

Consent Form for MLF User Agreement

PI (principal investigator) of an approved proposal is requested to submit “the Consent Form” for MLF User Agreement.

You must read [MLF User Agreement](#) when you submitted your proposal. From 2024A, the provisional and formal notifications of the proposal review showing adoption are all conditional approval and a final approval will take place upon your submission of the Consent Form. For BL01, BL02, BL04, BL10, BL11, BL14, BL15, BL17, BL18, BL19, and BL22, your affiliated supervisor must sign the Consent Form. PI receiving an approval notification is requested to submit it as soon as possible.

In case of the Joint use of KEK beamlines (Instruments : BL05, BL06, BL08, BL09, BL12, BL16, BL21, BL23, muon BLs), the signature of PI's affiliated supervisor is not required.

Because any procedures before experiment are unable to be omitted even for reserved proposals, PI for a reserved proposal should submit the Consent Form in advance without waiting beamtime allocation. When there happens an opening in beamtime schedule, a reserved proposal for which its Consent Form was submitted may be prioritized.

MLF User Agreement and Consent Form can be downloaded in the following

- MLF User Agreement https://mlfinfo.jp/_src/resource/P7wjtyMP9a/mlf_user_agreement_e_2023.pdf
- Consent Form https://mlfinfo.jp/_src/resource/P7wjtyMP9a/mlf_user_consent_form_e_2023.pdf

In creating:

- The signature of the affiliated supervisor is intended to clarify the responsibilities of the affiliated institution. With this in mind, enter your Affiliated supervisor.
- User Consent Form shall be submitted as a PDF file for each proposal.
- Submission of the Consent Form can be done in a web site by uploading its PDF file, refer to '[Guide to submit User Consent Form for MLF Experiment](#)'.

Side note:

- If the student is in charge of the assignment, there is no problem because the supervisor's signature is the supervisor's (AS).
- If the person in charge (JAEA, KEK, CROSS) is in charge, the entry in the department head column can be omitted.

If you have any questions, please contact J-PARC Users Office.

Guide to submit User Consent Form for MLF Experiment

1. Login <https://jus.j-parc.jp/portal/top>

 Submission will be possible only after registration of your experiment number. Please note the followings. For the new user, user registration is required. For the registered user who have own log-in account, please add your new experiment number to activate your portal at first.

2. Open J-PARC User Support System

3. Click '1. Forms'

4. Press 'Submit' button of the consent form, then web form opens.

 **When you press the 'Submit' button, an upload button will be displayed. If you download a form MLF web and upload a prepared file, please click the 'Submit' button once. (Also, it will not be uploaded just by pressing the "Register" button)**

5. Make sure that the Principal Investigator (PI) and proposal information are entered on the form.

6. Please enter affiliation director (supervisor) information. Note: If you fill it out after printing, please omit it and do after closing this form.

7. Press register and close the form

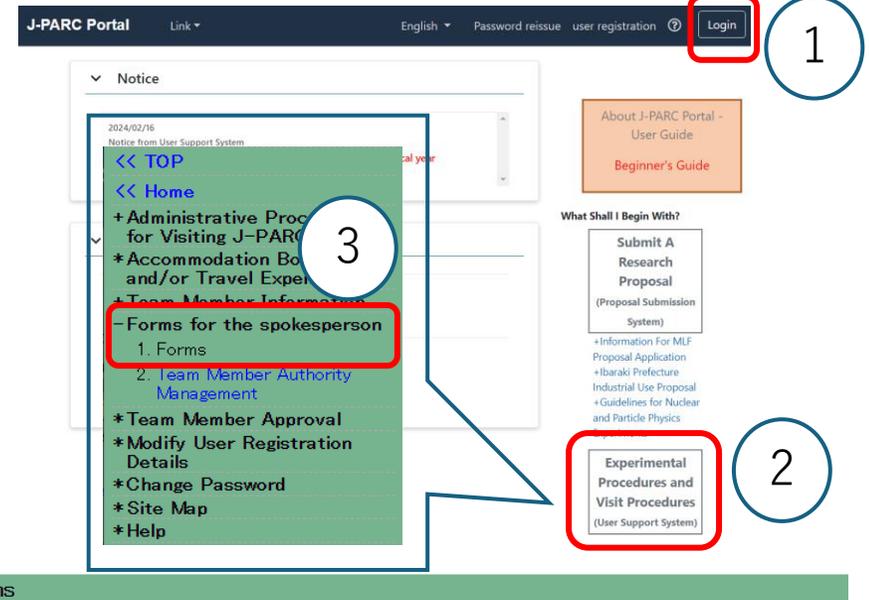
8. Press the print button to open the PDF file and print it on paper.

9. Enter affiliation director information. In case of omitting in No.5, please fill it out with a seal or get a signature of the director.

10. Upload the scanned file. = Completed! =

IMPORTANT notification for uploading file

- The upload button can only be used once, you can not undo. Please double check before uploading.
- If you make a mistake, please contact the Users Office.
- Maximum upload capacity is 5Mb.

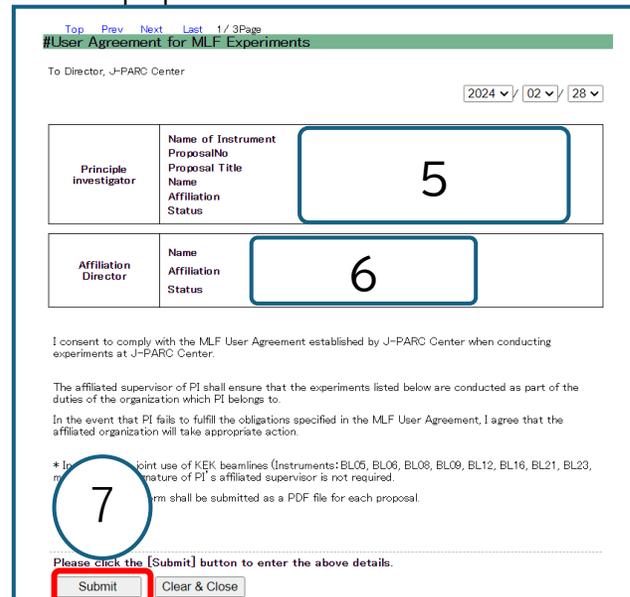


The screenshot shows the J-PARC Portal user support system. The 'Login' button is circled in red and labeled '1'. The 'Forms for the spokesperson' menu item is circled in red and labeled '3'. The 'Experimental Procedures and Visit Procedures (User Support System)' link is circled in red and labeled '2'. The '#Forms' section is highlighted in green.

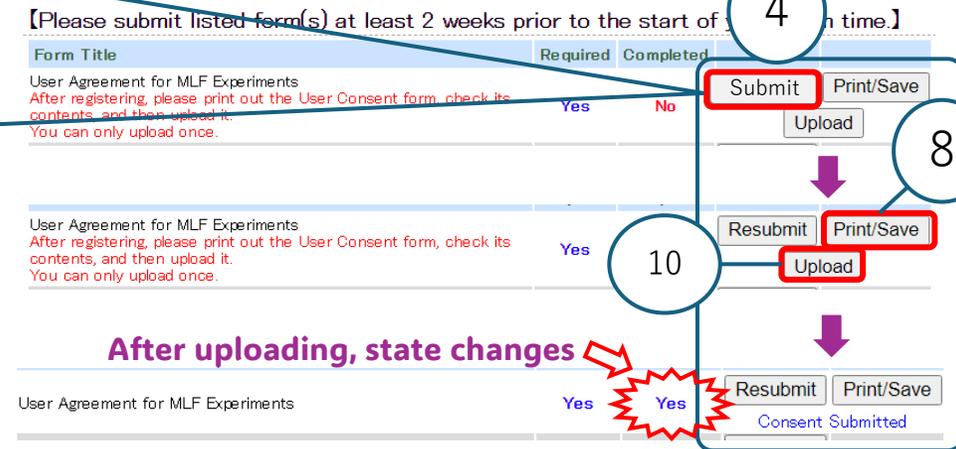
Please select from the menus below the Project Type and Experiment/Proposal Number for which you wish to lodge forms then click the [Search] button. Click the [Clear] button to reset the entry fields.

Administrative year
Project Type
Proposal/Experiment No
[Search] [Clear]

Select your experiment number from list



The screenshot shows the 'User Agreement for MLF Experiments' form. The 'Principle investigator' field is circled in red and labeled '5'. The 'Affiliation Director' field is circled in red and labeled '6'. The 'Submit' button is circled in red and labeled '7'. The form includes fields for 'To Director, J-PARC Center', 'Name of Instrument Proposal No', 'Proposal Title', 'Name', 'Affiliation Status', and 'Name Affiliation Status'. It also contains a consent statement and a 'Submit' button.



The screenshot shows a table with columns for 'Form Title', 'Required', and 'Completed'. The 'Submit' button is circled in red and labeled '4'. The 'Upload' button is circled in red and labeled '8'. The 'Resubmit' button is circled in red and labeled '10'. The 'Print/Save' button is circled in red and labeled '10'. The 'Consent Submitted' status is circled in red and labeled '10'. A red starburst indicates a change in status.

After uploading, state changes