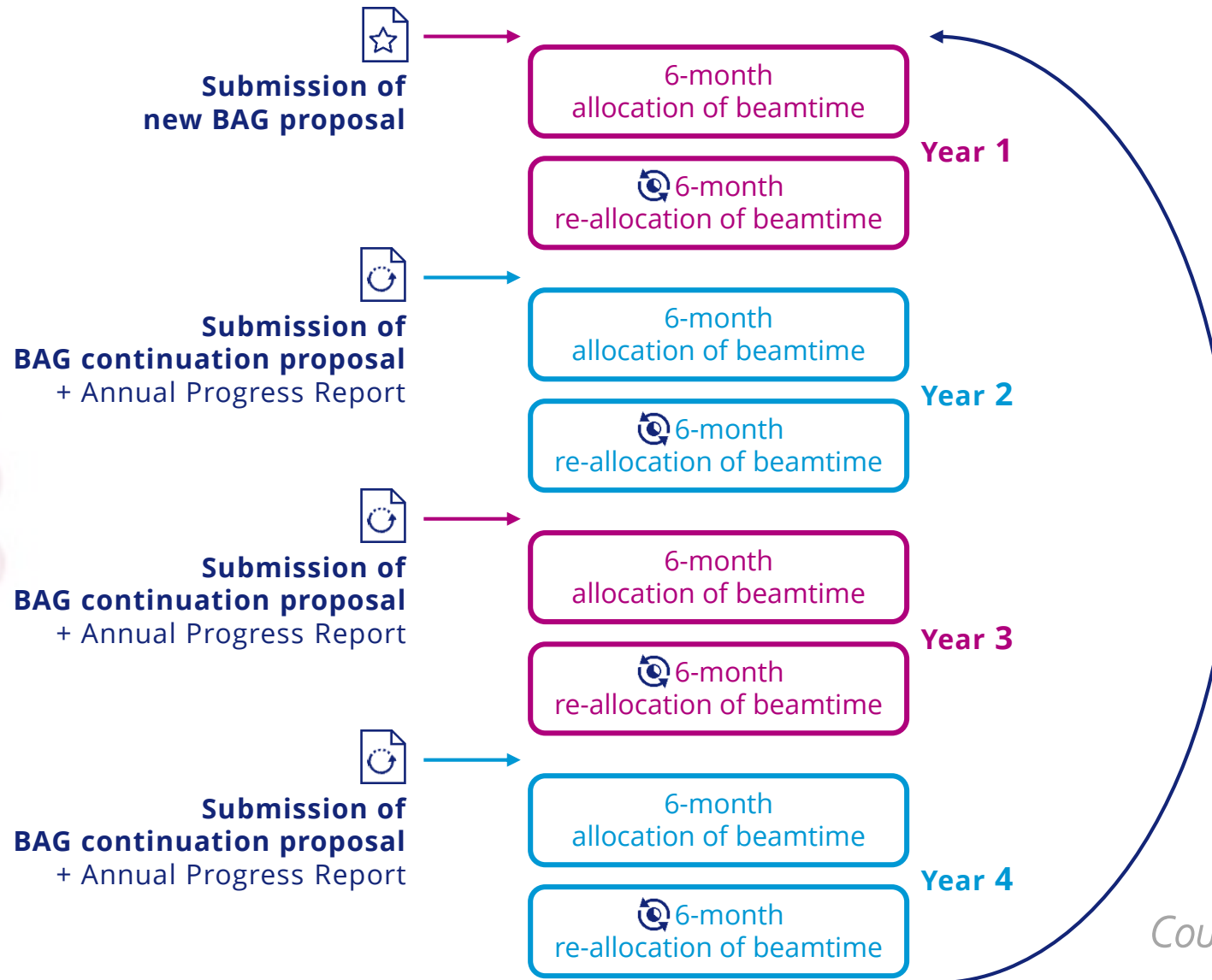
- is the proposal spokesperson (single point of contact for the ESRF)
- must be **affiliated to a scientific institution of an ESRF Member or Associate country,**
- **should not be an ESRF staff member**
- is responsible for submitting the proposal(s) and beamtime requests, the A-forms and the annual reports. (Sample sheets may be submitted by all members of the team (proposers and users)).

### List of investigators:

- must comprise **at least 3 independent research groups,**
- may include groups from **outside the ESRF Member or Associate countries**
- may include **ESRF scientist(s)** as long as he/she is one of the **scientific investigators** whose **research is included in the scope of the BAG/HUB**

Standard proposals for work in the same field, that correspond to the scope of the BAG/HUB and request the same beamline(s), may **not** be submitted by researchers who are part of an existing BAG/HUB. Standard proposals in the same field **may** be submitted by BAG/HUB members for **beamlines not allocated** within the BAG/HUB or **if the work cannot be done within the scope** of the BAG/HUB (for scientific, technical or safety constraints).

	BAG	HUB
<b>Creation/conception</b>	Discuss with BL staff	Discuss with Management and BL staff
<b>Submission</b>	New proposal on 1st March or 10th September deadlines; Continuation proposal each year for up to 4 years	New proposal on 15th January “6-month beamline & beamtime request” every 6 months at normal deadlines
<b>Evaluation</b>	Beam Time Allocation Panels	Ad hoc panel, BTAPs, SAC sub-committee
<b>Duration</b>	Initial period of 2 years, with maximum duration of 4 years	3 years
<b>Reporting</b>	Annual reports reviewed by BTAPs	Annual reports reviewed by ad hoc panel, BTAPs, SAC sub-committee
<b>Who can apply?</b>	Same rules – at least 3 independent research groups	Same rules – at least 3 independent research groups
<b>Web pages required?</b>	Recommended – and list of existing BAGs could be made available	Yes, front page housed at ESRF
<b>Data sharing required?</b>	No	Yes !
<b>Beamline/time request</b>	Max 2 BLs and 18 shifts total	Max 6 BLs and 18 shifts per BL

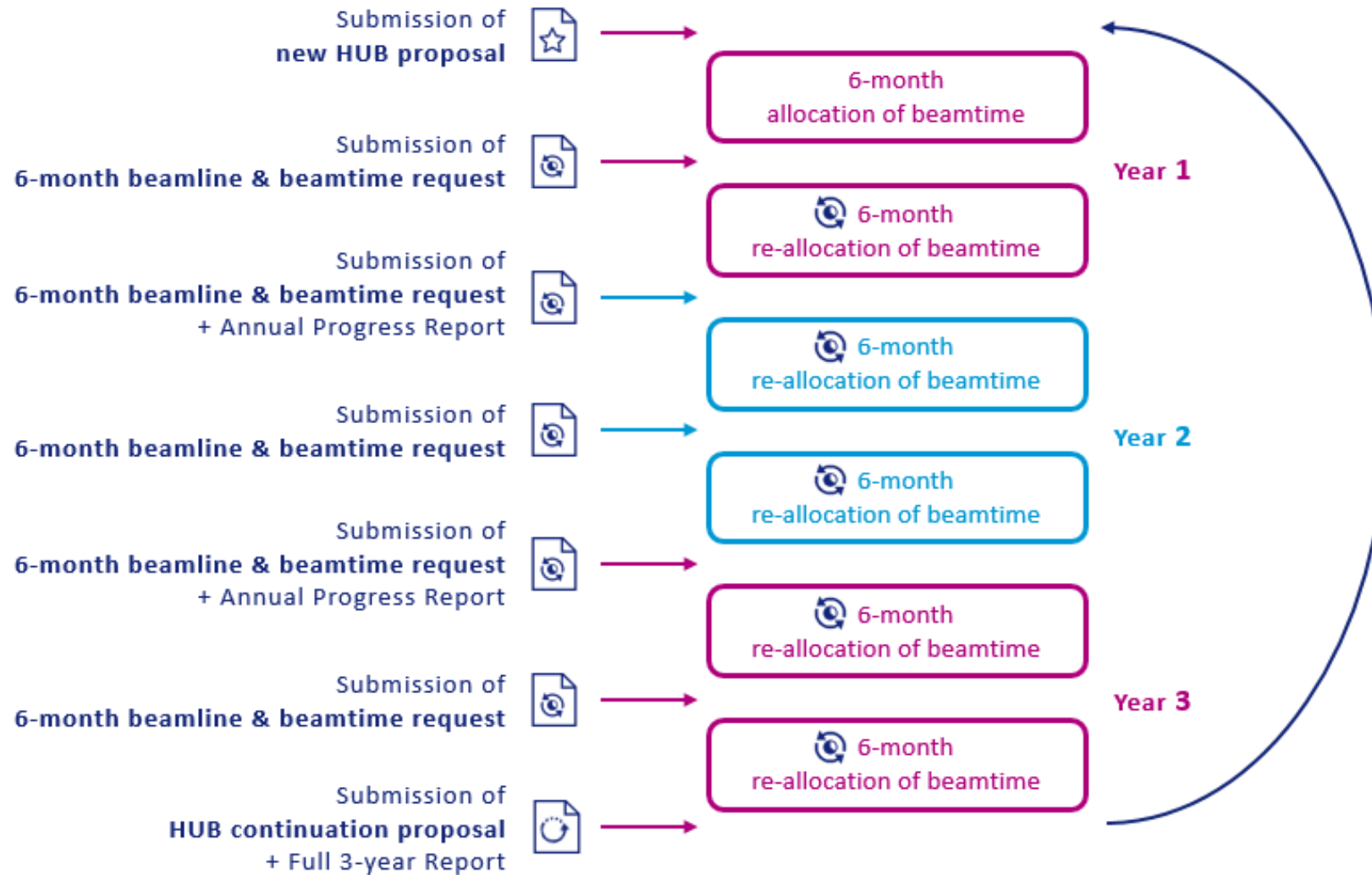


*Courtesy: Catherine Blanc*

MONTH	0		6		12		18		24		
	Submission	Review	Submission	Review	Submission	Review	Submission	Review	Submission	Review	
	<div><div>New Proposal</div><div>+</div><div>Project description template</div></div>	FULL Scientific (BTAPs) TF (BL Sci) Safety	INTERIM ALLOCATION IDENTICAL TO PREVIOUS 6M		<div><div>Continuation Proposal</div><div>+</div><div>Project description template</div></div>	FULL Scientific (BTAPs) TF (BL Sci) Safety	INTERIM ALLOCATION IDENTICAL TO PREVIOUS 6M		<div><div>Continuation Proposal</div><div>+</div><div>Project description template</div></div>	FULL Scientific (BTAPs) TF (BL Sci) Safety	
	<div>Sample Sheets</div>		Continuous submission & Safety approval		<div>Sample Sheets</div>		Continuous submission & Safety approval		<div>Sample Sheets</div>		
					<div>Annual Report</div>				<div>Annual Report</div>		
	<div><div></div><div></div></div> <div>ERAs 1</div>	Proposal Safety Colour	ERAs 2		Safety (session)	<div><div></div><div></div></div> <div>ERAs 1</div>	Safety (session)	ERAs 2	Safety (session)	<div><div></div><div></div></div> <div>ERAs 1</div>	Safety (session)
			Experiments 1 2023/II		Experiments 2 2024/I		Experiments 1 2024/II		Experiments 2 2025/I		

30		36		42		48/0	
Submission	Review	Submission	Review	Submission	Review	Submission	Review
INTERIM ALLOCATION IDENTICAL TO PREVIOUS 6M		Continuation Proposal	FULL Scientific (BTAPs) TF (BL Sci) Safety	INTERIM ALLOCATION IDENTICAL TO PREVIOUS 6M		New Proposal	FULL Scientific (BTAPs) TF (BL Sci) Safety
		+				+	
		Project description template				Project description template	
Continuous submission & Safety approval		Sample Sheets		Continuous submission & Safety approval		Sample Sheets	Continuous submission
		Annual Report				Annual Report	
ERAs 2      Safety (session)		<div><div>ERAs 1</div><div>Safety (session)</div></div>		ERAs 2      Safety (session)		<div><div>ERAs 1</div><div>Safety (session)</div></div>	
Experiments 1		Experiments 2		Experiments 1		Experiments 2	
2025/II		2026/I		2026/II		2027/I	





*Courtesy: Catherine Blanc*

MONTH	0		6		12		18		24		30		36/0												
	Submission	Review	Submission	Review	Submission	Review	Submission	Review	Submission	Review	Submission	Review	Submission	Review											
"Umbrella" proposal	New Proposal	FULL Scientific (Ad-hoc/BTAPs/ SAC sub-cttee) TF (BL Sci) Safety											Continuation Proposal	FULL Scientific (Ad-hoc/BTAPs/ SAC sub-cttee) TF (BL Sci) Safety											
	+ Project description template including												+ Project description template including												
	6-month BL & btime request 1		6-month BL & btime request 2	TECHNICAL TF (BL Sci) Safety	6-month BL & btime request 3	PROGRESS Scientific (Ad-hoc/BTAPs) TF (BL Sci) Safety	6-month BL & btime request 4	TECHNICAL TF (BL Sci) Safety	6-month BL & btime request 5	PROGRESS Scientific (Ad-hoc/BTAPs) TF (BL Sci) Safety	6-month BL & btime request 6	TECHNICAL TF (BL Sci) Safety	6-month BL & btime request 1												
	Sample Sheets	Continuous submission & Safety approval		Continuous submission & Safety approval		Continuous submission & Safety approval		Continuous submission & Safety approval		Continuous submission & Safety approval		Continuous submission & Safety approval		Sample Sheets	Continuous submission										
			1st Year Annual Report				2nd Year Annual Report				3rd Year Full Report														
	<div><div></div><div></div></div> <div>ERAs 1</div>		Proposal Safety Colour		ERAs 2		Safety (session)		ERAs 3		Safety (session)		ERAs 4		Safety (session)		ERAs 5		Safety (session)		ERAs 6		Safety (session)		ERAs 1
			Experiments 1		Experiments 2		Experiments 3		Experiments 4		Experiments 5		Experiments 6												
			2023/II		2024/I		2024/II		2025/I		2025/II		2026/I												
			Annual and final reports are due by 31st January - new LTPs, ongoing LTPs, new HUBs and ongoing HUBs are all reviewed in the April meeting.																						
Progress	1st year report:	Experiments 1																							
Progress	2nd year report:	Experiments 2 & 3																							
Progress	3rd year report:	Experiments 4 & 5		or	Experiments 1, 2, 3, 4 & 5 (FULL) if applying for a continuation																				
Full	4th year report:	Experiments 1, 2, 3, 4, 5 & 6																							

**Creation or conception of a BAG:** has to be discussed with the concerned beamline staff before submission of a proposal. **The need, advantages and added value of the BAG mechanism over the standard access mode** for the research field in question needs to be clear.

**Management and organisation of the BAG:** needs to be set up when the BAG is being discussed and conceived within the community, and must be clearly described in the proposal (e.g. how the coordinator will distribute beamtime among partners, organisation of training sessions, requests from new partners, etc).

**BAG web page:** it is recommended that each accepted BAG sets up web pages, with at least the front page housed on the ESRF web site so that the user community is aware of them and have all information required to consider joining a BAG. The User Office will also create a page listing the current ongoing BAGs (include title, beamlines used, contact person).

**Who can join a BAG:** the decision will be made by the BAG members and monitored by those independently reviewing the proposal and reports. BTAPs may recommend or suggest that a group joins a BAG.

**Creation or conception of a HUB:** has to be discussed with the ESRF management and the relevant beamline staff before submission of a proposal. **The need, advantages and added value of the HUB mechanism over the standard access mode** for the research field in question needs to be clear.

**Management and organisation of the HUB:** a formal structure (e.g. coordination or steering board) for **governance and organisation** of the HUB needs to be set up when the HUB is being discussed and conceived within the community - to deal with issues such as **requests to join the HUB, fair distribution of beamtime**, etc, **allowing the ESRF to easily refer any question on these issues to this structure or board.**

**HUB web page:** each accepted HUB must set up a web page, with at least the front page housed on the ESRF web site and following a specific minimum template. The page should include: *i) Information on the HUB (field, aims, BLs used, PIs); ii) Instructions to potential new PIs on how to apply and guidelines to join (obligation to share results & data, additional knowledge, new capabilities); iii) Internal mechanism for distributing beamtime.*

**Who can join a HUB:** the decision will be made by the steering board/governance structure of the HUB and monitored by those independently reviewing the proposal and reports. New members should have the ability to add additional knowledge, capabilities and dimensions to the HUB.

## Sharing of knowledge and data

To ensure and foster the collaborative and sharing aspect of a HUB, the decisions on **what experiments should be done** will be made **together as a consortium strategy**, and the resulting data and results will be shared in the consortium.

The approval of a HUB proposal is based on a commitment by the HUB members to collaborate. **This necessitates that the HUB members share knowledge, technology, beamtime data and results prior to publication.**

**This is the point that really sets aside a HUB proposal from a BAG proposal.**

## Concerning data confidentiality for all ESRF public proposals:

The ESRF data policy currently allows all proposers (investigators) to **access all the data collected under the proposal number**. The **users of the different experiment sessions** have access to the **data collected during the experiment session they participated in**.

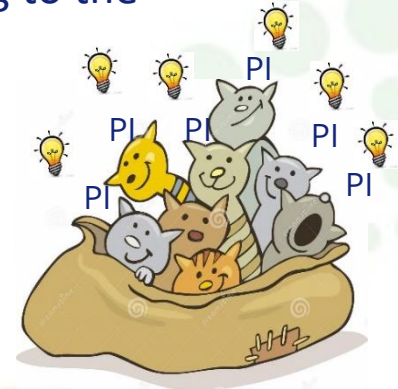
The data are not accessible outside of this group during the 3-year embargo period, after which time they will become public according to the ESRF data policy. During the embargo period, the sharing of data with persons outside of this group and the management of additional access rights to third persons is the responsibility of the Principal Investigator.

## Scientific Review

BAG proposals are evaluated and recommended for approval by the corresponding BTAPs, according to the beamline(s) requested.

The **criteria for evaluation** are:

- excellence, relevance, impact, potential of the scientific and/or technological case
- added value of the BAG mechanism as opposed to access via standard proposals
- quality of the proposal and associated reports



Approval is made by the ESRF Management based on the BTAP recommendation, taking into account compliance with the general criteria for BAG proposals and the amount of beamtime remaining for STD proposals.

As a general rule, no more than **30% of the beamtime on a single beamline** should be assigned to proposals involving a long-term commitment of beamtime such as LTPs, BAGs and HUBs, in order to leave sufficient time available for regular STD proposals (can be exceeded by Management on an exceptional basis as necessary).

## Technical & Safety Review

Made as for the standard access mechanism by the beamline scientists for the technical review and Safety Group for the safety review.



The success and continuing pertinence of a BAG will be assessed via annual reports. An annual report will be submitted by the BAG spokesperson, and confidential feedback requested from the relevant beamline responsible(s) after validation by the Group Head concerned.

### Key items in the assessment are:

- Scientific publications emerging from the BAG and their impact,
- Major challenges and questions answered,
- Added value of the BAG scheme versus standard proposal applications

and these must be clearly described in the report.

The annual report, along with the BAG continuation proposal, must be submitted for the proposal submission deadline on each yearly anniversary of the acceptance of the BAG.

After **the maximum 4-year period**, the last yearly report is submitted without a BAG continuation proposal. If the BAG members wish to continue their **activity a new BAG proposal must be submitted**.

## Life Cycle of a BAG Proposal - Examples

Proposal Submission Deadline	Scheduling Period for Beamtime	To be submitted
1st March 2023	2023/II and 2024/I	New BAG Proposal
1st March 2024	2024/II and 2025/I	Continuation BAG Proposal & Yearly Report (on 2023/II beamtime)
1st March 2025	2025/II and 2026/I	Continuation BAG Proposal & Yearly Report (on 2024/I and 2024/II beamtime)
1st March 2026	2026/II and 2027/I	Continuation BAG Proposal & Yearly Report (on 2025/I and 2025/II beamtime)
1st March 2027		Yearly Report (on 2026/I and 2026/II beamtime)

The last 6-month beamtime allocation (2027/I in the example above) is not reported on but covers the 6-month period between the end of the BAG and any new beamtime allocation made in March 2027 that would start in 2027/II.

A new BAG proposal must be submitted for 1st March 2027 if the BAG wishes to request to carry on its activity at the ESRF.

Proposal Submission Deadline	Scheduling Period for Beamtime	To be submitted
10th September 2023	2024/I and 2024/II	New BAG Proposal
10th September 2024	2025/I and 2025/II	Continuation BAG Proposal & Yearly Report (on 2024/I beamtime)
10th September 2025	2026/I and 2026/II	Continuation BAG Proposal & Yearly Report (on 2024/II and 2025/I beamtime)
10th September 2026	2027/I and 2027/II	Continuation BAG Proposal & Yearly Report (on 2025/II and 2026/I beamtime)
10th September 2027		Yearly Report (on 2026/II and 2027/I beamtime)

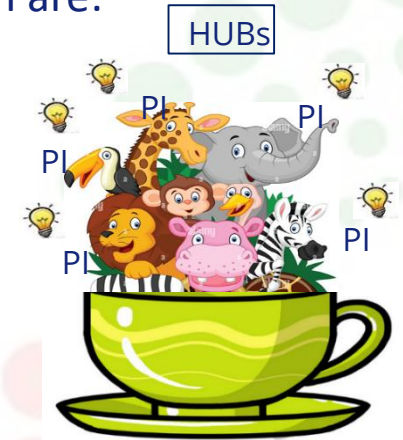
The last 6-month beamtime allocation (2027/I in the example above) is not reported on but covers the 6-month period between the end of the BAG and any new beamtime allocation made in March 2027 that would start in 2027/II.

A new BAG proposal must be submitted for 10th September 2027 if the BAG wishes to request to carry on its activity at the ESRF.

## Scientific Review

The scientific evaluation is made by an **ad hoc panel of 3-5 scientific experts**, made up of relevant **members of the current BTAPs** and **one SAC member**, with **external experts as necessary**. The criteria for evaluation are:

- value and impact of the HUB on the field of research
- value and impact of the HUB in other fields
- societal impact
- expertise and competence of the Principal Investigators composing the HUB
- added value of the HUB mechanism versus standard proposals
- quality of the proposal and associated reports



This review is followed by an evaluation of the beamtime request and the impact on the other beamline proposals by the regular BTAPs, who will be asked to evaluate:

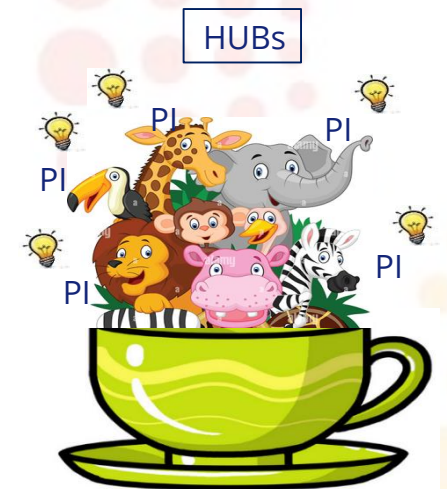
- how well the research proposed fits into the overall strategy of the beamline(s) requested,
- how it might impact the activity and other proposals on that beamline,
- whether the amount of beamtime requested is reasonable in this context.

Recommendations from both panels as well as the recommendation from the ESRF Management are submitted to an ESRF SAC sub-committee, who will take the final decision on approval of the HUB for a 3-year period.

## Technical & Safety Review

Made as for the standard access mechanism by the beamline scientists for the technical review and Safety Group for the safety review.

The initial HUB proposal submitted on 15th January includes a 6-month beamline and beamtime request form, detailing the experiments planned in the first 6 months of beamtime. A new version of this form must be submitted for each subsequent ESRF proposal deadline (10th September and 1st March), detailing the planned experiments for the next 6-months request. This, along with the initial “umbrella” proposal, will be used for the technical and safety review.



A hub of experts



The success and continuing pertinence of a HUB will be assessed via annual reports. An annual report will be submitted by the HUB spokesperson, and confidential feedback requested from the relevant beamline responsible(s) after validation by the Group Head concerned.

## Key items in the assessment are:

- Scientific publications emerging from the HUB and their impact
- Major challenges and questions addressed and answered
- Societal impact of the HUB activity
- Methodologies developed
- Equipment / technologies developed
- Any external contributions such as funding obtained
- Good management and governance of the HUB,
- Added value of the HUB scheme versus standard proposal applications

and these must be clearly described in the report.

The annual report must be submitted as a pdf document to the User Office each year on or before the **31st January**.

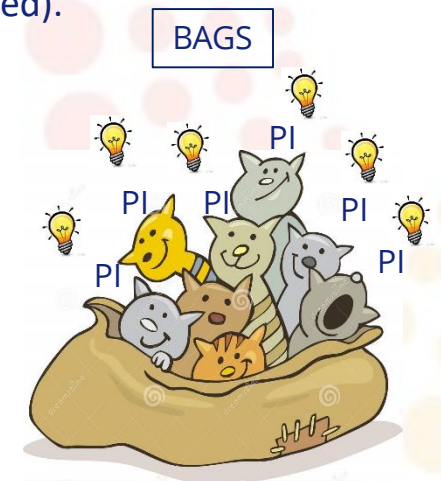
If the HUB members wish to continue their activity after the 3-year period, a HUB continuation proposal must be submitted.



## Instructions and templates for submitting a BAG proposal and report

1. Submit the online request for beamtime:  
Until the new online BAG beamtime request form is available (will be in the new ESRF User Portal that is currently under development), **requests for BAG beamtime must be submitted using the Long Term Project (LTP) online application in conjunction with a specific “BAG project description” template** (see point 6 below - do NOT use the normal LTP template!).  
Please clearly indicate in the title of the proposal that it is a BAG proposal, e.g. “BAG Proposal: My proposal title”.
2. Complete the “**BAG projection description**” form (template in point 6 below) and upload it as a pdf file to your online proposal.
3. If the BAG proposal is approved and awarded beamtime, complete and upload the **sample sheets** for the samples to be studied using the “Manage Samples” action of the proposal. As for all ESRF proposals, these will be needed when completing the experiment registration form (A form) for each beamtime session.
4. On the yearly anniversary complete the “**BAG annual report**” and send it as a pdf file to the ESRF User Office on or before the 1<sup>st</sup> March or 10<sup>th</sup> September proposal deadline (depending on when the original proposal was approved).
5. (Submit the BAG continuation proposal - only in the new User Portal)
6. Templates required:
  - a. “BAG project description” template (with link to Word doc)
  - b. “BAG annual report” template (with link to Word doc)

[Go to BAG Web Pages](#)



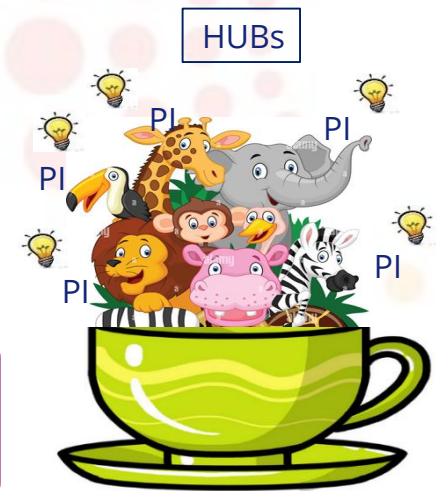
**Block Allocation Groups**



## Instructions and templates for submitting a HUB proposal

1. Submit the online request for beamtime:  
Until the new online HUB beamtime request form is available (will be in the new ESRF User Portal that is currently under development), **requests for HUB beamtime must be submitted using the Long Term Project (LTP) online application in conjunction with a specific “HUB project description” template** (see point 4 below - do NOT use the normal LTP template!).  
Please clearly indicate in the title of the proposal that it is a HUB proposal, e.g. “HUB Proposal: My proposal title”.
2. Complete the **“HUB projection description”** form (template in point 4 below) that **includes** the first **“6 month beamline and beamtime request”** form, and upload it as a pdf file to your online proposal.
3. If the HUB proposal is approved and awarded beamtime:
  - a. Set up the front web page for the HUB on the ESRF web site by completing the **web page template** (template in point 4 below) and sending to the ESRF User Office.
  - b. Complete and upload the **sample sheets** for the samples to be studied using the “Manage Samples” action of the proposal. As for all ESRF proposals, these will be needed when completing the experiment registration form (A form) for each beamtime session.
  - c. At each ESRF proposal deadline (10<sup>th</sup> September and 1<sup>st</sup> March), complete and submit the **“6 month beamline and beamtime request”** form for the next 6 months and send as a pdf file by email to the ESRF User Office.
4. Templates required:
  - a. “HUB project description” template (with link to Word doc)
  - b. “6 month beamline and beamtime request” template (with link to Word doc)
  - c. Web page template (with link to Word doc)

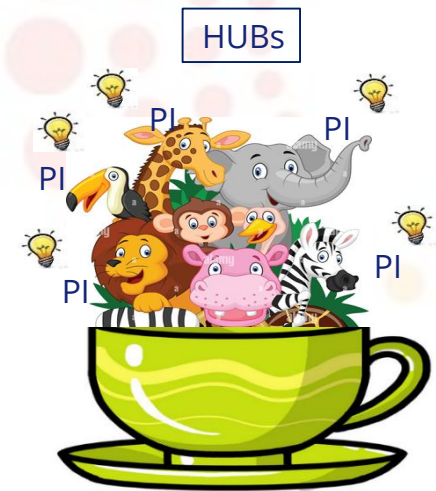
[Go to HUB Web Pages](#)



A hub of experts

## Instructions and templates for submitting a HUB report

1. Complete the **“HUB annual report”** each year and send as a pdf file to the ESRF User Office on or before the 31<sup>st</sup> January.
2. At the end of the 3 years of beamtime, complete the **“HUB full 3 year report”** and send as a pdf file to the User Office on or before the 31<sup>st</sup> January of the year following the last beamtime session.
3. Templates required:
  - a. “HUB annual report” template (with link to Word doc)
  - b. “HUB full 3 year report” template (with link to Word doc)



A hub of experts

## What does it mean for you?

- Agreement on initial aims, objectives, members, governance structure – all interested PIs
- Discussion with concerned BL staff to check feasibility, beamtime, possibilities – all PIs
- Proposal submission – named PI of BAG/HUB
- Sample sheet submission – all PIs (and users once proposal starts)

If accepted:

- Proper timely planning of the experiment sessions (discuss with BL staff) – all members
- Timely submission of all documents
  - 6-month beamline and beamtime request form (at proposal submission deadlines) – named PI of BAG/HUB
  - Safety Risk Analysis Form for each experiment session (the earlier the better but at least 4 weeks before session) – named PI of BAG/HUB or delegation to a concerned team member
- Submission of annual report by 31<sup>st</sup> January each year – named PI of BAG/HUB

**Communication!**  
with BL staff and Safety

## What does it mean for you?

- Pre-proposal discussions with proposers, strong advice on capabilities and beamline/beamtime request
- Preliminary check to confirm beamline
- Technical feasibility (TF) assessment
- Feedback to BTAP liaison so he/she is well-informed for the BTAP discussions
- Yearly confidential feedback to DoRs on progress and success of proposal (January for HUBs, March or September for BAGs)
- **Be aware of scope of proposal and its members:**
  - Flag at TF stage if a STD proposal is submitted by BAG/HUB member within scope and on same beamline as the BAG/HUB proposal,
  - Inform the BTAP liaison scientist for your beamline – liaison to pass information to BTAPs
- Encourage early/timely submission of ERAs if required
- Don't hesitate to inform and discuss with Safety about setup/samples
- ...

## What does it mean for you?

- 15 January: LTP and HUB proposal submission deadline
- January: appointment by DoRs of ad hoc evaluation panel for HUB proposals – proposal and evaluation form sent to members by email
- 31 January: deadline for submission of user progress reports for LTPs and HUBs
- February: meeting and discussion of ad hoc panel – HUB evaluation report made available to BTAPs in March
- 28 February: deadline for submission of user progress reports for March round BAGs
- 1 March: STD and BAG proposal submission deadline
- March-April:
  - evaluation of proposals and reports for STD, LTPs, BAGs, HUBs
  - recommendations for allocation of STD, LTPs, BAGs
  - evaluation report for HUBs, for attention of SAC sub-committee
- May-June: proposal round decisions finalised and published
- 9 September: deadline for submission of user progress reports for September round BAGs
- 10 September: STD and BAG proposal submission deadline
- September-October:
  - evaluation of proposals and reports for STD, BAGs
  - recommendations for allocation of STD, BAGs
- November-December: proposal round decisions finalised and published



## Questions are welcome.....

- Announcement to user community on Tuesday 4<sup>th</sup> October
- First deadlines in 2023 (January for HUBs, March and September for BAGs)
- First beamtime in 2023/II (Aug 23 to Feb 24)
- Will appear as LTPs until new User Portal (NEXT UP) proposal submission module is launched.