

Procedures for a Principal Investigator of MLF Experiments

After the approval of proposal, Principle Investigator submit necessary forms mostly by 2 weeks prior to the beamtime or start of experiment. Confirm about the registration of the result and report after experiment.

Documents to be submitted after receiving of approval notification

Format name of document	How to submit
Promptly after approval notification ↓ PI for the proposal categorized as “APPROVED” and “RESEARVED” should submit “the Consent From” in advance.	
Consent Form for MLF User Agreement	From 2024A Proposal Round Download the form and upload at User Support System ● Instruction of how to submit 
Before experiment ↓	
Letter of Commitment (MLF)	Before 2023 Proposal Round User Support System
Notification of Intended Experiment Participants	User Support System
Application of Samples and Reagents Declaration	User Support System
List of experimental equipment to be brought to MLF	Only if you carry equipment into MLF User Support System
After experiment ↓	
Beamtime Utilization Report <i>Immediately after the experiment</i>	User Support System
MLF Experiment Report	Proprietary proposal is not required. Publication Database system
Research results and publications	Publication Database system

- Proposals approved in Ibaraki Neutron Beamline can find procedures on the website;

<https://www.pref.ibaraki.jp/sangyo/kagaku/tyusei/bl-top.html>



- [Approve request from additional team membership](#)
- Principal Investigator can appoint the team member to be a Delegate Principal Investigator (PI) who can act and do to the PI mission. [Read all...](#)
- [Method of submission on J-PARC user Support System](#)
- ABOUT [J-PARC Publication Database](#)

Method of submission on J-PARC user Support System

1. Log in to User Support System, go to left side menu [Forms for the Spokesperson].
[Forms for the Spokesperson] are displayed to the screen of (Delegate) Principal Investigator.
2. Click [Forms] then the information opens in the right side of screen. Select Project type and experiment number and click [Search].
3. Click [Generate] button of each format to register. Register again to modify and add information.
Status [Required - Yes] means the format is obligatory.
4. Click the name to download format.

The screenshot shows the 'Forms for the spokesperson' page. On the left, a green sidebar menu has 'Forms for the spokesperson' highlighted with a red box and circled with '1' and '2'. The main content area shows search filters for 'Administrative year' (2024), 'Project Type' (MLF Experiment, Test Non-Proprietary Type Experiment, (TEST)), and 'Proposal/Experiment No' (TEST202402UO). Below the filters, a table lists forms with columns for 'Form Title', 'Required', and 'Completed'. The 'Generate' button for the 'User Consent Form for MLF Experiments' is circled with '3'. To the right of the table, a red arrow points to the 'Generate' button with the text 'After submission is succeeded'. At the bottom, the 'MLF Experimental Report' link is circled with '4' and the text 'Click the name to download format.' is shown.

J-PARC Publication Database

<https://jpd.j-parc.jp/pds/loginUser>

This database requires the same ID and password to log-in User Support System.

The screenshot shows the 'J-PARC Publication Database' login page. It includes a welcome message and a login form with fields for 'Login ID' and 'Password', and a 'Login' button. The page title is 'J-PARC Publication Database' and the URL is 'https://jpd.j-parc.jp/pds/loginUser'.

Log in and download the format 'Template' of MLF Experiment Report.

The screenshot shows the 'J-PARC Publication Database' interface. The 'Exp. Report' menu is open, and the 'Template' option is highlighted with a red box. The page title is 'J-PARC Publication Database' and the URL is 'https://jpd.j-parc.jp/pds/loginUser'.

Letter of Commitment (MLF) *Before 2023 Proposal Round

PI pledge to abide by regulation and agreement outlined in J-PARC to the proposals be carried out at MLF. Most importantly of all that submission of the Letter of Agreement is obligatory.

User Agreement for MLF Experiments *Before 2023 Proposal Round

Proprietary proposals and, if required by a J-PARC contact person. Mail the signed original to the J-PARC contact person. Download the template from the User Support System.

Consent Form for MLF User Agreement *After 2024A Proposal Round



[Refer to this instruction before creating document](#)

When your proposal is approved, PI (principal investigate) are requested to submit “the Consent Form” for MLF User Agreement. PI for the proposal categorized as “reserved” should submit “the Consent From” in advance without waiting beamtime allocation, because the deadlines in the above submissions must be maintained.

Notification of Intended Experiment Participants

Member list of collaborators.

Application of Samples and Reagents Declaration, List of experimental equipment to be brought to MLF

MLF makes safety examination to all the carrying chemical samples and equipment. MLF safety team will summarize the result and issue the review.

Please never forget to carry the object before the safety examination. Submission of “Samples and Reagents Declaration” and “List of Experimental Equipment to be carried into MLF” (only if you carry equipment into MLF) must be done at least two weeks before your experimental beamtime, otherwise your experiment will be canceled.

Guideline of experimental equipment requiring a safety review

- Equipment with a generally high risk or for which safety cannot be confirmed, such as equipment with a high-voltage power supply, modules, or self-made devices. Machines to be connected to MLF by wiring and/or piping.
- A safety review is not required for manufactured goods such as laptop computers, digital cameras, and digital voice recorders that will be used for their intended purpose. However, manufactured goods to be used as samples must be included in the document "List of experimental equipment to be brought to MLF".

* The above is standard guideline. Please consult us in advance if you are unsure.

<https://mlfinfo.jp/en/safety/index.html>

Beamtime Utilization Report

Paid and proprietary use experiments and Ibaraki Neutron Beamline proposals are required to submit Beamtime Utilization Report immediately after experiment.

For paid usage assignments, submission of a beam usage report is mandatory. Submit it as soon as the experiment is over. If the beam time is divided into multiple times, submit after the last beam time is completed. If there is a beam stop time during the beam time, please enter it in the comment section "Requests / Opinions for J-PARC / MLF".

When utilize beamtime, fill the Beamtime Utilization Report with consultation of the instrument scientist taking care of your experiment. Describe unavailable beamtime by any troubles attributed by the facility, for example interrupt of the accelerator, into the remarks column of Beamtime Utilization Report. Status of your experiment should be declared by filling either checkbox of "underway" or "finished." The instrument scientist will help you.

Read the following first:

Please submit this form after the experiment period ends.

If beam time was conducted for multiple times, registration is required at each time.

Example:

May 1st - May 2nd Complete initial registration and receive approval

May 17th - May 18th Please re-register and get approved again.

- If you want to add a new beam time, please resubmit. If you are unable to proceed with the registration operation, you will be able to re-register after receiving the remand process.
- If all experiments have not been completed and are in progress (planned to continue in the future), select "Underway".
- When all experiments are complete, select "Finished".
- There is no need to register for experiments that have not yet been conducted.

Precautions

- ◆ If the beam time was divided into multiple times, submit after the last beam time is completed.
- ◆ If the period includes a beam stop, please enter it in the comment section "Requests / Opinions for J-PARC / MLF".
- ◆ When the submission is completed, a notification of acceptance will be sent by e-mail. At this stage, it has not yet been officially accepted. It will be officially accepted after the approval of the person in charge of the experimental equipment (BL), which will be described later.
- ◆ The beam usage report will be approved, otherwise sent back by the person in charge of the experimental equipment (BL) used. A notification will be emailed in either cases.
 - In the case of remand, read the comments on e-mail, and perform from (2) to re-register.
 - In the case of approval, receiving a notification means that the Beamtime Utilization Report has been officially accepted.

The submission procedure is as follows.

- ① Login to User Support System.
- ② Forms for the spokesperson > 1.Forms, and select Project Type, Proposal/Experiment No and Search.
- ③ Click Generate of 'Beamtime Utilization Report'

Team Member Information
 - Forms for the spokesperson
 1. Forms
 2. **Team Member Authority Management**
 * Team Member Approval
 * Modify User Registration Details
 * Change Password
 * Site Map

Contact
 J-PARC Center
 Users Office
 Tel: 029-284-3398
 Fax: 029-284-3286
 E-mail: j-uo@mlj-parc.jp

Administrative year: 2021
 Project Type: MLF Experiment, Test Non-Proprietary Type Experiment, (TEST)
 Proposal/Experiment No: 2020A0000TEST

【Please submit listed form(s) at least 2 weeks prior to the start of your beam time.】

Form Title	Required	Completed	
Letter of Agreement for Nuclear and Particle Physics Experiments	Yes	No	<input type="button" value="Generate"/>
Letter of Acknowledgement (MLF)	Yes	Yes	<input type="button" value="Resubmit"/> <input type="button" value="Print/Save"/>
Letter of Agreement for MLF Experiments	Yes	Yes	<input type="button" value="Resubmit"/> <input type="button" value="Print/Save"/>
Notification of pursuer(s) at J-PARC experiment	Yes	No	<input type="button" value="Generate"/>
List of experimental equipments to be carried into MLF	Yes	No	<input type="button" value="Generate"/>
Samples and Reagents Declaration	Yes	No	<input type="button" value="Generate"/>

【Please submit listed form(s) as soon as experiment is completed.】

Form Title	Required	Completed	
Beamtime Use Report	Yes	No	<input type="button" value="Generate"/>

- ④ The entry form will be come up on screen. Enter the submission date, machine time period, request / opinion, and click the [Register] button. After confirmation, If there are no problems, click the [Register] button again.

Application Form submitted in the past

#Beamtime Utilization Report

Status of approval

2024 / 04 / 25

Status: Rejected
Reason
 (rs)BeamLine test 1 Rejected

To J-PARC center

Project No.	
Proposal category	
Name of principal investigator	
Affiliation	
Name(s) of beamline instrument(s)	
Allocated beamtime (term)	<input type="button" value="Add"/> 2024 / 04 / 01 09 : 00 - 2024 / 04 / 01 18 : 00 <input type="button" value="Remove"/>

Read the following first:
 Please submit this form after the experiment period ends.If you wish to conduct an experiment multiple times, you will need to register each time.
 Example:
 May 1st - May 2nd Complete initial registration and receive approval
 May 17th - May 18th Please re-register and get approved again.
 If you want to add a new beam time, please resubmit.If you are unable to proceed with the registration operation, you will be able to re-register after receiving the remand process.

Actual beamtime	8 hour 00 minute
Basis of the actual beamtime calculation	<div style="border: 1px solid #ccc; height: 30px;"></div>
Your request or comment to MLF	<div style="border: 1px solid #ccc; height: 30px;"></div>
Status of your experiment	<input checked="" type="radio"/> Underway. <input type="radio"/> Finished. <small>If all experiments have not been completed and are in progress (planned to continue in the future), select "Underway". When all experiments are complete, select "Finished". There is no need to register for experiments that have not yet been conducted.</small>

In case responsible person is absent, please ask your local contact for certification.
Only for non-proprietary experiments, MLF Experimental Report shall be submitted within 60days from the final date of A/B term. Please notice that beam time charge will be imposed without the submission of this form.

Please click the [Submit] button to enter the above details.

← Refer to Precautions

- ⑤ When the submission is completed, a notification will automatically be sent.

- ◆ At this stage, the report was accepted but NOT approved.
- ◆ Be sure to complete submission via internet before leaving from J-PARC or as soon as you return.
- ⑥ The person in charge of the experimental equipment (BL) confirms the report and give approval or rection.
 - ◆ Reject: "Reject notification" will be sent by e-mail. The reason for the remand is described, so please return to (2) and perform "re-registration".
 - ◆ Approve: "Notice of Approval" has been emailed and the Beam Usage Report has been officially accepted.

MLF Experiment Report

For Non-Proprietary Use, PI is required to submit an Experimental Report within 60 days after the end of the proposal term of the experiment.

When the Experimental Report is not submitted by the deadline, PI shall not be able to apply for new proposals until the report is submitted. Further the Experiment Report is not submitted within 30 days after the deadline, PI must pay the beam usage fees.

Delegate Principal Investigator

— An experiment participant who behave as same as the Principal Investigator.

Delegate Principal Investigator must be a participant of experiment.

Students cannot be delegates. A few people can be delegate Principal Investigator

The target person his/herself (responsible person, collaborative experimenter) must have applied for registration in the user support system.

PI request Users Office to change the status by

- Designate the person on the experiment participant list of proposal submission.
- Contact UO by e-mail after the approval of the proposal.

PI can change the status on the portal site.

1. Click [2. Team Member Authority Management].
2. Select from the Project Type and Experiment/Proposal Number and click [Search] button
3. Choose the status of the person from “Participant” to “Delegate Principal Investigator”
4. Click [Confirm] button

> Home > Forms for the spokesperson > 2.Team Member Authority Management

#Team Member Authority Management

[Search]

Administrative year: 2021

Project Type: MLF Experiment, Test Non-Proprietary Type Experiment, (TEST)

Proposal/Experiment No: 2020A0000TEST

[Search]

[Search Results]

Authority	Name	Affiliation	Position/title
Spokesperson			
Participant			
Spokesperson			
Spokesperson Proxy			
Participant			

[Confirm]

Approve extra team membership

If a person who is not listed in the collaborative experimenter list at the time of submitting the experiment application, applies for registration in the user support system, the (secondary) approval by PI is required to complete his/her registration. In this approval process, Users Office will send the first request, then the PI shall respond after receiving the notification.

The target person (responsible person, collaborative experimenter) must have applied for registration in the user support system.

1. Log in and click 'Team Member Approval'
2. Select project type, keep the 'Name' blank and click 'Search'
3. Select the user you want to approve and press the "Details" button. Details will be displayed. After confirming, please click the "Approve" button if you approve, or if you want to reject, enter the reason and click the "Remand" button. If you have any questions, please contact the J-PARC Center Users Office.

> Home > Team Member Approval

#Team Member Approval

[Search]

Administrative year: 2021

Project Type: Please select

Experiment/Proposal No: Please select

Member Name:

Approval Status: PENDING APPROVED

[Search Results]

0

Individual Select	Status	Name	Affiliation	Project	System Entry Date	Multiple Select
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Status : A = approved P = pending

To check the registered details and process the Approval Status of individual applicants, please select the applicant from the above table (Individual Select) and then click the [Details] button.

To approve multiple applicants, select the entries using either the Multiple Select check-boxes in the table or click on the [Select All] button below.