

IPTS Proposal Preparation Procedure

November 3, 2008

Welcome to this guide to the Integrated Proposal Tracking System, used by the Neutron Sciences Directorate at Oak Ridge National Laboratory to accept and process proposals submitted by users for beam time at the High Flux Isotope Reactor (HFIR) and the Spallation Neutron Source (SNS).

This guide will allow you to:

- View the mechanics of the proposal system without having to register
- See the format of the proposal, and the information required before you start your proposal creation
- View the guidelines for the Statement of Research (SoR) required in the proposal preparation

To enter the actual [Integrated Proposal Tracking System \(IPTS\)](#) web page, click on the hyperlink. The following page will appear.

The **Integrated Proposal Tracking System (IPTS)** is the portal for users, instrument staff, and user office personnel of the Center for Nanophase Materials Sciences, the High Flux Isotope Reactor, and the Spallation Neutron Source, to submit and track proposals. ([IPTS Registration Process Help File](#))

Safety:

Safe operations and practices are integral to the ORNL mission, as practiced in the Integrated Safety Management System. A user must agree to adhere to all relevant safety requirements and to complete all user training deemed necessary by a given facility.

User Agreements:

Certain agreements must be established between UT-Battelle (UTB), the manager of ORNL for USDOE, and the institutions of users of these facilities:

- Master Agreement between UTB and the user's institution
- Appendix A to the Master Agreement, between these facilities and the user's institution

(The NScD User Office and UTB Office of Technology Transfer will initiate preparation of these agreements for approved proposals, if the agreements do not already exist.)

Intent to Publish:

As a condition for performing nonproprietary research at these facilities, the U. S. Department of Energy requires users to publish results from their research. Authorship of publications based on research from these facilities should reflect the normal considerations of recognizing collaborations. It is also important to take into account the considerable efforts of the instrument scientists in their role of designing, constructing, and/or operating the instrument and related facilities. Results are typically published in peer-reviewed journals, proceedings, or presentations at technical conferences. Proprietary users are not required to publish.

Each facility [either HFIR or SNS or both] used should be acknowledged with this required statement:

[A portion of] This Research at Oak Ridge National Laboratory's High Flux Isotope Reactor [and/or Spallation Neutron Source, as appropriate] was sponsored by the Scientific User Facilities Division, Office of Basic Energy Sciences, U. S. Department of Energy.

IF YOU AGREE WITH THE CONDITIONS ABOVE; PLEASE CLICK BELOW TO CONTINUE

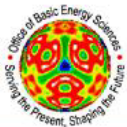
I AGREE WITH THESE CONDITIONS

Click to continue.

[\[ORNL Home\]](#) [\[SNS Home\]](#) [\[CNMS Home\]](#) [\[HFIR Home\]](#) [\[Contact Us\]](#) [\[Disclaimer\]](#)

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Last Modified: Wednesday, March 14, 2007 2:17 PM — 564



If you have never used the IPTS before, you must click the button labeled Register in XCAMS. You will get a log-in window.

Integrated Proposal Tracking System (IPTS)

Oak Ridge National Laboratory

Usage Agreement Login Get Account Forgot Password

IPTS Login

Please use your IPTS User ID to log in.

LOGIN TO IPTS

XCAMS Registration

If you do not have an IPTS User ID, then register through [XCAMS](#) to obtain a User ID and password.

Register In XCAMS **Registration HELP**

Forgot your password?

If you already have an IPTS User ID but forgot your username or password you can [obtain it here](#).

Forgot My Password

OAK RIDGE NATIONAL LABORATORY
Managed by UT Battelle for the Department of Energy

Please Log In

Username:

Password:






Log In

- Need an Account?
- Forgot your username?
- Forgot your password?

[My Account](#) | [ORNL Home](#) | [Security Notice](#)

[\[IPTS Home\]](#) [\[ORNL Home\]](#) [\[SNS Home\]](#) [\[CNMS Home\]](#) [\[HFIR Home\]](#) [\[Contact Us\]](#) [\[Disclaimer\]](#)

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Last Modified: Monday, August 11, 2008 12:54 PM - 14,548



Instructions for registering for IPTS can be found by clicking on this [link](#). Once you have access to the system, HELP will be provided on each page as you enter the required information into the proposal system. The following pages will be presented with the HELP expanded.

You will always enter the IPTS through the page shown below. This is your personal Home page (also referred to as your dashboard). In conjunction with e-mails, the system will communicate with you through this page for certain actions, as indicated by the red arrows below.

Integrated Proposal Tracking System My Profile FAQ Home Feedback Logout

Home Create a New Proposal Create a Proposal From an Existing Proposal My Proposals

Help: Welcome to the Integrated Proposal Tracking System
To begin a new proposal, click on the *Create New Proposal* tab.
To view or edit an existing proposal, click the *My Proposals* tab.

Home

Help: Update Your Profile
To facilitate auto-fill functions in the Integrated Proposal Tracking System (IPTS), Please click on the 'My Profile' link above and provide current information for yourself.

Facility Notices

Facility	Notice
Neutron Sciences Directorate	Software Changes Proposal Page Reorganization: The pages of the proposal system have been reorganized. The elements of the proposal remain the same. If you want to see the new format of the proposal, click here . Ability to Delete a Proposal: You may now delete a proposal you have created in IPTS, but <i>NOT YET SUBMITTED</i> . If you have submitted it, you must request expiration by the User Office at neutronusers@ornl.gov or 865-574-4600. Publications Solicitation: There is a section on the bottom of the dashboard to link you with the publications entry utility. Please use this to enter your publications arising from work done at the NScD facilities.
Neutron Sciences Directorate	New Navigation Aid The Proposal Creation Progress status bar is on the right side of each proposal page. It tracks your progress as you prepare the proposal, with: <ul style="list-style-type: none">the current step highlighted in blue,a completed step highlighted in green, andan incomplete (Outstanding) step highlighted in red.
Neutron Sciences Directorate	New Feature: My Profile In the upper right corner of each page, you may access "My Profile." This allows you to update your citizenship and current institution, so these can be used in auto-fill functions in the proposal system.

Clarification Requests
no data found

Approved Proposals I Need to Confirm
no data found

Publications
Please provide bibliographic information for your publications at [Publications Survey](#).
If you have questions or need assistance, contact the User Office at neutronusers@ornl.gov or 865-574-4600.

Clarification may be needed for safety or feasibility questions.

11/11/2008 CNMS Home Page | HFIR Home Page | ORNL Home Page | SNS Home Page | ILL Home Page
IPTS Proposal Preparation Procedure
STREETS en-us

The information you see on this page will depend on your role in IPTS. For instance, a PI or team member will see information about his proposals, a reviewer will also see information about proposals needing action by him. All actions are conducted via this page.

From the Home page you also begin the proposal creation process.

Click to start a completely new proposal.

Click to start a new proposal, using an existing proposal as a start.

Click to see a list of proposals where you are a PI or a team member..

Integrated Proposal Tracking System My Profile FAQ Home Feedback Logout

Home Create a New Proposal Create a Proposal From an Existing Proposal My Proposals

Home

Help +

Facility Notices

Facility	Notice
Neutron Sciences Directorate	<p>Software Changes</p> <p>Proposal Page Reorganization: The pages of the proposal system have been reorganized. The elements of the proposal remain the same. If you want to see the new format of the proposal, click here.</p> <p>Ability to Delete a Proposal: You may now delete a proposal you have created in IPTS, but NOT YET SUBMITTED. If you have submitted it, you must request expiration by the User Office at neutronusers@ornl.gov or 865-574-4600.</p> <p>Publications Solicitation: There is a section on the bottom of the dashboard to link you with the publications entry utility. Please use this to enter your publications arising from work done at the NScD facilities.</p>
Neutron Sciences Directorate	<p>New Navigation Aid</p> <p>The Proposal Creation Progress status bar is on the right side of each proposal page. It tracks your progress as you prepare the proposal, with:</p> <ul style="list-style-type: none">• the current step highlighted in blue,• a completed step highlighted in green, and• an incomplete (Outstanding) step highlighted in red.
Neutron Sciences Directorate	<p>New Feature: My Profile</p> <p>In the upper right corner of each page, you may access "My Profile." This allows you to update your citizenship and current institution, so these can be used in auto-fill functions in the proposal system.</p>

In order to show you the proposal format, we will create a new proposal.

The information on this page must be completed and saved in order to create a proposal in IPTS and to be assigned a proposal number. Once that is done, you will see a different set of screens, relevant to this specific proposal.

Integrated Proposal Tracking System My Profile FAQ Home Feedback Logout

Home Manage Lookup Tables User Office Reports **Create a New Proposal** Create a Proposal From an Existing Proposal My Proposals All Proposals Ad-Hoc Query BAC Worksheet

Create a New Proposal

Help

* An entry is required on all fields marked with a red asterisk.

[Selection of Institution](#)

You must click on "Save" before the system will create a proposal and assign it a Proposal Number.

You may now delete a proposal you have created in IPTS, but **NOT YET SUBMITTED**. If you have submitted it, you must request expiration by the User Office:

neutronusers@ornl.gov or 865-574-4600.

Base Proposal Information Cancel Save

Proposal Number	Pending	
Name	W. Streets	Email elanestr@aol.com
Date	31-OCT-2008	
* User Institution	US - ORNL NScD	<input type="text" value="Search Institutions"/>
* Proposal Title	<input type="text"/>	
* Proposal Type	<input style="border: 1px solid black;" type="text" value="%"/>	
* Will the data collected be considered Proprietary?	<input type="radio"/> Yes <input type="radio"/> No	
* Will the data collected be considered classified?	<input type="radio"/> Yes <input type="radio"/> No	
* Is this research required for a student's thesis?	<input type="radio"/> Yes <input type="radio"/> No	

NOTES:

1. An entry is required on all fields marked with a red asterisk (*), throughout the proposal.
2. You must click on "Save" before the system will create a proposal and assign it a Proposal Number.
3. After clicking on "Save," a new screen will appear showing the data that you have saved above, and showing the IPTS number.
4. This screen will also present:
 - a new section with information to be supplied.
 - a new set of tabs relevant to the preparation of your proposal. You can navigate between the various sections of the proposals by using these tabs or by clicking on the sections in the Proposal Creation Progress box at the right. After the proposal is created on the first page, you may move around freely in the proposal; i.e., you do **NOT** have to prepare the proposal in a set order.

11/11/2008 Cancel Save

Proposal Creation Progress

[General Proposal Information](#)
[Add Experiment and Instrument Information](#)
[Add Samples](#)
[Add Sample Environment Information](#)
[Add Scheduling and Team Member Information](#)
[Submit Proposal for Review](#)

Legend
[Current Step](#)
[Completed Step](#)
[Outstanding Step](#)

NOTE:

You may leave your proposal in progress at any time after saving the tab of the screen you are on. The status will remain "Saved for Further Editing by Applicant." The partial proposal will be kept in your "My Proposals" area until you are able to continue.

Once you submit your proposal for review, you will only be able to make changes to your proposal through the user office.

My Proposals > Edit Proposal IPTS-1515

Help +

Edit Proposal

Delete Cancel Save

Proposal Number: IPTS-1515
 Status: Saved for Further Editing by Applicant
 Creator Name: W. Streets
 Creator Email: elanestr@aol.com
 PI Name: W. Streets
 PI Email: elanestr@aol.com
 Proposal Date: 31-OCT-2008 09:23
 User Institution: US - ORNL NScD
 Proposal Title: Test 10-31-08: Ignore for reviews
 Proposal Type: General User
 Will the data collected be considered proprietary?: No
 Will the data collected be considered classified?: No
 Is this research required for a student's thesis?: No
 Last Modified Date: 31-OCT-2008 09:23

IPTS-# assigned

Please note that HELP is available on most pages. Click the "+" to reveal the text, and "-" to minimize it.

Subject Areas: Dynamics, Structural Determination
 Research Areas: Biological and Life Sciences, Chemical Physics
 Funding Sources: DOE Office of Biological and Environmental Research, DOE, Office of Basic Energy Sciences, DOE-OTHER (includes LDRD), Department of Defense, Foreign, Homeland Security, Industry, National Aeronautics and Space Administration, National Institutes of Health, National Nuclear Security Administration, National Science Foundation, Other U.S. Government, United States Department of Agriculture, Other

REMINDERS:

1. An entry is required on all fields marked with a red asterisk (*), throughout the proposal.
2. You must click on "Save" before leaving this page in order to save the information.
3. You can navigate between the various sections of the proposals by using the tabs or by clicking on the sections in the Proposal Creation Progress box at the right. After the proposal is created on the first page, you may move around freely in the proposal; i.e., you do NOT have to prepare the proposal in a set order.

Delete Cancel Save

Proposal Creation Progress

- General Proposal Information
- Add Experiment and Instrument Information
- Add Samples
- Add Sample Environment Information
- Add Scheduling and Team Member Information
- Submit Proposal for Review

Legend
 Current Step
 Completed Step
 Outstanding Step

NOTE:
 You may leave your proposal in progress at any time after saving the tab of the screen you are on. The status will remain "Saved for Further Editing by Applicant." The partial proposal will be kept in your "My Proposals" area until you are able to continue.

Once you submit your proposal for review, you will only be able to make changes to your proposal through the user office.

Proposal-specific tabs

Once you have created a proposal, you can navigate among the various tabs- you are not required to input data in a specific order.

The Proposal Creation Progress status box on the right side of the screen keeps track of what areas need completion. The highlighted tab at the top will always show what page you are on.

Until you submit the proposal, it will be in Pre-Submission status and is Saved for Further Editing by Applicant. You may leave the proposal unsubmitted and access it again by clicking on the “My Proposals” tab. All proposals that have you listed as a PI or team member will appear on this page. **You may edit the proposal until it has been submitted.**

Integrated Proposal Tracking System My Profile FAQ Home Feedback Logout

Home Create a New Proposal Create a Proposal From an Existing Proposal **My Proposals**

My Proposals

Help

The Search function will search text in the title field of your proposals.

To edit a proposal, click the Notepad icon in the *Edit Column* of the proposal.

Reset

My Proposals

Include Expired Proposals Yes
 No

 * Include Deleted Yes
 No

Search

 Rows

PDF Report	Edit	Title	Proposal ID	Status	Create Date	Creator	Affiliation	Proposal Type	Abstract	Related Proposals	Last Modified
		Test 10-31-08: Ignore for reviews	IPTS-1515	PRE-SUBMISSION	31-OCT-08	W. Streets	ORNL NScD	GENERAL USER	test		31-OCT-08
		Test as User 3-23-07	IPTS-61	PRE-SUBMISSION	23-MAR-07	W. Streets	University of Georgia	GENERAL USER	test	None	28-OCT-08

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Spread Sheet

[CNMS Home Page](#) | [HFIR Home Page](#) | [ORNL Home Page](#) | [SNS Home Page](#) | [IPTS Home](#)

STREETS en-us

Help

Select a facility that you need for this proposal by clicking one of the radio buttons by the Facilities list. Then you can add an instrument or capability from that facility by clicking the drop-down list by "Preferred Instrument." All instruments or capabilities at that facility that are accepting proposals will show in the list.

Choice of Beamline Preference:

The following groups of instrument offer a choice of beamlines:

- Triple-Axis
- Powder Diffraction

You may specify your preferred instrument and up to 2 alternates.

Limit of One Beamline Request per Proposal:

You may submit only one beamline request in a single proposal. If you need multiple beamlines to perform your experiment, you must submit a discrete proposal for each request.

To remove a facility/instrument combination from your list, choose "None Selected" for each instrument specified, and click "Save Selections."

The size of text fields is indicated below each field, in characters.

The spell-check icon next to a field indicates that the field can be spell-checked within the system.

Information in text fields may be cut and pasted from other editors. However, special characters may not be accommodated.

[Abstract Field](#)

[Statement of Research](#)

Instrument Selection

Center for Nanophase Materials Sciences

Center for Structural Molecular Biology

High Flux Isotope Reactor

Neutron Sciences Directorate

Spallation Neutron Source

* Facility

* Preferred Instrument:

* Abstract
Providing a descriptive abstract typically improves positive consideration of your proposal by the reviewers.

0 of 4000

Related Proposals
Please list proposals in the IPTS related to this one, e.g., previous work that supports this proposal, or a proposal requesting a second capability for the same Experimental Period for which you are submitting this proposal.

0 of 2000

NOTE:
You must click on "Save" in the section above before you can attach your Statement of Research in the section below.

REMINDEERS:
1. An entry is required on all fields marked with a red asterisk (*), throughout the proposal.
2. You can navigate between the various sections of the proposals by using the tabs or by clicking on the sections in the Proposal Creation Progress box at the right. After the proposal is created on the first page, you may move around freely in the proposal; i.e., you do NOT have to prepare the proposal in a set order.

Statement of Research

Please use the Template Provided to Prepare your Proposal.

Proposal Creation Progress

- General Proposal Information
- Add Experiment and Instrument Information
- Add Samples
- Add Sample Environment Information
- Add Scheduling and Team Member Information
- Submit Proposal for Review

- Legend
- Current Step
 - Completed Step
 - Outstanding Step

NOTE:

You may leave your proposal in progress at any time after saving the tab of the screen you are on. The status will remain "Saved for Further Editing by Applicant." The partial proposal will be kept in your "My Proposals" area until you are able to continue.

Once you submit your proposal for review, you will only be able to make changes to your proposal through the user office.

Guidelines for the Statement of Research are shown on the following page.

You must save this section before attaching your Statement of Research.

View

Guidelines for Statement of Research

Please remove this text before generating your .pdf file

When preparing your statement of research, please follow these instructions:

- Provide the **title** used on your proposal.
- Provide a brief statement of the **scientific background** and general importance of the research.
- Clearly describe the **aims of the proposed experiment** and provide a detailed description of the experiment; keep in mind that not all reviewers are experts in the field.
- If available, include **results of preliminary work** carried out using neutrons or other techniques and the relationship with your proposed experiment.
- List the number of samples and sample environment conditions (e.g., temperatures and magnetic fields) and **estimate the measurement time** for each sample or condition to explain the overall beamtime request.
- Identify and discuss any **recommended safety precautions, controls or procedures** that ensure your experiment can be run in a safe manner while at SNS/HFIR.
- Justify **the use of neutron scattering** and the particular instrument requested.
- Include appropriate **references**.

Use a font no smaller than 12 point with at least single line spacing.

Please limit the length of your submitted Statement of Research to 2 pages, including graphics.

Selections Saved

Help +

Instrument Selection

Save

- * Facility
 - Center for Structural Molecular Biology
 - High Flux Isotope Reactor
 - Spallation Neutron Source

* Preferred Instrument: BL-2 Backscattering Spectrometer (BASIS)

test

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* Abstract
Providing a descriptive abstract typically improves positive consideration of your proposal by the reviewers.

Related Proposals
Please list proposals in the IPTS related to this one, e.g., previous work that supports this proposal, or a proposal requesting a second capability for the same Experimental Period for which you are submitting this proposal.

0 of 2000

NOTE:
You must click on "Save" in the section above before you can attach your Statement of Research in the section below.

- REMINDEES:
1. An entry is required on all fields marked with a red asterisk (*), throughout the proposal.
 2. You can navigate between the various sections of the proposals by using the tabs or by clicking on the sections in the Proposal Creation Progress box at the right. After the proposal is created on the first page, you may move around freely in the proposal; i.e., you do NOT have to prepare the proposal in a set order.

Save

Statement of Research

Please use the Template Provided to Prepare your Proposal.

Download Template

Attach Statement of Research (.pdf)

You may now attach your Statement of Research.

Proposal Creation Progress

- General Proposal Information
- Add Experiment and Instrument Information
- Add Samples
- Add Sample Environment Information
- Add Scheduling and Team Member Information
- Submit Proposal for Review

- Legend
- Current Step
 - Completed Step
 - Outstanding Step

NOTE:
You may leave your proposal in progress at any time after saving the tab of the screen you are on. The status will remain "Saved for Further Editing by Applicant." The partial proposal will be kept in your "My Proposals" area until you are able to continue.

Once you submit your proposal for review, you will only be able to make changes to your proposal through the user office.

Help

Some information **MUST** be entered on this page to allow submission of your proposal.

If your experiment does not use samples, please click "Experiment Requires No Samples." The Add button will disappear. The sample information will show as "None." If you hit this by mistake, click the edit icon by the line containing "None," hit delete on the page that appears, and the Add button will reappear on the sample page.

To add a sample, click "Add a Sample" and complete the information on the page that appears. Once you complete that page, you will be directed back to this page with a list of your samples.

You may add multiple samples by repeating this process.

Sample Safety

Save

- * Does this experiment involve exposure to, or use of, biological materials? Such as recombinant DNA, virus or components of a virus, a biological toxin, exposure or handling of risk group 1 or 2 microorganisms (dead or alive), select agents or toxins (dead or alive) or any other sort of biologically hazardous material, to either plants or animals Yes No
- * Will human subjects or laboratory animals be used in this experiment, or does this operation involve exposure to, or handling of, human tissue or body fluids, human cells in culture or animal matter? Yes No
- * Will engineered nanoscale particles be used in this experiment? Yes No
- * Will Hazardous substances, equipment, or procedure be brought to ORNL as part of this proposed experiment? Yes No
If Yes, provide detailed safety procedures in proposal text.

NOTE:
You must click on "Save" in the section above before you can add samples in the section below.

REMINDERS:

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Save

Experiment Samples

no data found

Warning

Please be very aware, if you transport materials to and from ORNL, you and your home institution are responsible for abiding by ALL appropriate Federal (Dept of Transportation-DOT) and International (IATA) regulations.

Proposal Creation Progress

- General Proposal Information
- Add Experiment and Instrument Information
- Add Samples
- Add Sample Environment Information
- Add Scheduling and Team Member Information
- Submit Proposal for Review

Legend

- Current Step
- Completed Step
- Outstanding Step

NOTE:

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Once you submit your proposal for review, you will only be able to make changes to your proposal through the user office.



If your experiment does not require samples, click this box. If you do need to add samples, click the "Add a Sample" box and the following page will appear.

This page is used to add a new sample or edit an existing one.

Help

Sample information must be entered for your proposal to allow submission. Please complete the information requested on this page and click "Create" when done. You will be routed to the Sample summary page. You may add multiple samples by repeating the Add process.

Sample Hazard information is chosen by clicking and highlighting an item in a list. To select multiple items in a list in a contiguous group, click on the first item, hold down the Shift key and select the last item in the group. If non-contiguous items are to be selected, click on the first item, then hold down the Ctrl key and click on the other items to select.

Items designated with the red asterisk will be shown on the .pdf of this file.

Experiment Samples

Cancel Create

* Sample Name

* Molecular Formula

0 of 2000

* Sample Description

0 of 2000

* Sample Hazard

- None
- Flammable
- Corrosive
- Radioactive
- Carcinogenic
- Biohazard
- Toxic
- Explosive
- Electrical
- Cryogenic
- High Pressure
- Other

- * State
- Gas
 - Liquid
 - Solid

* Descriptor

- Polycrystal
- Polymer
- Thin Film
- Powder
- Single Crystal
- Other

Dimensional Unit of Measure Centimeter

Mass Unit Of Measure Centigram

Sample Length

Sample Mass

Sample Width

Sample Height

Total Number Required

NOTE:

After filling out this form, you must click on "Create" in the section above to add the sample to the proposal.

REMINDERS:

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Cancel Create

Help

Sample Safety

Save

- * Does this experiment involve exposure to, or use of, biological materials? Such as recombinant DNA, virus or components of a virus, a biological toxin, exposure or handling of risk group 1 or 2 microorganisms (dead or alive), select agents or toxins (dead or alive) or any other sort of biologically hazardous material, to either plants or animals Yes No
- * Will human subjects or laboratory animals be used in this experiment, or does this operation involve exposure to, or handling of, human tissue or body fluids, human cells in culture or animal matter? Yes No
- * Will engineered nanoscale particles be used in this experiment? Yes No
- * Will Hazardous substances, equipment, or procedure be brought to ORNL as part of this proposed experiment? If Yes, provide detailed safety procedures in proposal text. Yes No

NOTE: You must click on "Save" in the section above before you can add samples in the section below.

REMINDERS:

1. An entry is required on all fields marked with a red asterisk (*), throughout the proposal.
2. You can navigate between the various sections of the proposals by using the tabs or by clicking on the sections in the Proposal Creation Progress box at the right. After the proposal is created on the first page, you may move around freely in the proposal; i.e., you do NOT have to prepare the proposal in a set order.

Save

Experiment Samples

Add a Sample

Copy	Edit Sample	Sample Name	Sample Description
Copy		Iron Oxide	granules of iron oxide
1 - 1			

Warning

Please be very aware, if you transport materials to and from ORNL, you and your home institution are responsible for abiding by ALL appropriate Federal (Dept of Transportation-DOT) and International (IATA) regulations

Proposal Creation Progress

- General Proposal Information
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- Add Samples
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Legend

- Current Step
- Completed Step
- Outstanding Step

NOTE:

You may leave your proposal in progress at any time after saving the tab of the screen you are on. The status will remain "Saved for Further Editing by Applicant." The partial proposal will be kept in your "My Proposals" area until you are able to continue.

Once you submit your proposal for review, you will only be able to make changes to your proposal through the user office.

As you add samples, they will be tabulated on this page. You may copy a sample to use for another sample with similar information.

Help
No help defined for this page.

Sample Environment

Save

* Temperature (Min) Ambient * Pressure Ambient

* Temperature (Max) Ambient * Magnetic Field Ambient

Other (e.g gas atmosphere)

* Describe in Sufficient detail what you intend to do including cells, holders, and other information. 0 of 4000

User Supplied Equipment Describe in sufficient detail the equipment that you intend to bring to SNS/HFIR. 0 of 4000

Your Home Facility's technical contact for this equipment (name and contact info)

NOTE

Be aware that ORNL requires that electrical equipment must be NRTL listed (e.g. UL, CSA) or be approved for use. If your electrical equipment is not NRTL listed then you MUST deliver equipment with sufficient lead time for testing and inspection by ORNL to prevent delaying the start of your experiment.

REMINDERS:

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Save

You must enter information on this page to continue the proposal preparation process. "Ambient" is the default condition, and if that is all you need, you can leave these parameters as is. However, you must also answer the first question to complete this page.

Proposal Creation Progress

- General Proposal Information
- Add Experiment and Instrument Information
- Add Samples
- Add Sample Environment Information
- Add Scheduling and Team Member Information
- Submit Proposal for Review

Legend

- Current Step
- Completed Step
- Outstanding Step

NOTE:

You may leave your proposal in progress at any time after saving the tab of the screen you are on. The status will remain "Saved for Further Editing by Applicant." The partial proposal will be kept in your "My Proposals" area until you are able to continue.

Once you submit your proposal for review, you will only be able to make changes to your proposal through the user office.

Help

Team members may be added to your proposal by one of two methods:

You may search the complete list of members who have registered in the IPTS or been added by other people by clicking on the GO button, or type in full or partial information about a person and click GO. A list of names will appear. If the person you want to add is on this list, click on the e-mail address, and the information in the list will be auto-filled in the form. Complete the information requested on the form and click the ADD MEMBER button.

The Member roles define the person's ability to edit your proposal or just view it.

If the person you want to add is not in the list, you may add him by typing the information into the form. The institution must be picked from the drop-down list accessible from the Search box. If the person's institution is not in the list, please search for "Other" and click on the appropriate Other category. You will then be asked to type in the name of the Other institution. The IPTS Administrator (IPTS@ornl.gov) will check this for inclusion in the list of institutions.

Please Note: All team members will be informed that they have been included on your proposal. If anyone feels this is error, he will be given instructions to contact you or the IPTS Administrator to remove his name from this proposal.

Facilities Needed

Based on your Required Instruments, you need to supply scheduling information for the following Facilities. Click the icon to supply Run Cycle and Days Required.

Schedule	Facility	Experimental Period	Preferred Run Cycle	Days Required	Run Cycle Begin Date	Run Cycle End Date
	Spallation Neutron Source	-	-	0	-	-
						1 - 1

Days you are Unavailable to be Onsite

Please use the calendars to the right of each box to select the dates, so that they will be in the correct format for IPTS

From To

no data found

Current Team Members

Edit	Name	Email Address	Role	Institution	Phone	Citizenship
	W. Streets	elanestr@aol.com	Principal Investigator	ORNL NScD	865-742-4823	US
						1 - 1

Add Team Member

Search Known Members (All or Part of Last Name, First Name, or Email Address)

* First Name

* Email Address

* First Time Onsite

* Member Role

* Last Name

* Institution

* Person Will Attend

* Citizenship

NOTE:

If a Principal Investigator (PI) or Editor designates a new team member as PI, that person will be listed as PI, and the other PI will be designated as an Editor.

REMINDERS:

1. An entry is required on all fields marked with a red asterisk (*), throughout the proposal.
2. You can navigate between the various sections of the proposals by using the tabs or by clicking on the sections in the Proposal Creation Progress box at the right. After the proposal is created on the first page, you may move around freely in the proposal, i.e., you do NOT have to prepare the proposal in a set order.

Proposal Creation Progress

- General Proposal Information
- Add Experiment and Instrument Information
- Add Samples
- Add Sample Environment Information
- Add Scheduling and Team Member Information
- Submit Proposal for Review

Legend

- Current Step
- Completed Step
- Outstanding Step

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Because of the density of information on this page, we will deal with it in sections.

Clicking on the edit icon underneath the Schedule column heading in this section will evoke the following page.

Help No help defined for this page.

Available Experimental Periods for chosen facility

Schedule for Facility

Experimental Period	Run Cycle	Run Cycle Begin Date	Run Cycle End Date
Mar 2009 - Sep 2009	SNS 2009-A	Sunday, 01 March, 2009	Wednesday, 30 September, 2009

1 - 1

Select a Preferred Run Cycle for Your Proposal (Allocation Committee May Adjust)

Choose from Available Run Cycles for chosen facility

* Preferred Run Cycle
 * Total Days Required

Clicking on “Apply Changes” will save the information and return you to the previous page.

Action Processed.

Help

Facilities Needed

Based on your Required Instruments, you need to supply scheduling information for the following Facilities. Click the icon to supply Run Cycle and Days Required.

Schedule	Facility	Experimental Period	Preferred Run Cycle	Days Required	Run Cycle Begin Date	Run Cycle End Date
	Spallation Neutron Source	Mar 2009 - Sep 2009	SNS 2009-A	2	Sunday, 01 March, 2009	Wednesday, 30 September, 2009
						1 - 1

Days you are Unavailable to be Onsite

Please use the calendars to the right of each box to select the dates, so that they will be in the correct format for IPTS

From To Add

no data found

Proposal Creation Progress

- General Proposal Information
- Add Experiment and Instrument Information
- Add Samples
- Add Sample Environment Information
- Add Scheduling and Team Member Information
- Submit Proposal for Review

Legend

- Current Step
- Completed Step
- Outstanding Step

Enter days you are not available.

Information entered on previous page summarized

Help

Team members may be added to your proposal by one of two methods:

You may search the complete list of members who have registered in the IPTS or been added by other people by clicking on the GO button, or type in full or partial information about a person and click GO. A list of names will appear. If the person you want to add is on this list, click on the e-mail address, and the information in the list will be auto-filled in the form. Complete the information requested on the form and click the ADD MEMBER button.

The Member roles define the person's ability to edit your proposal or just view it.

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Please Note: All team members will be informed that they have been included on your proposal. If anyone feels this is error, he will be given instructions to contact you or the IPTS Administrator to remove his name from this proposal.

Current Team Members

Edit	Name	Email Address	Role	Institution	Phone	Citizenship
	W. Streets	elanestr@aol.com	Principal Investigator	ORNL NScD	865-742-4823	US

1 - 1

Add Team Member

Search Known Members (All or Part of Last Name, First Name, or Email Address)

* First Name

* Email Address

* First Time Onsite

* Member Role

* Last Name

* Institution

* Person Will Attend

* Citizenship

NOTE:

If a Principal Investigator (PI) or Editor designates a new team member as PI, that person will be listed as PI, and the other PI will be designated as an Editor.

REMINDERS:

1. An entry is required on all fields marked with a red asterisk (*), throughout the proposal.
2. You can navigate between the various sections of the proposals by using the tabs or by clicking on the sections in the Proposal Creation Progress box at the right. After the proposal created on the first page, you may move around freely in the proposal; i.e., you do NOT have to prepare the proposal in a set order.

Proposal Creation Progress

- General Proposal Information
- Add Experiment and Instrument Information
- Add Samples

Proposal creator is designated PI by default. If you designate someone else as PI, your role will change to Editor. There may be only one (1) PI per proposal.

proposal will be kept in your "My Proposals" area until you are able to continue.

Once you submit your proposal for review, you will only be able to make changes to your proposal.

Citizenship is now a required field for entry of team member information. Please try to determine this for your team members prior to entering the proposal system.

Help

No help defined for this page.

Issues to Resolve

The following Information must be Supplied Prior to Submission for Review

At Least 1 Funding Source Must Be Supplied.

At Least 1 Research Area Must Be Supplied.

At Least 1 Subject Area Must Be Supplied.

Sample Safety Information Must be Provided.

When you are ready to submit your proposal, IPTS performs a validation check on fields required for submission. If any are missing, they are tabulated as hyperlinks on this page. You can link directly to the needed information by clicking on the link.

Proposal Creation Progress

General Proposal Information

Add Experiment and Instrument Information

Add Samples

Add Sample Environment Information

Add Scheduling and Team Member Information

Submit Proposal for Review

Legend

Current Step

Completed Step

Outstanding Step

NOTE:

You may leave your proposal in progress at any time after saving the tab of the screen you are on. The status will remain "Saved for Further Editing by Applicant." The partial proposal will be kept in your "My Proposals" area until you are able to continue.

Once you submit your proposal for review, you will only be able to make changes to your proposal through the user office.

Help +

Issues to Resolve

No Issues

Submit For Review

Submit Note

PLEASE NOTE:

Once you submit this proposal, you may not edit it.

If you think you will need to make changes or want to review it, please DO NOT SUBMIT

If you DO need to change your proposal after you have submitted it, please contact the the Neutron Science User Office at neutronusers@ornl.gov or 865-574-4600. Changes will only be accepted prior to the completion of internal reviews.

When you have completed any areas shown by the validation and are ready to submit your proposal, clicking on the Review/Submit tab will show this page, with all sections in the Progress box to the right shown in green.

You may now submit your proposal, with the caveats to the left.

Proposal Creation Progress

- General Proposal Information
- Add Experiment and Instrument Information
- Add Samples
- Add Sample Environment Information
- Add Scheduling and Team Member Information
- Submit Proposal for Review

Legend

- Current Step
- Completed Step
- Outstanding Step

NOTE:

You may leave your proposal in progress at any time after saving the tab of the screen you are on. The status will remain "Saved for Further Editing by Applicant." The partial proposal will be kept in your "My Proposals" area until you are able to continue.

Once you submit your proposal for review, you will only be able to make changes to your proposal through the user office.

This page appears after you click ‘Submit for Review’ on the previous page to confirm that the proposal has been successfully submitted. You, all team members, the User Office, the Lead Instrument Scientist and associated beamline feasibility reviewers, and our Environmental Safety and Health Office will also receive e-mails confirming the submission of a new proposal.

The screenshot shows the 'Integrated Proposal Tracking System' interface. At the top, there is a navigation bar with links for 'Home', 'General Information', 'Experiment/Instrument', 'Samples', 'Sample Environment', and 'Scheduling/Team Members'. In the top right corner, there are links for 'My Profile', 'FAQ', 'Home', 'Feedback', and 'Logout'. Below the navigation bar, a breadcrumb trail reads 'My Proposals > Edit Proposal IPTS-1515 > Review and Submit > Proposal Submission Confirmation'. A 'Help' button is visible on the left. The main content area is titled 'Submission Confirmation' and contains the following text: 'Your proposal IPTS-1515 has been submitted successfully.', 'E-mail notifications have been sent to the spokesman and the User Office administrators of each facility you have requested in your proposal.', 'Please note: You may not edit your proposal after you have submitted it. If you need to change your proposal, please contact the IPTS administrator at ipts@ornl.gov. Changes will only be accepted prior to the proposal's being sent for external science review.', and 'You may logout or return to the Home Page of the IPTS.' At the bottom of the page, there is a footer with links for 'CNMS Home Page', 'HFIR Home Page', 'ORNL Home Page', 'SNS Home Page', and 'IPTS Home'. The very bottom of the browser window shows 'STREETS en-us'.

After you have created a proposal, it will have a status of “Initial Submission” (Submitted by Applicant and Awaiting Preliminary Screening by the User Office).

Integrated Proposal Tracking System PDF of IPTS-1515 My Profile FAQ Home Feedback Logout

[Home](#) [General Information](#) [Experiment/Instrument](#) [Samples](#) [Sample Environment](#) [Scheduling/Team Members](#)

My Proposals > [Edit Proposal IPTS-1515](#)

Help

Edit Proposal Cancel

Proposal Number	IPTS-1515
Status	Submitted by Applicant and Awaiting Preliminary Screening by User Office
Creator Name	W. Streets
Creator Email	elanestr@aol.com
PI Name	W. Streets
PI Email	elanestr@aol.com
* Proposal Date	31-OCT-2008 09:23
* User Institution	US - ORNL NScD <input type="button" value="Search"/>
* Proposal Title	<input type="text" value="Test 10-31-08: Ignore for reviews"/>
* Proposal Type	<input type="text" value="General User"/>
* Will the data collected be considered proprietary?	<input type="radio"/> Yes <input checked="" type="radio"/> No
* Will the data collected be considered classified?	<input type="radio"/> Yes <input checked="" type="radio"/> No
* Is this research required for a student's thesis?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Last Modified Date	31-OCT-2008 09:23
* Subject Areas Choose as many as Applicable	
<input type="checkbox"/> Dynamics	
<input checked="" type="checkbox"/> Structural Determination	
* Research Areas Choose as many as Applicable	
<input type="checkbox"/> Biological and Life Sciences	
<input type="checkbox"/> Chemical Physics	
* Funding Sources Choose as many as Applicable	
<input type="checkbox"/> DOE Office of Biological and Environmental Research	
<input type="checkbox"/> DOE, Office of Basic Energy Sciences	

After you have created a proposal, it will have a status of “Initial Submission” (Submitted by Applicant and Awaiting Preliminary Screening by the User Office). Although you may access the live screens of your proposal by clicking on *Edit*, no changes you make at this point will be saved. You must contact the User Office to make any changes to your proposal after submission, since internal reviews may have begun and be impacted by your changes. You may look at the final version of your proposal using the .pdf report. This report is available to you from all tabs of the proposal, at all stages of proposal preparation and post-submission.

Integrated Proposal Tracking System My Profile FAQ Home Feedback Logout

[Home](#) |
 [Create a New Proposal](#) |
 [Create a Proposal From an Existing Proposal](#) |
 [My Proposals](#)

My Proposals [Reset](#)

Include Expired Proposals Yes No
 * Include Deleted Yes No

Search
 Rows

PDF Report	Edit	Title	Proposal ID	Status	Create Date	Creator	Affiliation	Proposal Type	Abstract	Related Proposals	Last Modified
		Test 10-31-08: Ignore for reviews	IPTS-1515	INITIAL-SUBMISSION	31-OCT-08	W. Streets	ORNL NScD	GENERAL USER	test		31-OCT-08
		Test as User 3-23-07	IPTS-61	PRE-SUBMISSION	23-MAR-07	W. Streets	University of Georgia	GENERAL USER	test	None	28-OCT-08

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[Spread Sheet](#)

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 [HFIR Home Page](#) |
 [ORNL Home Page](#) |
 [SNS Home Page](#) |
 [IPTS Home](#)

Please contact the
Oak Ridge National Laboratory
Neutron Sciences User Office
at
neutronusers@ornl.gov or
865-574-4600
if you have any questions about this
material.