


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

- 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 J-PARC user support system interface. On the left, a green sidebar menu contains various options, with 'Forms for the spokesperson' highlighted and circled in red (1). Below it, '1. Forms' is also circled in red (2). The main content area shows a search form with fields for 'Administrative year' (2020), 'Project Type' (MLF Experiment, Others Non-Proprietary Type Experiment (Test use)), and 'Proposal/Experiment No' (2020A0000TEST). Below the search form, there are two tables of forms. The first table is titled '[Please submit listed form(s) at least 2 weeks prior to the start of your beam time.]' and lists forms like 'Letter of Acknowledgement (MLF)', 'Letter of Agreement for MLF Experiments', 'Notification of pursuer(s) at J-PARC experiment', 'Samples and Reagents Declaration', and 'List of experimental equipments to be carried into MLF'. The second table is titled '[Please submit listed form(s) as soon as experiment is completed.]' and lists 'Beamtime Use Report'. Each row in both tables has 'Required' and 'Completed' columns, and a 'Generate' button circled in red (3). Below the tables, there is a link for 'MLF Experimental Report' circled in red (4) with the instruction '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.

The screenshot shows the J-PARC Publication Database login page. It features a 'LOGIN' section with input fields for 'Login ID:' and 'Password:', and a 'Login' button. The page also contains a welcome message and instructions for users.

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

The screenshot shows the J-PARC Publication Database search results page. The 'Exp. Report' menu item is highlighted, and a dropdown menu is open, showing options for 'Create', 'Search', and 'Template'. The 'Template' option is circled in red.

## 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.

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

Search Clear

**【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	Generate
Letter of Acknowledgement (MLF)	Yes	Yes	Resubmit Print/Save
Letter of Agreement for MLF Experiments	Yes	Yes	Resubmit Print/Save
Notification of pursuer(s) at J-PARC experiment	Yes	No	Generate
List of experimental equipments to be carried into MLF	Yes	No	Generate
Samples and Reagents Declaration	Yes	No	Generate

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

Form Title	Required	Completed	
Beamtime Use Report	Yes	No	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.

**#Beamtime Use Report**

2021 / 11 / 19

To J-PARC center

Project No.	[REDACTED]
Name of principal investigator	[REDACTED]
Affiliation	[REDACTED]
Name(s) of beamline instrument(s)	[REDACTED]
Date of experiments	[Dropdown] / [Dropdown] / [Dropdown] - [Dropdown] / [Dropdown] / [Dropdown] Remove
Your request or comment to MLF	<div style="border: 1px solid gray; height: 40px;"></div> ← Refer to Precautions

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.

Submit Clear & Close

- 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	[REDACTED]	[REDACTED]	[REDACTED]
Participant	[REDACTED]	[REDACTED]	[REDACTED]
Spokesperson Proxy	[REDACTED]	[REDACTED]	[REDACTED]
Participant	[REDACTED]	[REDACTED]	[REDACTED]

[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.

The screenshot shows the 'Team Member Approval' page. On the left is a green sidebar with a menu. Item 1 points to '+ Team Member Information' in the menu. Item 2 points to the 'Search' button in the search form. Item 3 points to the 'Details' button at the bottom of the search results section.

> Home > Team Member Approval

### #Team Member Approval

[Search]

Administrative year: 2021

Project Type: Please select

Experiment/Proposal No: Please select

Member Name: [input field]

Approval Status:  PENDING  APPROVED

[Search] [Clear]

[Search Results]

0

Individual Select	Status	Name	Affiliation	Project	System Entry Date	Multiple Select
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Top Prev Next Last

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.

[Details] [Multiple Approve] [Select All] [Deselect All]