

Proposal System: Documentation for Users

Proposals overview

Logging in to the Proposal System

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- [Accessing through the Facilities site](#)

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- [Create a new proposal](#)
- [Completing the proposal questions](#)
- [Notes on the information required](#)
- [Reviewing your proposal](#)
- [Submitting your proposal](#)

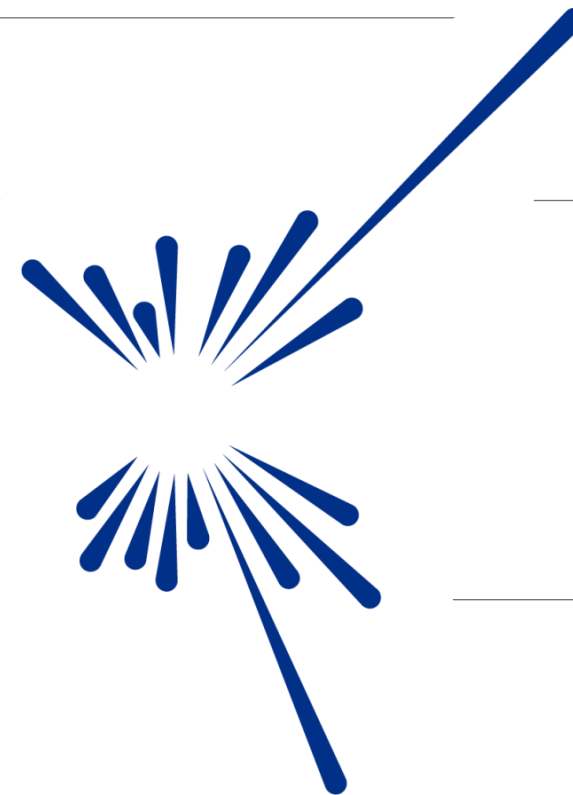
Managing your proposals

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- [Cloning a proposal](#)
- [Edit PI and Co-I](#)
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User Office Information

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Overview

The proposal system allows users to submit proposals for future experiments at ISIS Neutron and Muon Source and CLF (Central Laser Facility).

ISIS and CLF accept proposals within specific time windows, (“calls” or “rounds”). The proposal system collects the relevant information for each submitted proposal, which is then reviewed by a panel to consider its feasibility, and if selected, allocated time.

This document has detailed information for users of the proposal system, giving you context and step-by-step guidance on using the system.

Please note, this document is updated over time.
The most recent versions can be found at

- **ISIS - [Using the Proposal System](#)**
- **CLF - [Using the Proposal System](#)**

Contact Information – fase-support@stfc.ac.uk

Accessing the proposal system directly

Go to <https://proposal.facilities.rl.ac.uk/> using a supported web browser, Chrome, Edge, Safari and Opera, (Firefox and Internet Explorer are no longer supported).

UKRI Science and Technology Facilities Council

Existing Users

Sign in here

Email or Fed ID:

Password: ⓘ

Sign In

[Need help signing in?](#) [Forgot Password?](#)

No online account?

Register

If this is your first time using this website please read our [Terms and Conditions](#) before you [Create a new facility user account with us](#)

Click to create a new account

Once you have an account enter your Email address and Password and Sign In

You will need to enter some personal details, including your ORCID iD, if you have one.

Other Sites

[ISIS User Office](#)
[CLF User Area](#)

[ISIS User Feedback Survey](#)

[Science and Technology Facilities Council](#)
[UK Research and Innovation](#)

Privacy and Legal Policies

[Our Terms and Conditions](#)
[UKRI Terms and Conditions](#)
[Privacy Notice](#)
[Accessibility Statement](#)

To report a technical issue please contact:
fase-support@stfc.ac.uk

For other enquiries please contact:

ISIS User Office
Email: isisuo@stfc.ac.uk
Telephone: +44 (0)1235 445592

CLF User Office
Email: clf@stfc.ac.uk
Telephone: +44 (0)1235 445090

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Welcome to the ISIS and CLF proposals

Proposals for the following access calls are s

ISIS: Rapid, Xpress, Direct, Dutch (for ICRD

CLF: Octopus and Ultra (LSF), Gemini and C

Click "New Proposal" on the left tool bar to st

Please see [our guides](#) for more help and sup

For persistent system issues, please cont

My proposals



Actions Proposal ID

Assigned Roles

User roles

Action	Role	Description
IN USE	User	Submit and view your proposals
USE	User Officer	Manage the system
USE	FAP Chair	View your FAP panel and submit and manage your FAP reviews
USE	FAP Secretary	View and manage your FAP panel and submit FAP reviews
USE	FAP Reviewer	Submit and view your FAP reviews
USE	Experiment Scientist	Edit and view your technical feasibility reviews and view proposals for your experimental area

CLOSE

-  Roles
-  Logout

You can change roles, (and Logout), by clicking on the icon.

On logging in you will be asked to confirm or change your Role.
(The available Roles assigned to you may differ from the menu above)

Welcome to the ISIS and CLF proposal submission site

Proposals for the following access calls are submitted via this portal:

ISIS: Rapid, Xpress, Direct, Dutch (for ICRD access, please contact [Chris Frost](#))










CLF: Octopus and Ultra (LSF), Gemini and Orion (HPL), Artemis, Vulcan Shutdown Support

Click "New Proposal" on the left tool bar to start your new proposal via the correct call, or resume completion of a draft proposal from your list below (only available to edit before an access call closure) .

Please see [our guides](#) for more help and support for submitting a proposal.

For persistent system issues, please contact fase-support@stfc.ac.uk

My proposals

Actions	Proposal ID	Title	Status	Call	Created
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  	2110136	Using muons to study the initial, intermedi..	Submitted	ISIS Rapid 2021_1	17-05-2021
  	2020067	Examining the structure of the proteins pr..	Submitted	ISIS Rapid 2020_2	15-02-2020

Previously submitted or draft proposals will appear **here**.

You will also see proposals you have been added to as a co-investigator.

Accessing the proposal system through the Facilities site

Go to <https://users.facilities.rl.ac.uk/> using a supported web browser, Chrome, Edge, Safari and Opera, (Firefox and Internet Explorer are no longer supported).

UKRI Science and Technology Facilities Council

Existing Users

Sign in here

Email or Fed ID:

Password: ⓘ

Sign In

[Need help signing in?](#) [Forgot Password?](#)

No online account?

Register

If this is your first time using this website please read our **Terms and Conditions** before you **Create a new facility user account with us**

Once you have an account enter your Email address and Password and Sign In

Click to create a new account Enter your details and follow the instructions on the page

Other Sites

ISIS User Office
CLF User Area

ISIS User Feedback Survey

Science and Technology Facilities Council
UK Research and Innovation

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[Our Terms and Conditions](#)
[UKRI Terms and Conditions](#)
[Privacy Notice](#)
[Accessibility Statement](#)

Select facility: **ISIS** CLF

Select ISIS

ISIS is a world-leading centre for research in the physical and life sciences at the STFC Rutherford Appleton Laboratory near Oxford in the United Kingdom. Our suite of neutron and muon instruments gives unique insights into the properties of materials on the atomic scale. We support a national and international community of more than 3000 scientists for research into subjects ranging from clean energy and the environment, pharmaceuticals and health care, through to nanotechnology and materials engineering, catalysis and polymers, and on to fundamental studies of materials.



Proposals

[Apply For Access »](#)



Visits

[Arrange Your Visit »](#)



Risk Assessments

[Submit An ERA »](#)



Scheduler

[Schedule Experiment »](#)



Feedback

[Provide Feedback »](#)



Data Catalogue

[Get your data »](#)

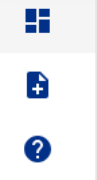


Your

[Update](#)

Click the **Proposals** icon

NOTE, the icons you see may differ from this screenshot



Welcome to the ISIS and CLF proposals system

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ISIS: Rapid, Xpress, Direct, Dutch (for ICRD)

CLF: Octopus and Ultra (LSF), Gemini and C

Click "New Proposal" on the left tool bar to start

Please see [our guides](#) for more help and support

For persistent system issues, please contact [support](#)

My proposals

Actions	Proposal ID
	2420117
	2110136
	2020067

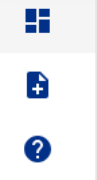
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










Click "New Proposal" on the left tool bar to start your new proposal via the correct call, or resume completion of a draft proposal from your list below (only available to edit before an access call closure) .

Please see [our guides](#) for more help and support for submitting a proposal.

For persistent system issues, please

Clicking on a column heading will sort in ascending  or descending  order.

My proposals

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You will also see proposals you have been added to as a co-investigator.

Creating a Proposal – Before you start

The information you provide allows the panel to make their judgements and rate the proposal. Once successful, it then supplies the instrument scientists and support staff with the key information they need to setup and conduct your experiment.

In order to fill out a proposal, you will require the following information.



- A digital copy of your science case
- Full contact details of all experimenters
 - Full names
 - Email address
 - Contact details
 - Establishment information

Supporting information for your proposal


- Abstract
- Publications
- Sample information




NOTE: All experimenters need a Facilities account *and* have made themselves 'addable' via their [Privacy settings](#).

Create a new proposal



Dashboard

Logged in as [your.name@co.uk](#) (User) 



Welcome to the ISIS and CLF proposal submission site

Proposals for the following access calls are submitted via this portal:


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CLF: Octopus and Ultra (LSF), Gemini and Orion (HPL), Artemis, Vulcan Shutdown Support


Click "New Proposal" on the left tool bar to start your new proposal via the correct call, or resume com

Please see [our guides](#) for more help and support for submitting a proposal.


For persistent system issues, please contact fase-support@stfc.ac.uk




Dashboard












New Proposal



Help

Click the **New Proposal** icon  to create a proposal.

My proposals

Actions	Proposal ID	Title	Status	Call	Created
  	2420117	Analysing the elemental composition of an..	Submitted	ISIS Direct 2024_2	01-09-2024
  	2110136	Using muons to study the initial, intermedi..	Submitted	ISIS Rapid 2021_1	17-05-2021
  	2020067	Examining the structure of the proteins pr..	Submitted	ISIS Rapid 2020_2	15-02-2020



Select a call

ISIS Rapid Access (ISIS Rapid 2025_0)

Application deadline: 31-12-2025 23:55

Internal deadline: 31-12-2025 23:55

Applications for urgent access to the ISIS Facility. All Rapid Access proposals must be discussed with an instrument scientist prior to submission
ISIS Rapid Access



ISIS Xpress Access (ISIS Xpress 2025_9)

Application deadline: 31-12-2025 23:55

Internal deadline: 31-12-2025 23:55

Applications for simple sample measurements at the ISIS Facility. All Xpress Access proposals must be discussed with an instrument scientist prior to submission

ISIS Xpress Access



Only active calls accepting proposals are displayed.

Select the call you wish to submit to.

The number of calls available at any time can vary, so you may only have one option.

If you are unsure which to select, please contact the appropriate user office for further information.

- ISIS Neutron and Muon Source User Office: +44 (0)1235 445592
- CLF User Office: Tel +44 (0)1235 445090

ISIS Rapid Access proposal questionnaire

An open call for urgent access to the ISIS Facility (urgency justification required).

Please ensure you have read the [proposal writing guidelines](#) before submitting your proposal.

Please note:

LET and HRPD are not available.

Proposals from the previous (legacy) submission system cannot be cloned to this system.

Students are permitted to be PI, but the academic supervisor **must** be added as a Co-Investigator to any submitted proposal.

This system will automatically log out after 30 minutes of inactivity, and any unsaved changes will be lost.

The questions asked for submission will be used for assessment of the proposal by the peer review panel, technical assessment and statistical purposes. Please note that responses to the following questions may be made publicly viewable:

- Title
- Abstract
- PI and Co-I names and institutions
- Technique and instrument applied for, and no. days applied for
- Technique and instrument allocated, and no. days allocated.

View our Privacy Policy [here](#).

Proposal abstracts must be 250 words or less.

Proposal Title *


Proposal Abstract [★]

Principal Investigator *

Your Name, your Organisation

Co-Proposers

Actions	Firstname	Lastname	Preferred name	Institution
No Users				

 ADD

To add another investigator to your proposal, the investigator must have created an account with us and have their preferences set to searchable. Please encourage your colleague to [create an account](#) and set their [preferences to searchable](#) if you're unable to add them to your proposal.

Is the PI a student? *

☐ Yes ☐ No

BACK

RESET

SAVE

SAVE AND CONTINUE

Please contact fase-support@stfc.ac.uk if you encounter any technical issues with this system.

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[FAQ](#)

This is an example of how the questions and sections appear on the **Create Proposal** page(s).
For information and advice on filling out the proposal questions, please see the following pages.

NOTE: The questions you are required to complete will vary depending on the Call.

Completing the proposal questions

1 New proposal · 2 Research Support · 3 Publications · 4 Experiment · 5 Samples · 6 Hazards · 7 Other Facilities · 8 Science Case Upload · 9 Final · 10 Review

The questions are spread across multiple sections.
(*You may have fewer or more sections depending on the route chosen*).

- Each section can have multiple questions
- You can only complete each section in order
- You can view the various sections and their associated questions before you start
- Click on the numbered buttons to view each individual section
- There are varying *types* of question, e.g. dropdown choices, number values, text etc..
- You may be required to upload documents to support your proposal

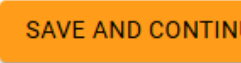
If you have queries about completing your proposal, e.g. how much detail is required, or what a term means, please contact the User Office, isisuo@stfc.ac.uk or clf@stfc.ac.uk .

Notes on the information required

The questions vary for each call, but here are some examples of what information may be required.

1 New proposal - 2 Research Support - 3 Publications - 4 Experiment - 5 Samples - 6 Hazards - 7 Other Facilities - 8 Science Case Upload - 9 Final - 10 Review

- **New Proposal.** Title, Abstract, PI and CO-I.
Ensure the principal investigator is set to the appropriate person and add any [co-proposers](#), involved with the experiment, (Co-Investigators or Co-Is).
- **Research support.** Looking at active grants relevant to the proposal. This helps ISIS to understand how it contributes to the programmes of other research councils or research funders, or the programmes of industrial partners.
- **Publications.** It is important to capture the scientific backing of your proposal. Please detail all publications used to research your scientific proposal.
- **Experiment requirements**, including technical requirements. This may include what instrument, technique and sample environment variables should be used in the experiment and how long it may take.
- **Samples** to be added. This may include sample name chemical formula, mass, volume, etc..

- **Hazards.** ISIS need to know of any potential radioactive, nuclear, biological, chemical or other risks that the experiment may include.
- **Other facilities.** Your experiment might exploit the ISIS Deuteration facility and Diamond Light source also, which can be captured in a single proposal and reviewed by a single panel.
- **Science Case Upload.** This is a **PDF file upload ONLY**, and there are restrictions on this file; a maximum of 2 pages and 2MB total size. Files exceeding limits cannot be uploaded.
- The **Final** step, confirms you agree to Terms of Access. Read these, tick the box to accept, click 

The Principal Investigator (PI) on an ISIS proposal has specific responsibilities for the experiment. The PI will be reminded of this in their confirmation email but as the person submitting the proposal, you must ensure the PI is aware of these responsibilities.

Terms of Access

By submitting a proposal you agree that you have read and will comply with our [Terms and Conditions](#), that you will ensure the PI is aware of their experimental and safety responsibilities as detailed in [Responsibilities of the Principal Investigator on ISIS proposals](#), and that you and your experimental team abide by the values of the [ISIS User Charter](#).

☒ I have read and understand the Terms of Access*

BACK

RESET

SAVE

SAVE AND CONTINUE

At anytime in the submission process, you can view your new proposal from the Dashboard.

Until it's submitted its Status will be **Draft**.

UKRI

Science and Technology Facilities Council

Dashboard

Logged in as [your.name@co.uk](#) (User)

Dashboard

New Proposal

Help

proposal submission site

submitted via this portal:

Orion (HPL), Artemis, Vulcan Shutdown Support

Click "New Proposal" on the left tool bar to start your new proposal via the correct call, or resume completion of a draft proposal from your list below (only available to edit before an access call closure) .

Please see [our guides](#) for more help and support for submitting a proposal.

For persistent system issues, please contact fase-support@stfc.ac.uk

The proposal is identified by a temporary reference number which is updated once the proposal is submitted.

My proposals

Actions	Proposal ID	Title	Status	Call	Created	
<div><div></div><div></div><div></div></div>	*209207	Probing Hydrogen Diffusion in Solid-State..	Draft	ISIS Rapid 2025_0	Today at 13:20	
<div><div></div><div></div><div></div></div>	2420117	Analysing the elemental composition of an..	Submitted	ISIS Direct 2024_2	01-09-2024	
<div><div></div><div></div><div></div></div>	2110136	Using muons to study the initial, intermedi..	Submitted	ISIS Rapid 2021_1	17-05-2021	
* Pre-submission reference. Reference will change upon submission.			proteins pr..	Submitted	ISIS Rapid 2020_2	15-02-2020

Reviewing your proposal

Once you've added all the information and agreed to the Terms of Access, you can **Review** the details of your proposal.

10 Review

New proposal	▼
Research Support	▼
Publications	▼
Experiment	▼
Samples	▼
Hazards	▼
Other Facilities	▼
Science Case Upload	▼
Final	
I have read and understand the Terms of Access	
Yes	

Click on a drop-down arrow to expand a section and inspect its contents.

You can **download**, a copy of your proposal.

Probing Hydrogen Diffusion in Solid-State Electrolytes Using Quasielastic Neutron Scattering

209207

Pre-submission reference

- 1 New proposal
- 2 Research Support
- 3 Publications
- 4 Experiment
- 5 Samples
- 6 Hazards
- 7 Other Facilities
- 8 Science Case Upload
- 9 Final
- 10 Review

New proposal



Proposal ID

209207 (Pre-submission)

Title

Probing Hydrogen Diffusion in Solid-State Electrolytes Using Quasielastic Neutron Scattering

Abstract

The development of efficient solid-state hydrogen storage and transport materials is critical for advancing hydrogen-based energy technologies. This proposal aims to investigate the microscopic dynamics of hydrogen diffusion in a class of promising solid-state electrolytes using quasielastic neutron scattering (QENS) at the ISIS Neutron and Muon Source. By employing the IRIS and OSIRIS spectrometers, we will measure the temperature-dependent diffusion coefficients and relaxation times of hydrogen in doped perovskite and garnet-type materials. These measurements will provide insight

If you spot any errors, navigate back to the relevant section, make the changes, then

SAVE AND CONTINUE

Once the proposal is correct and complete, you're ready to **submit your proposal**.

Submitting your proposal

Submitting a proposal designates that it's the final version of the document and is ready for review by the relevant Facilities Access Panel, (FAP).

When a proposal is submitted, it's visible to:

- **Principal Investigator** – default, 'the person who created the proposal'
- **Co-Investigators** - added by the PI, (providing their [settings](#) allow)
- **Experiment Scientists** - scientific staff and some administrative staff at STFC
- **User Officers** - STFC admin staff supporting the proposal submission process
- **FAP Members** - responsible for reviewing proposals

The proposal then moves to the next stage in its workflow (which varies for different calls).

NOTE:

- Draft proposals are also visible to the same groups
- Once submitted, a proposal cannot be edited
- Once submitted, a proposal can be deleted
- NOTE: If you accidentally delete your proposal, you need to contact FASE-support@stfc.ac.uk to get it reinstated back into the Proposal System

Probing Hydrogen Diffusion in Solid-State Electrolytes Using Quasielastic Neutron Scattering

209207
Pre-submission reference

- 1 New proposal
- 2 Research Support
- 3 Publications
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- 5 Samples
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- 7 Other Facilities
- 8 Science Case Upload
- 9 Final
- 10 Review

New proposal

Research Support

Publications

Experiment

Samples

Hazards

Other Facilities

Science Case Upload

Final

I have read and understand the Terms of Access Yes

NOTE: The Pre-submission reference is *NOT* the final ID for the proposal. This number will change once submitted.

Click **SUBMIT**

BACK **SUBMIT** **DOWNLOAD PDF**

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[FAQ](#)



Probing Hydrogen Diffusion in Solid-State Electrolytes Using Quasielastic Neutron Scattering

209207

Pre-submission reference

- 1

New proposal ·

2

Research Support ·

3

Publications ·

4

Experiment ·

5

Science Case Upload ·

6

Final ·

7

Review ·

8

Final
- 9

Final ·

10

Review

New proposal

Research Support

Publications

Experiment

Samples

Hazards

Please confirm

I am aware that no further edits can be made after proposal submission.

CANCEL

OK

Click **OK** to confirm you want to submit the proposal.

✓ Your proposal will be successfully received when "Submit" is selected. You will receive a formal confirmation email in due course.

A pop-up window confirms the successful submission of your proposal.

Science Case Upload

Final

I have read and understand the Terms of Access

Yes

BACK

✓ SUBMITTED

DOWNLOAD PDF

Successful submission is also confirmed by the button when viewing the proposal.

If you see an error or don't see the confirmation pop-up, check the proposal was successfully submitted by verifying its Status. If Status is still Draft, try again later or logout then login and try submitting again.

If the issue persists, contact fase-support@stfc.ac.uk

UKRI

Science and Technology Facilities Council

Dashboard

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New Proposal

Help

proposal submission site

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Editing submitted proposals

Proposals can be edited at any point up *until the call deadline* (APART FROM XPRESS)

They can also be edited and submitted by anyone assigned to the proposal (principal investigators *and* co-investigators).

NOTE: multiple people may have access to the same proposal, so any edits should be discussed with everyone assigned to the proposal.

Email Notifications

When a proposal is submitted, an email is sent to everyone assigned to the proposal to notify them of the submission.

The system does not generate email notifications if and when, people edit submitted proposals. Once a proposal has been submitted, and it is subsequently edited, this does not generate email notifications for co-proposers.

Managing your proposals



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Please see [our guides](#) for more help and support for submitting a proposal.

For persistent system issues, please contact fase-support@stfc.ac.uk






From the **Proposal Dashboard**, you can **View, Edit, Clone** and **Download** your proposals.

Note: The ability to do any of the above will depend on the proposal's **Status**.

My proposals

Actions	Proposal ID	Title	Status	Call	Created
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  	2420117	Analysing the elemental composition of an..	Submitted	ISIS Direct 2024_2	01-09-2024
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  	2020067	Examining the structure of the proteins pr..	Submitted	ISIS Rapid 2020_2	15-02-2020

Action Icons


Edit 	View 	Download 	Clone 	Delete 
View and edit the proposal	View the proposal	Download a .pdf copy of the proposal details	Create a copy of the proposal	Delete the proposal
You can edit a submitted proposal <i>before</i> the call deadline.	The option to edit may be available from here, depending on the proposal Status	Defaults to your PC Downloads, unless otherwise specified.	<p>You will be prompted to select the Call to clone the proposal to. Choose the call, click, “CLONE TO CALL” button.</p> <p>The proposal will appear with the assigned Call showing.</p> <p>Note, other calls may have different questions, so check this carefully.</p>	<p>This is only possible for draft proposals.</p> <p>Submitted proposal cannot be deleted.</p>

Cloning a proposal

UK

Science and Technology

Dashboard

Logged in as [your.name@co.uk](#) (User) 

To Clone a proposal

1

 Click the **Clone** icon

2

 Select the **Call**

3

 Click **CLONE TO CALL**











can Shutdown Support

a the correct call, or resume completion of a draft proposal from your list below (only available to edit before an access call closure) .

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My proposals

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<div><div>1</div><div></div></div>	2500047
<div>  </div>	2420117
<div>  </div>	2110136
<div>  </div>	2020067

Clone proposal/s to call. You will need to review the proposal before it is submitted.

Select call *

2

ISIS Rapid 2025_0


ISIS Xpress 2025_9

3


CLONE TO CALL

Call	Created
ISIS Rapid 2025_0	
ISIS Xpress 2025_9	
ISIS Rapid 2021_1	17-05-2021
ISIS Rapid 2020_2	15-02-2020

The cloned proposal is now shown, with Title as “Copy of” and Status as *Draft*.

 **Science and Technology Facilities Council**

Dashboard

Logged in as [your.name@co.uk](#) (User) 

Welcome to the ISIS and CLF proposal submission site

Proposals for the following access calls are submitted via this portal:

ISIS: Rapid, Xpress, Direct, Dutch

















CLF: Octopus and Ultra (LSF), Gemini and Orion (HPL), Artemis, Vulcan Shutdown Support

Click "New Proposal" on the left tool bar to start your new proposal via the correct call, or resume completion of a draft proposal from your list below (only available to edit before an access call closure) .

Please see [our guides](#) for more help and support for submitting a proposal.

For persistent system issues, please contact fase-support@stfc.ac.uk

My proposals

Actions	Proposal ID	Title	Status	Call	Created
   	*343452	Copy of Probing Hydrogen Diffusion in Sol..	Draft	ISIS Rapid 2025_0	Today at 10:54
  	2500047	Probing Hydrogen Diffusion in Solid-State..	Submitted	ISIS Rapid 2025_0	Yesterday at 13:20
  	2420117	Analysing the elemental composition of an..	Submitted	ISIS Direct 2024_2	01-09-2024
  	2110136	Using muons to study the initial, intermedi..	Submitted	ISIS Rapid 2021_1	17-05-2021
  	2020067	Examining the structure of the proteins pr..	Submitted	ISIS Rapid 2020_2	15-02-2020

* Pre-submission reference. Reference will change upon submission.

UKRI

Science and Technology Facilities Council

Dashboard

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My proposals

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<div></div> <div></div> <div></div> <div></div>	*343452	Copy of Probing Hydrogen Diffusion in Sol..	Draft	ISIS Rapid 2025_0	Today at 10:54
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<div></div> <div></div> <div></div>	2020067	Examining the structure of the proteins pr..	Submitted	ISIS Rapid 2020_2	15-02-2020

To submit your cloned proposal, you’ll need to go through the same process as described previously.

- 1

New proposal

-

2

Research Support

-

3

Publications

-

4

Experiment

-

5

Samples

-

6

Hazards

-

7

Other Facilities

-

8

Science Case Upload

-

9

Final

-

10

Review

All the details from the original proposal are included in the copy, but you do need to visit every section, (in order), and click **SAVE AND CONTINUE** for each one until you get to the point where you are ready for submission.

NOTE: If the Call you have chosen for the clone proposal differs from the original proposal’s Call, then the questions may also differ, and some of the information you supplied may be incorrect or missing.

PLEASE CHECK if this is the case.

Edit PI and Co-I


Principal Investigator *


Nick Edwards; STFC


Co-Proposers

Actions	Firstname	Lastname	Preferred name	Institution
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No Users

You can edit the Principal Investigator, (which defaults to the proposal creator), by clicking the edit icon, .

To add co-proposers, (Co-Is), click the **ADD** button,  and search for their email address.

Once found click 

ator must have created an account with us and have their preferences set to searchable.

nd set

your pro

[Terms and Conditions](#) | [Copyright notice](#)

NOTE:

- to be able to add someone as the PI or a Co-I they must have a **Facility User account** and have made themselves '[addable](#)' via their account settings
- A co-investigator is unable to remove themselves from a proposal. They need to request the PI, another Co-I or FASEsupport@stfc.ac.uk do this for them.

Set Principal Investigator

Filter found users

E-mail

FIND USER

Actions	Firstname	Surname	Preferred name	Institution
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No Previous Collaborators

Rows per page: 10 rows |< < 0-0 of 0 > >|

Co-Proposers

Filter found users

E-mail

FIND USER

☐ Firstname Surname Preferred name Institution

No Previous Collaborators

Rows per page: 10 rows |< < 0-0 of 0 > >|

0 user(s) selected UPDATE

Allow users to add me.....

Go to <https://users.facilities.rl.ac.uk/> and login with your account.

Click on **My Details**, or.....

Select facility: ISIS CLF

To View, Edit and Update the information stored in your Facilities User account you need to go to the **Details** section of the application.

ical and life sciences at in the United Kingdom. ie insights into the t a national and international community of more than 3000 scientists for research into subjects ranging from clean energy and the environment, pharmaceuticals and health care, through to nanotechnology and materials engineering, catalysis and polymers, and on to fundamental studies of materials.


Visits (Office)

[Manage user's visits »](#)


U&E Details

[Manage Users & Establishments »](#)

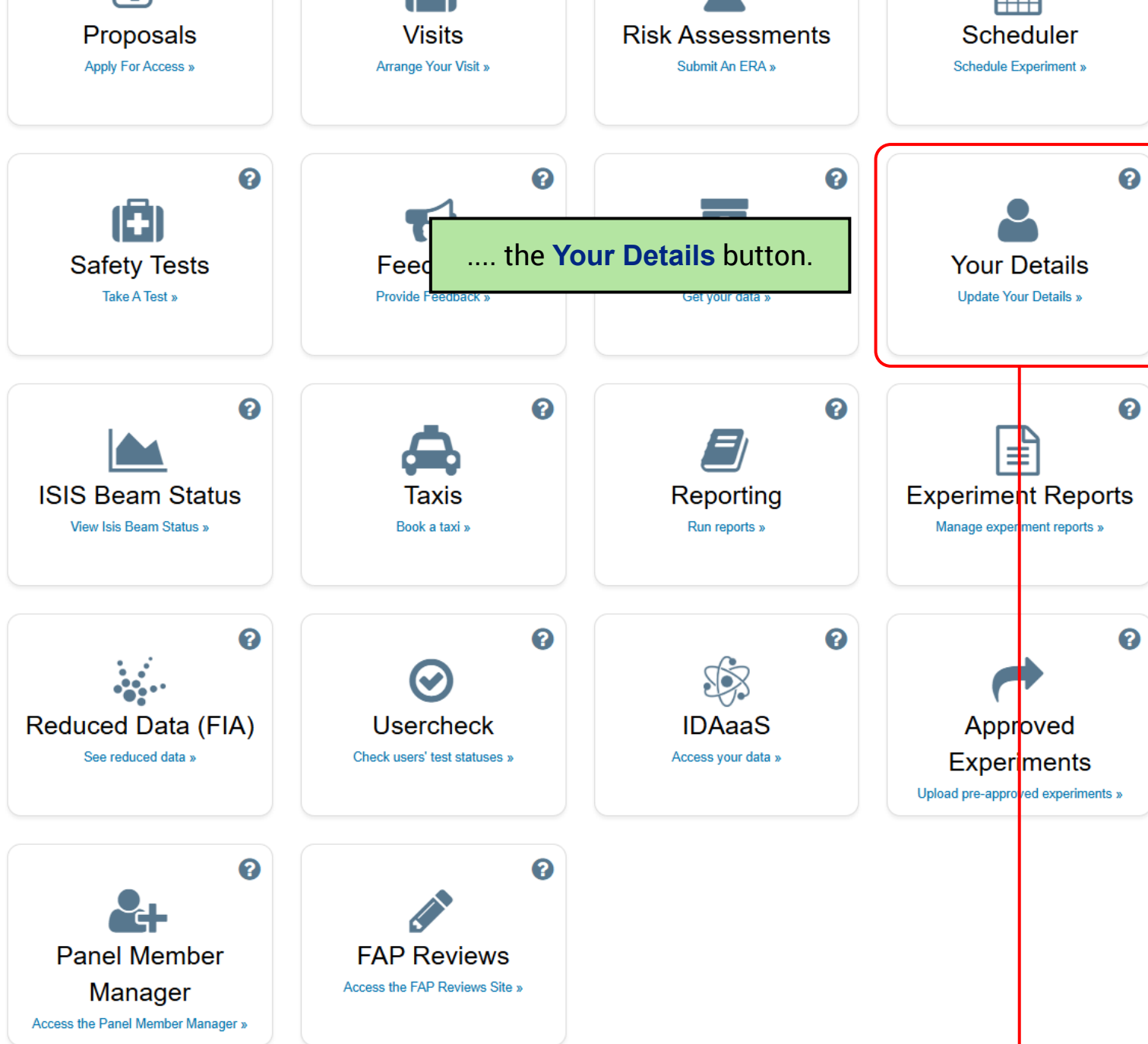

FAP Booklets
Generator

[FAP Booklets Generator »](#)


Settings

[Modify settings »](#)





[My Details](#) [Manage Account](#) [Fed ID](#)

- ▶ Summary
- ▶ Details
- ▶ Organisation
- ▶ Facilities
- ▶ RAL Site Access
- ▶ Emergency Contact

▶ Mailing Lists

▼ Privacy Settings

In **Privacy Settings** tick **Yes** to allow other users to add you to proposals, visits and FAPs.

will need to deactivate your account [here](#).

access panels. They will only be able to find you if they

know your email address.

- ☒ Yes - Allow users to add me to proposals, visits and facility access panels
- ☐ No - Don't allow users to add me to proposals, visits and facility access panels

NOTE: You cannot be added to a proposal unless you have made yourself 'addable'.

The **Details** page allows you to update personal information such as...

- Name
- Status
- Email
- Phone
- Organisation
- Department
- Emergency Contact
- etc...

On making any amendments to your details, don't forget to click **Save Changes**.

Save Changes

Further Help

There are various routes, depending on what support you require.

Scientific

What is the capability of a specific instrument at ISIS? What information is required to describe the samples I want to use?

The [ISIS website](#) provides a brief overview of the various instruments and techniques and includes links to science staff contacts.

If you can't find an answer there, contact the [ISIS User Office](#) to be put in touch with someone who can help

Practical

Which call should I submit to? How do I arrange a visit from my university?

Please contact the [ISIS User Office](#)

Software

I'm having trouble logging in to the Proposal System. I've forgotten my password.

Please contact our support team via: fase-support@stfc.ac.uk

The User Office

Both CLF and ISIS have staff to support users from applying to use the facility onwards, located at

Reception Building (R75)
Rutherford Appleton Laboratory
Harwell Campus
Didcot, Oxfordshire
OX11 0QX
UK

ISIS Neutron and Muon Source User Office

Email: isisuo@stfc.ac.uk

Tel: +44 1235 445592 (ext 5592)

CLF User Office

Email: clf@stfc.ac.uk

Tel: +44(0)1235 445090 (ext. 5090)

Glossary

Term	Description
Call	The time window within which proposals are accepted. All proposals submitted to the same call will generally be reviewed at the same time by panel(s). Also called rounds.
CLF	Central Laser Facility, a facility at Rutherford Appleton Laboratory, Harwell Campus, near Didcot For more information, see www.clf.stfc.ac.uk
Co-I	A shortened form of co-investigator
Co-investigator	This is a person who is added to a proposal but was not the person who created the proposal (the principal investigator). Being added to a proposal means you can edit the proposal and submit it.
Co-proposer	Used interchangeably with co-investigator
Experiment scientist	An STFC staff member, generally scientific staff
ISIS	ISIS Neutron and Muon Source, a facility at Rutherford Appleton Laboratory, Harwell Campus, near Didcot For more information, see www.isis.stfc.ac.uk
Panel	When a proposal submission deadline is reached, all proposals are reviewed by a group of experts and rated, and then some proposals are successful and can go ahead.
Principle investigator (PI)	The person who creates the proposal becomes the principal investigator by default. They will be the primary contact for the proposal and subsequent experiment (if the proposal is successful).
Proposal	If someone has an idea for an experiment to be carried out at our facilities, they need to answer a series of questions about their idea. The answers to the questions form the proposal.
Round	Used interchangeably with call
User	At both facilities, user generally means someone from outside of STFC coming and making use of the facilities (carrying out an experiment), however within this documentation, user refers to anyone with a Facilities User account (the account required to use the Proposal System)
User office	A group of staff focused on assisting all users of the facilities. Contact details are below
User officer	A permission level within the Proposal System, enabling STFC staff to support the proposal submission process.