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

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After experiment ↓

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- Proposals approved in Ibaraki Neutron Beamline can find procedures on the website;
  https://www.pref.ibaraki.jp/sangyo/kagaku/tyusei/bl-top.html

- Approve extra 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.

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.

Log in and download the format 'Template' of MLF Experiment Report.
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. This form is required to submit on request bases.

Letter of Commitment (MLF)

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

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 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".

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 Use Report’

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.

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.

The person in charge of the experimental equipment (BL) confirms the report and gives approval or rejection.

**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.

**Precautions for entry**

- 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 case.
  - 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 use report has been officially accepted.

**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
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’ black 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.