

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 of document		Method of Submission
MLF Safety Checklist	If required by a J-PARC contact person.	UO will send the form, fill out the form and send us back.
Pledge (form for postgraduate PI)	Postgraduate: a student who has already received one degree and is studying at a university for a more advanced degree	Download the format on the MLF website https://mlfinfo.jp/ja/mlfuse.html submit by postal mail within one week
Submit by 2 weeks prior to the beamtime. ↓		
Letter of Agreement for MLF Experiments	All PI (without Postgraduate)	User Support System (an online application portal)
Letter of consent	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.
Notification of Intended Experiment Participants		User Support System (an online application portal)
Application of Samples and Reagents Declaration		User Support System (an online application portal)
List of experimental equipment to be brought to MLF	Only if you carry equipment into MLF	User Support System (an online application portal)
After experiment ↓		
Beamtime Use Report	Only for experiments of payed and proprietary use experiments and Ibaraki Neutron Beamline proposals	User Support System (an online application portal) Immediately after the experiment
MLF Experiment Report	Proprietary proposals are not required	Publication Database system (an online application portal)
Registering the results and publication of use		Publication Database system (an online application portal)

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

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

MLF Safety Checklist

Fast Track Proposal, Urgent Proposal, KEK-S/MS Type Proposal, Project Use are required to submit this form on demand from a J-PARC contact person.

Letter of Agreement

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 obligately.

Pledge (form for postgraduate PI)

A postgraduate PI and his/her academic supervisor are required to sign the pledge and mail to Users Office. Download the form <https://mlfinfo.jp/ja/mlfuse.html>.

Letter of consent

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.

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.**

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. <http://j-parc.jp/researcher/MatLife/ja/us/mlf/mlf.html>

Beamtime Use Report

Payed and proprietary use experiments and Ibaraki Neutron Beamline proposals are required to submit Beamtime Use Report immediately.

Notification

- Proposal which several beam times were assigned submit the report after the final beam time was finished.
- Beam time loss or undetected time should be filled into the remarks.
- Wait the approval by Beam Line Scientist.
 - Approved: a certification email will be sent.
 - Rejected: a notification email will be sent. Confirm the message and submit the form again.

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

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

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.**

The screenshot shows the J-PARC user support system interface. On the left is a green navigation menu with options like 'Forms for the spokesperson', 'Administrative Procedures for Visiting KEK/J-PARC', and 'Team Member Information'. The main area on the right is titled '#Forms' and contains a search form with fields for 'Administrative year' (set to 2020), 'Project Type' (set to 'MLF Experiment, Others Non-Proprietary Type Experiment, (Test use)'), and 'Proposal/Experiment No' (set to '2020A0000TEST'). Below the search form are two tables of forms. The first table, titled '[Please submit listed form(s) at least 2 weeks prior to the start of your beam time.]', lists forms like 'Letter of Acknowledgement (MLF)', 'Letter of Agreement for MLF Experiments', and 'Notification of pursuer(s) at J-PARC experiment'. The second table, titled '[Please submit listed form(s) as soon as experiment is completed.]', lists 'Beamtime Use Report'. Each table has columns for 'Form Title', 'Required', and 'Completed', with 'Generate' buttons for each row.

MLF Experimental Report (non-proprietary experiments only)

Principal Investigators are required to submit the MLF Experimental Report via the J-PARC Publication Database System within 60 days after the end of the proposal term of your experiment. This is necessary for all non-proprietary experiment principal investigators. Please note that a beamtime fee will be charged if the experimental report is not submitted by the deadline. If the experimental report is not submitted by the deadline, your future proposals may be rejected.

Register the report at Publication Database <https://jpd.j-parc.jp/pds/loginUser>

MLF Experimental Report is subjected to only the proposals submitted via J-PARC Proposal Submission System for General Use (Short Term) Proposal Round. Note: Urgent Proposal, KEK-S/MS Type Proposal, JAEA & KEK Project Use do not apply.

[Notification]

The MLF Experimental Report must include a practical description of the methods used to perform your experiments at MLF and the results that were obtained. Please note the current status of your data analysis if possible.

In the event that your experiment produces poor results, note the reason(s) for failure on the report.

The report must be completed in English. Only proposals reviewed by the Neutron and Muon Program Review Committee of Industrial Applications may be report in Japanese.

Note that submitted reports are published in the MLF annual report or on the website. 実験報告書には、MLF で

Collect and organize publication database

Any publications on experiments performed at MLF should clearly acknowledge use of the MLF beamline.

If you received support from a J-PARC Center staff member, please confer with that staff member on how to handle

coauthor credits.

We also request your cooperation in registering information on publication of results in the J-PARC Result Management System. Please inform J-PARC MLF of your achievement in the following list via the web-based registration system (the information will be stored in our data base and be automatically forwarded to the instrumental scientist of the beam line you used).

Publications (original paper, conference proceedings, reviews, etc.)

Theses (master and doctor theses)

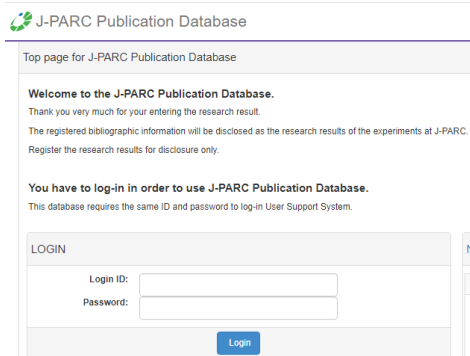
Awards

Patents

Please tell us if there are any examples of presenting result in scientific papers, theses, presentation at academic conferences. We ask to contact the instrumental scientist for checking the description concerning the experiment you performed and add the instrumental scientist as the author in accordance with the contribution. We also request your cooperation in registering information on publication of results in the J-PARC Publication Database System. <https://jpd.j-parc.jp/pds/loginUser>

J-PARC Publication Database

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



The screenshot shows the login page for the J-PARC Publication Database. At the top, there is a header with the J-PARC logo and the text "J-PARC Publication Database". Below the header, there is a navigation bar with the text "Top page for J-PARC Publication Database". The main content area contains a welcome message: "Welcome to the J-PARC Publication Database. Thank you very much for your entering the research result. The registered bibliographic information will be disclosed as the research results of the experiments at J-PARC. Register the research results for disclosure only." Below this, there is a section titled "You have to log-in in order to use J-PARC Publication Database." with the text "This database requires the same ID and password to log-in User Support System." The login form consists of a "LOGIN" section with two input fields: "Login ID:" and "Password:". A blue "Login" button is located below the input fields. On the right side of the page, there is a vertical navigation menu with the letters "N" and "C" visible.