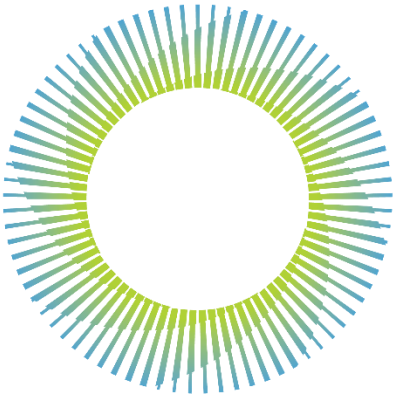


THAI
SYNCHROTRON
NATIONAL LAB

Beamtime Application System Manual

Synchrotron Light Research Institute

(English)

User Service Section, Organization Strategy Division

Synchrotron Light Research Institute (Public Organization)

Contents

System Usage Manual for Users

1. Log in/Registration/Forget password

1.1 Enter the system by entering the website https://beamapp.slri.or.th/.

1.2 Fill in the username and password to enter the system as shown in Figure 1.1.

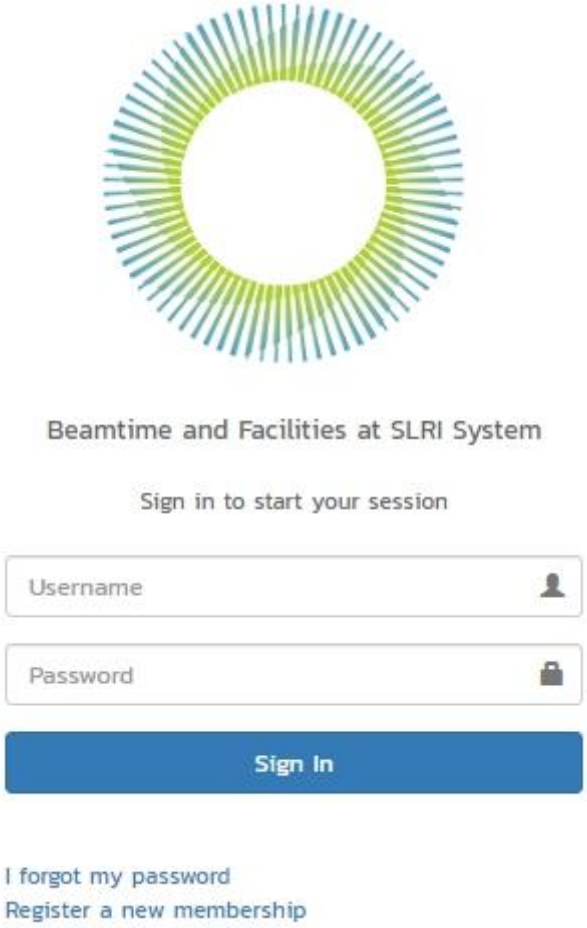


Figure 1.1 Log in page

1.3 In case of new user, the user must register by clicking “Register a new membership” and fill in all the information as shown in Figure 1.2.

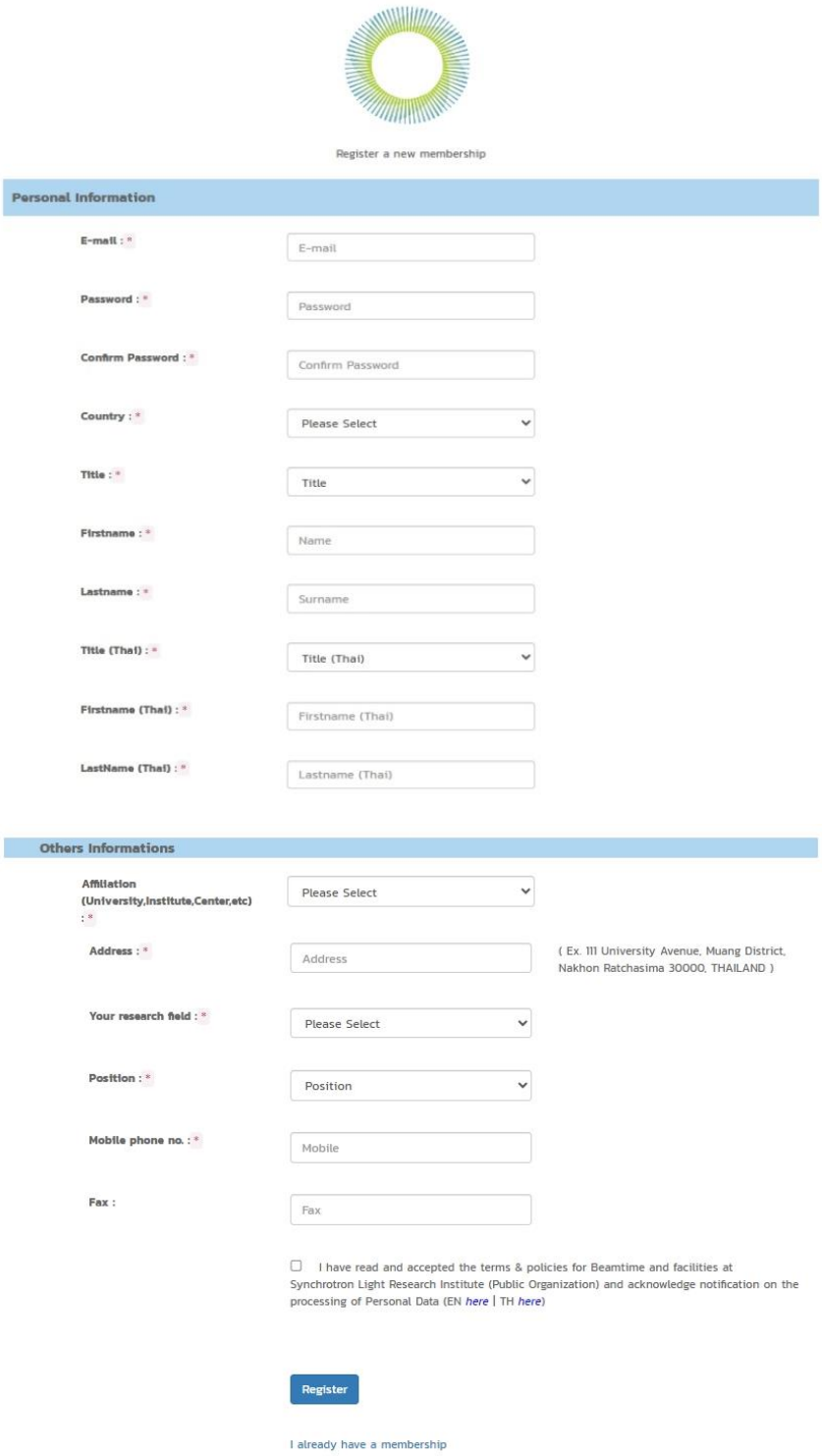


Figure 1.2 Registration page

1.4 In case of forgetting the password, please click “I forgot my password” as shown in Figure 1.3.

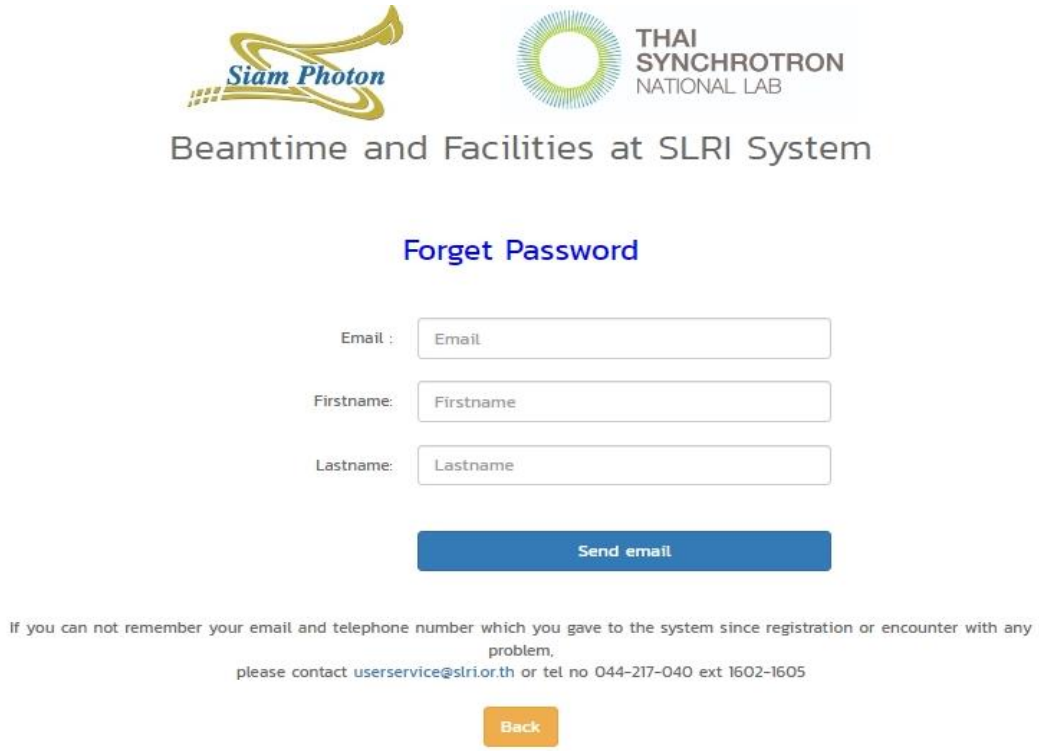


Figure 1.3 Forget password page

2. Beamtime Application

2.1 Click “Apply for beamtime” as shown in Figure 2.1.

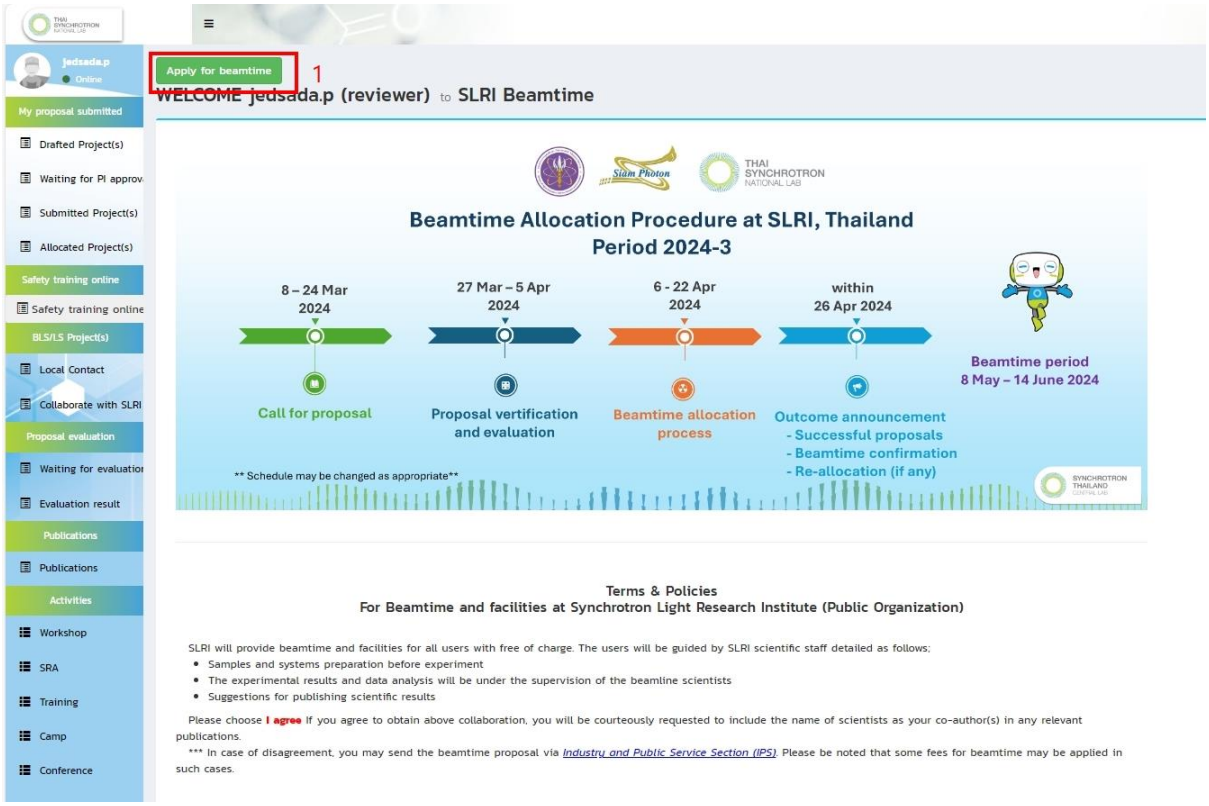
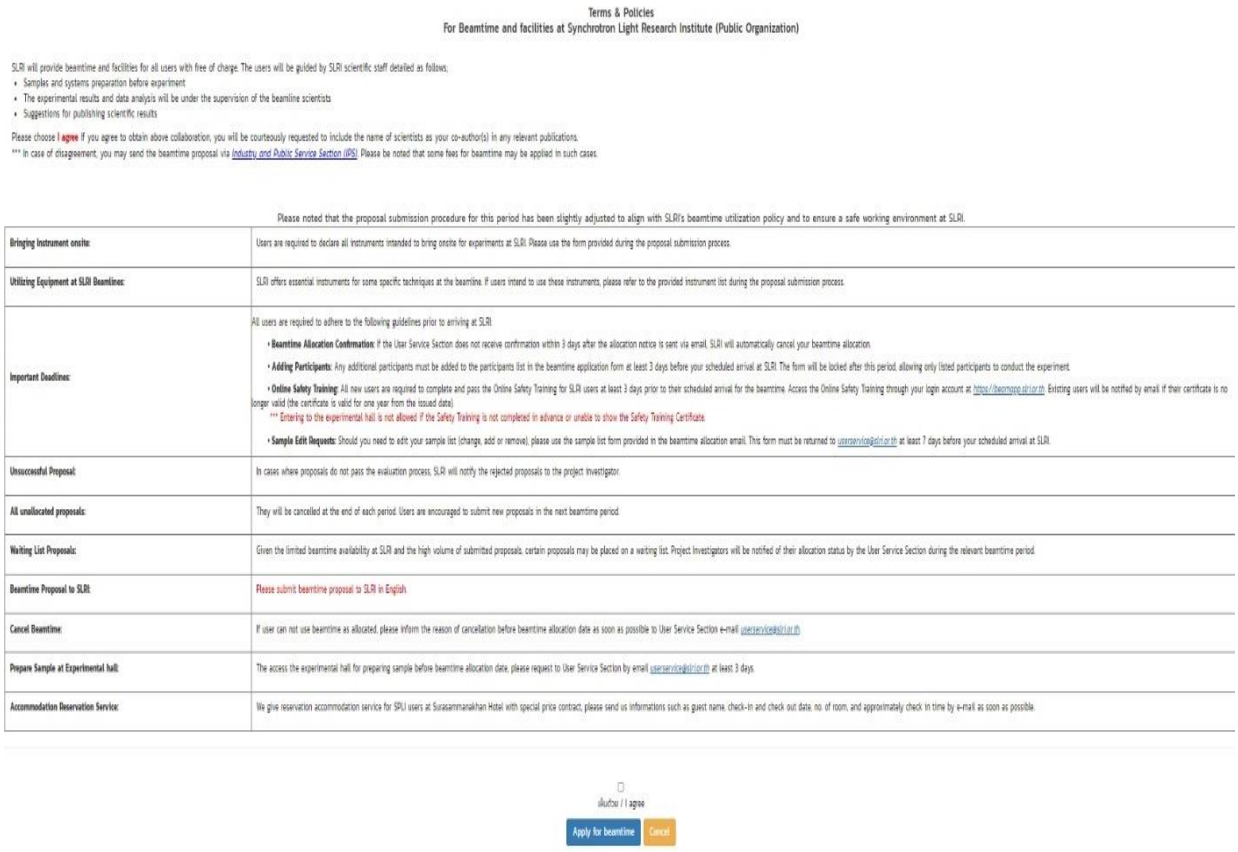


Figure 2.1 Main page for proposal submission

2.2 Terms & Policies: If you agree, please click ☑ and click “Apply for beamtime” as shown in Figure 2.2.



Terms & Policies
For Beamtime and facilities at Synchrotron Light Research Institute (Public Organization)

SLRI will provide beamtime and facilities for all users with free of charge. The users will be guided by SLRI scientific staff detailed as follows;

- Samples and systems preparation before experiment
- The experimental results and data analysis will be under the supervision of the beamline scientists
- Suggestions for publishing scientific results

Please choose I agree if you agree to obtain above collaboration, you will be courteously requested to include the name of scientists as your co-author(s) in any relevant publications.
*** In case of disagreement, you may send the beamtime proposal via Industry and Public Service Section (IPS) Please be noted that some fees for beamtime may be applied in such cases.

Please noted that the proposal submission procedure for this period has been slightly adjusted to align with SLRI's beamtime utilization policy and to ensure a safe working environment at SLRI.

Bringing Instrument onsite:	Users are required to declare all instruments intended to bring onsite for experiments at SLRI. Please use the form provided during the proposal submission process.
Utilizing Equipment at SLRI Beamlines:	SLRI offers essential instruments for some specific techniques at the beamline. If users intend to use these instruments, please refer to the provided instrument list during the proposal submission process.
Important Deadlines:	All users are required to adhere to the following guidelines prior to arriving at SLRI. • **Beamtime Allocation Confirmation:** If the User Service Section does not receive confirmation within 3 days after the allocation notice is sent via email, SLRI will automatically cancel your beamtime allocation. • **Adding Participants:** Any additional participants must be added to the participants list in the beamtime application form at least 3 days before your scheduled arrival at SLRI. The form will be locked after this period, allowing only listed participants to conduct the experiment. • **Online Safety Training:** All new users are required to complete and pass the Online Safety Training for SLRI users at least 3 days prior to their scheduled arrival for the beamtime. Access the Online Safety Training through your login account at https://beamapp.slri.or.th. Existing users will be notified by email if their certificate is no longer valid (the certificate is valid for one year from the issued date). *** Entering to the experimental hall is not allowed if the Safety Training is not completed in advance or unable to show the Safety Training Certificate. • **Sample Edit Requests:** Should you need to edit your sample list (change, add or remove), please use the sample list form provided in the beamtime allocation email. This form must be returned to userservice@slri.or.th at least 7 days before your scheduled arrival at SLRI.
Unsuccessful Proposal:	In cases where proposals do not pass the evaluation process, SLRI will notify the rejected proposals to the project investigator.
All unallocated proposals:	They will be cancelled at the end of each period. Users are encouraged to submit new proposals in the next beamtime period.
Waiting List Proposals:	Given the limited beamtime availability at SLRI and the high volume of submitted proposals, certain proposals may be placed on a waiting list. Project Investigators will be notified of their allocation status by the User Service Section during the relevant beamtime period.
Beamtime Proposal to SLRI:	Please submit beamtime proposal to SLRI in English.
Cancel Beamtime:	If user can not use beamtime as allocated, please inform the reason of cancelation before beamtime allocation date as soon as possible to User Service Section e-mail userservice@slri.or.th
Prepare Sample at Experimental hall:	The access the experimental hall for preparing sample before beamtime allocation date, please request to User Service Section by email userservice@slri.or.th at least 3 days.
Accommodation Reservation Service:	We give reservation accommodation service for SPU users at Surasammanakhan Hotel with special price contract, please send us informations such as guest name, check-in and check out date, no. of room, and approximately check in time by e-mail as soon as possible.

I agree

Apply for beamtime | Cancel

Figure 2.2 Terms & Policies

2.3 Fill in the information of your project.

2.3.1 “User Information” includes

1. User Information

2. Principal Investigator (P.I.) Information (The lead researcher for the project, please specify supervisor’s information, in case of the applicants is a student)

3. Request for a confirmation letter of beamtime allocation.

As shown in Figure 2.3

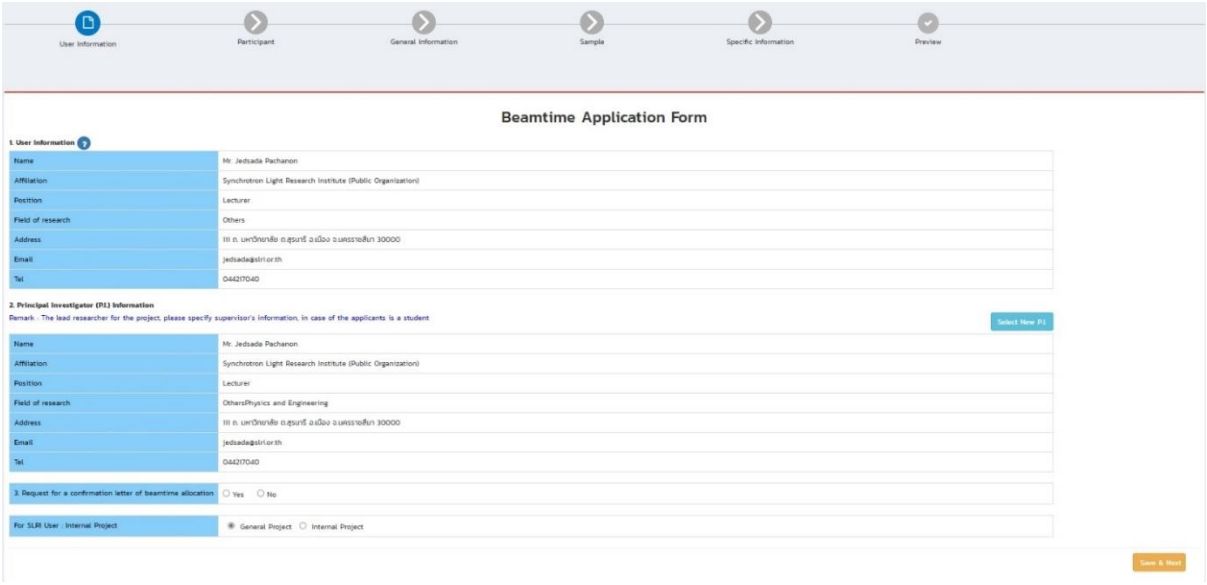


Figure 2. “User Information”

2.3.2 Information regarding “Participant” please choose participants.

1. Click “Add Participant” to select the participants as shown in Figure 2.4.

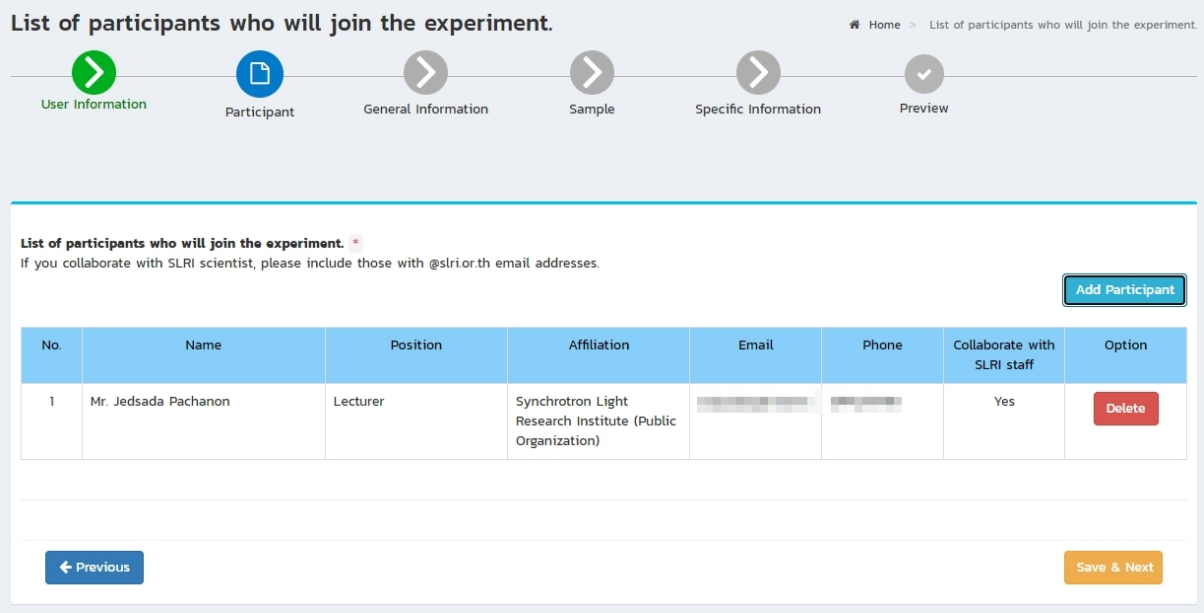


Figure 2.3 Information regarding the “Participant”

2. To search for name lists of participants please click “Select”

as shown in Figure 2.5.

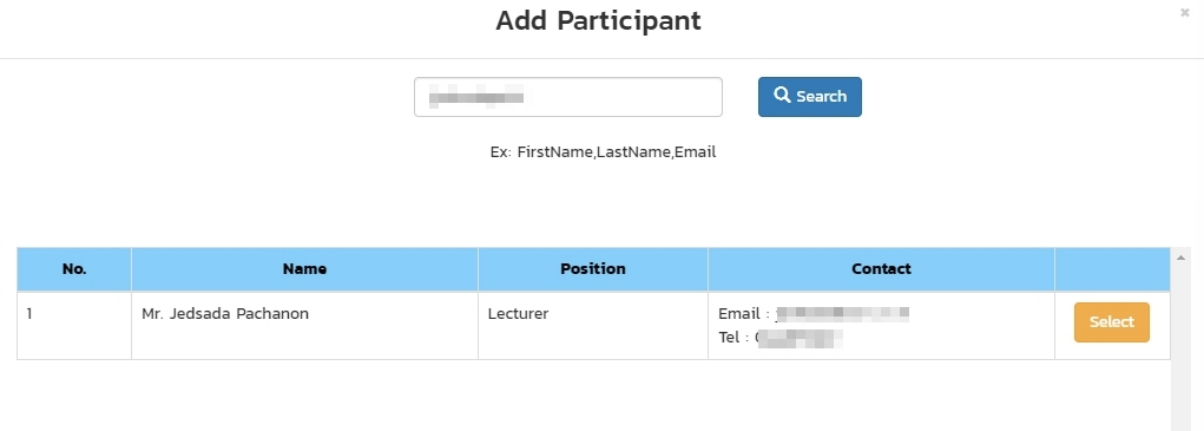


Figure 2.4 Searching for participants to participate in the project.

2.3.3 “General Information” as shown in Figure 2.6 includes

1. Project Type

2. Type of beamtime for applying proposal

3. This project can be applied for industrial sectors or link to industries

4. Beamtime period to apply

5. Technique

6. Proposal title (Eng)

7. Proposal title (Thai, if any)

8. Research Clusters

9. An estimate number of shift (s)

10. Preferred date for experiment

11. Alternative date

12. Background of the research project

13. Objective

14. Expected outcome of the proposal

15. Recent publication(s) as first/corresponding author/PI within the last three years (This will help us assess the potential for publication.)

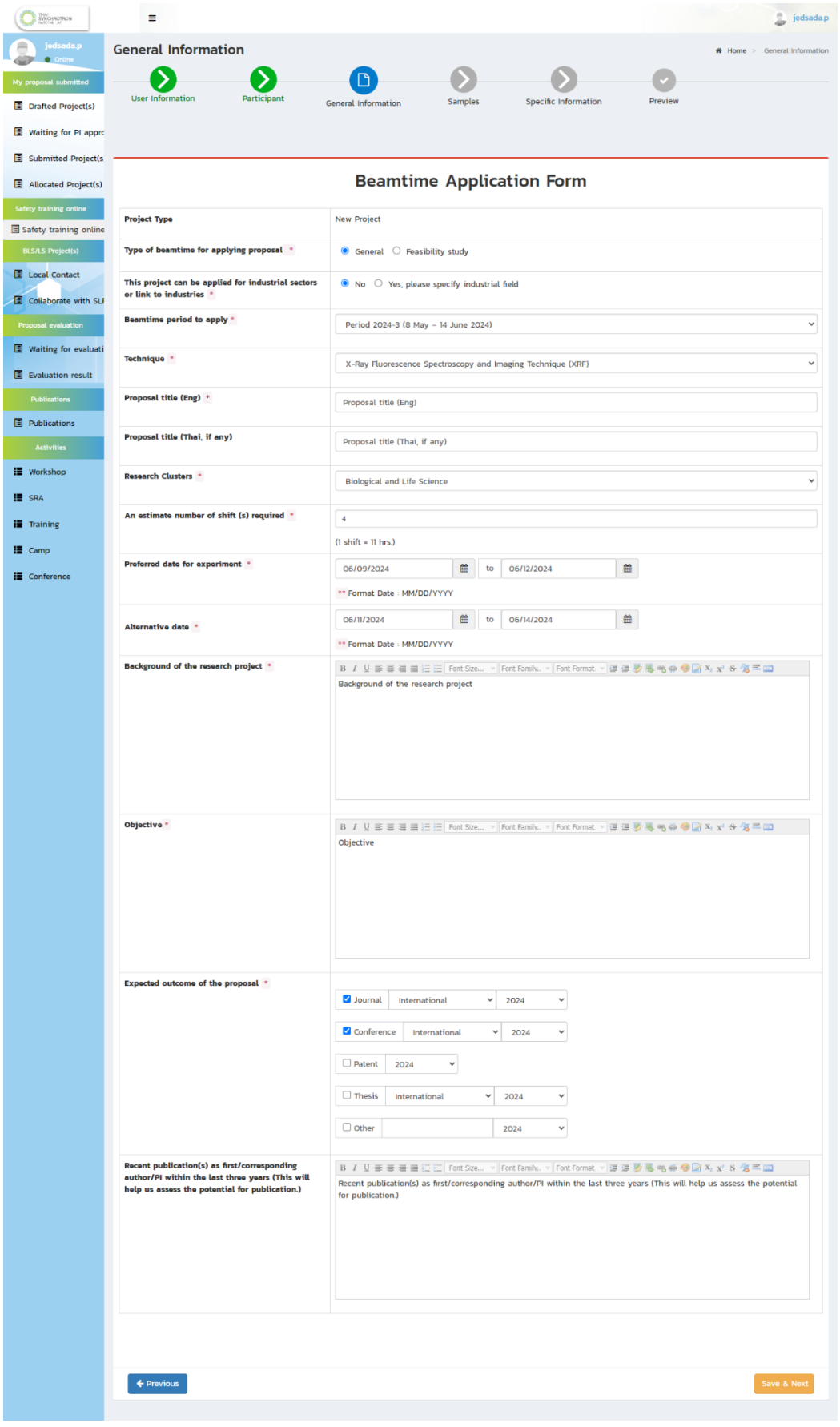


Figure 2.5 “General Information”

2.3.4 “Samples” information as shown in Figure 2.7. Users must fill in the information that includes all the techniques based on “General Information”.

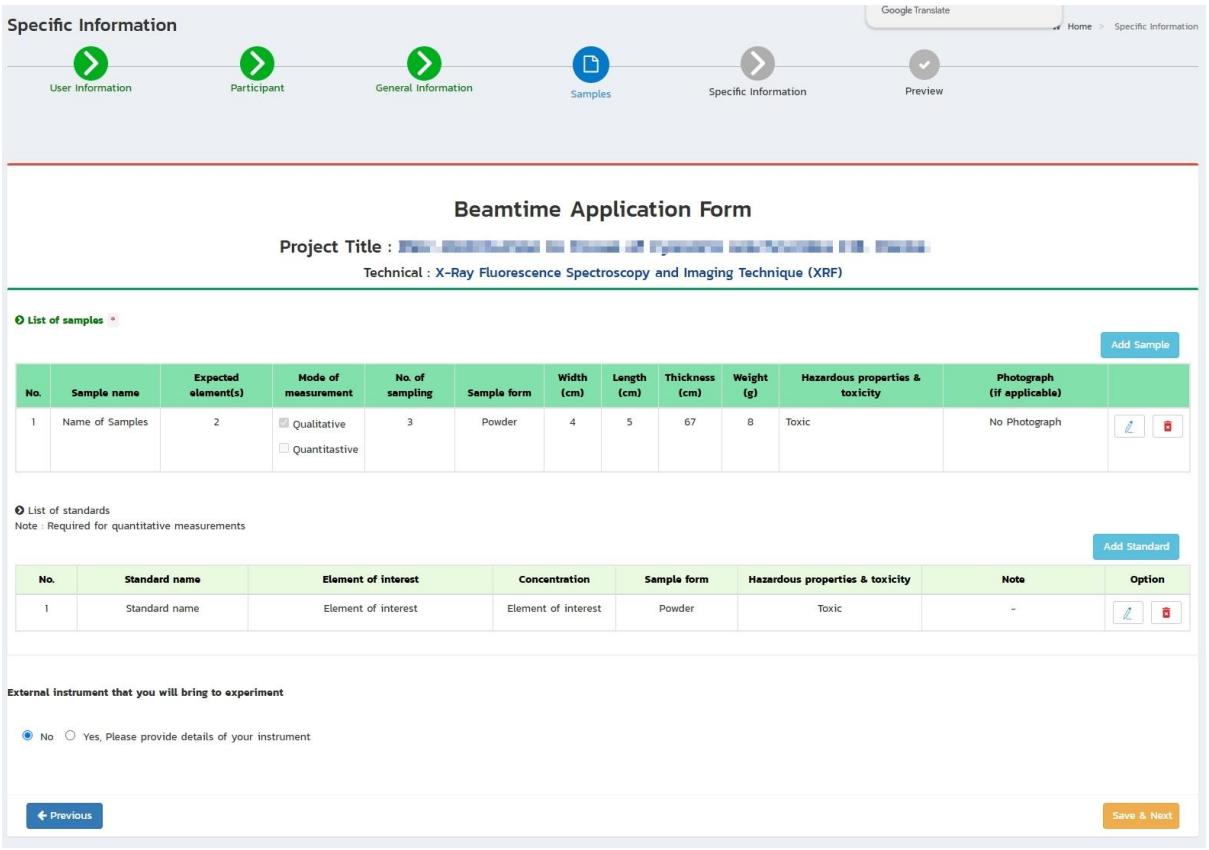


Figure 2.6 “Samples” information

2.3.5 “Specific Information” as shown in Figure 2.8 Users must fill in the information that includes all techniques based on “General Information”.

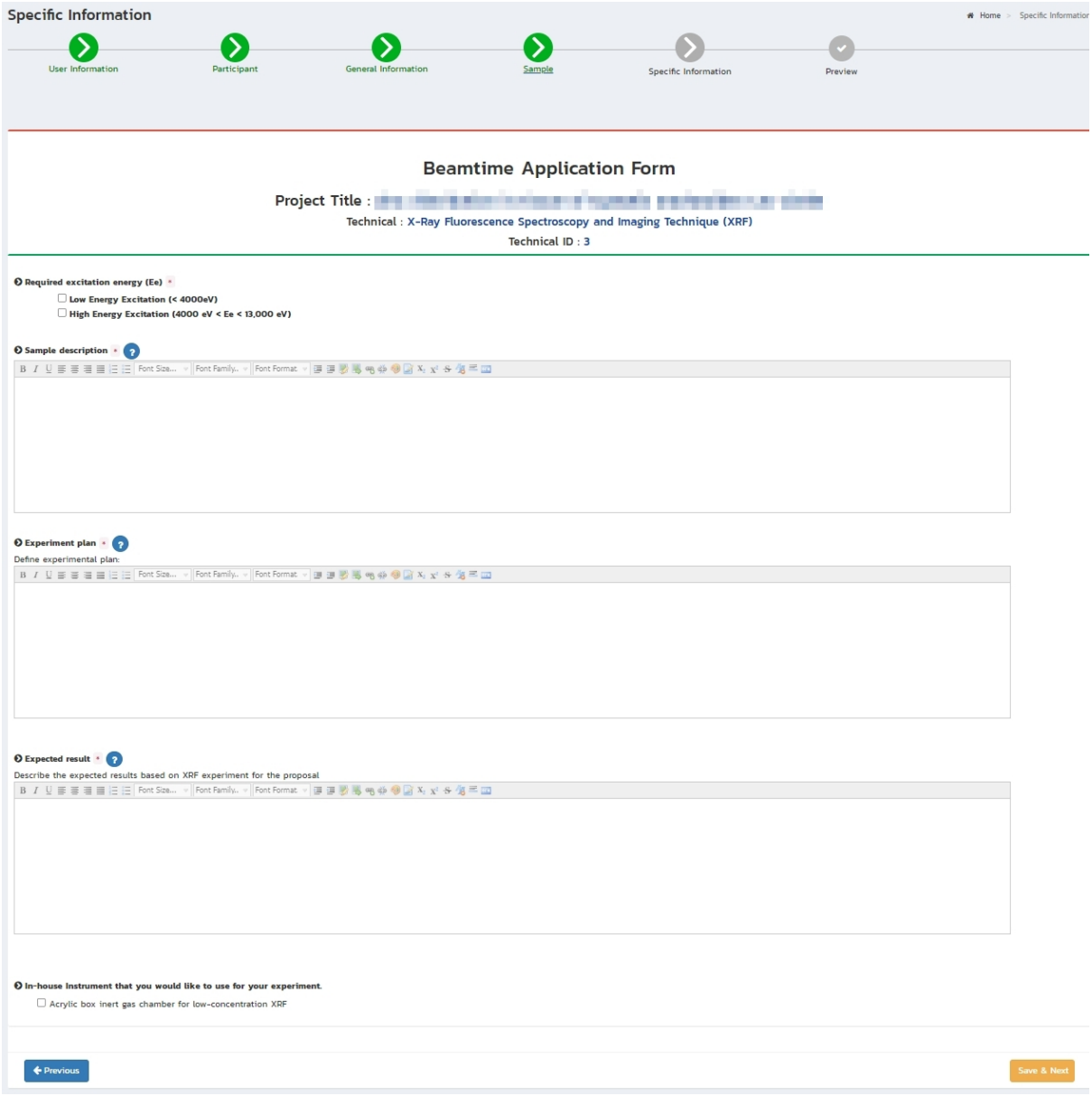


Figure 2.7 “Specific Information”

2.3.6 “Preview” shows the details of the project for users to check the details before submitting the proposal into the system. Please click “Submit proposal to SLRI” as shown in Figure 2.9.

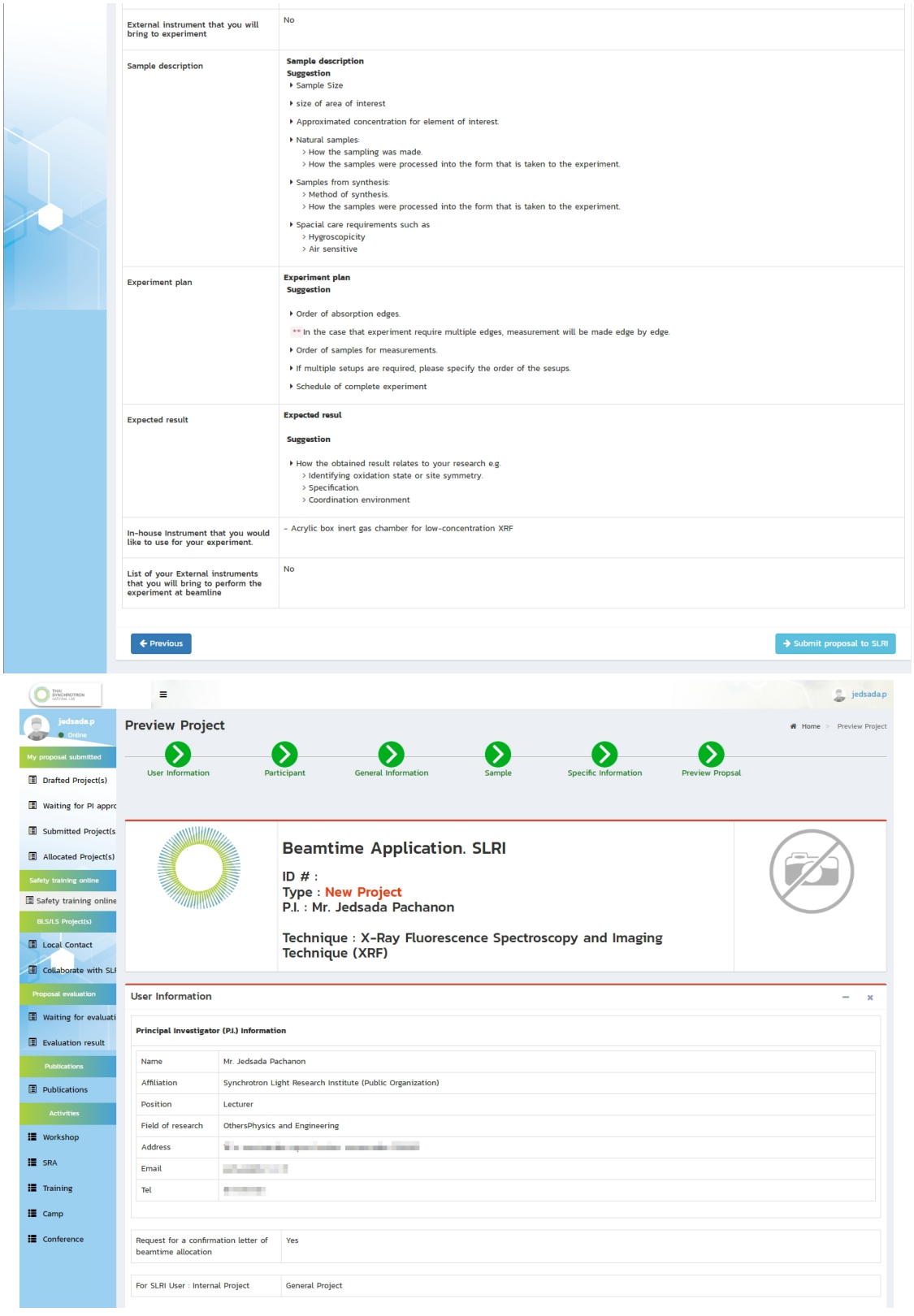


Figure 2.8 “Preview” showing details of the project.

2.3.4 If users submitted the project and checked the details already, users can see the information at the menu on the right side “Submitted Project(s)”.

2.4 In the case where the project proponent is a student. A Principal Investigator (P.I.) must be an advisor and the project proposal must be approved by the advisor first. The system will then issue a project number.

3. Principal investigator considering the proposal

3.1. Click “Waiting for PI Approval” as show in Figure 3.1.

3.2 Click “Action” as shown in Figure 3.1.

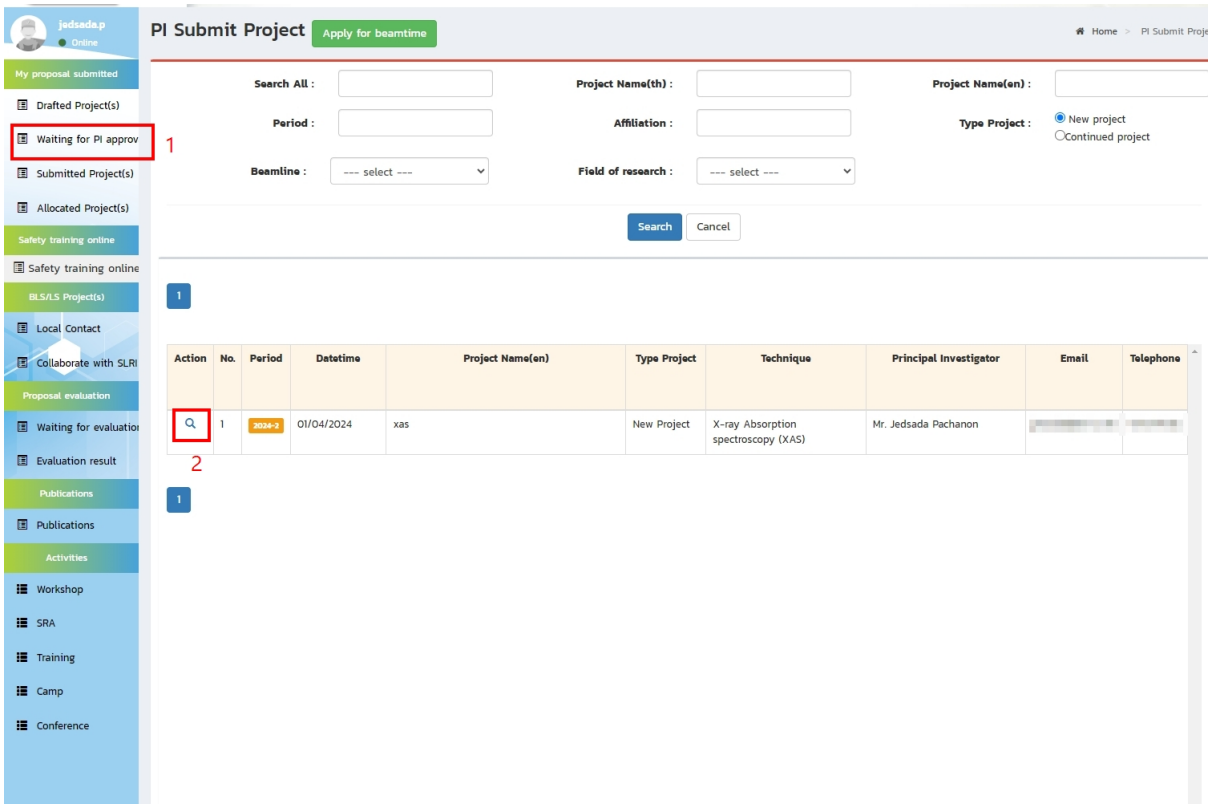


Figure 3.1 Showing proposal waiting for approval

3.3 If the user would like to edit the information of the proposal, click “Edit Proposal” as shown in Figure 3.2.

3.4 If the user approved the proposal information, please click “Submit proposal to SLRI” as shown in Figure 3.2.

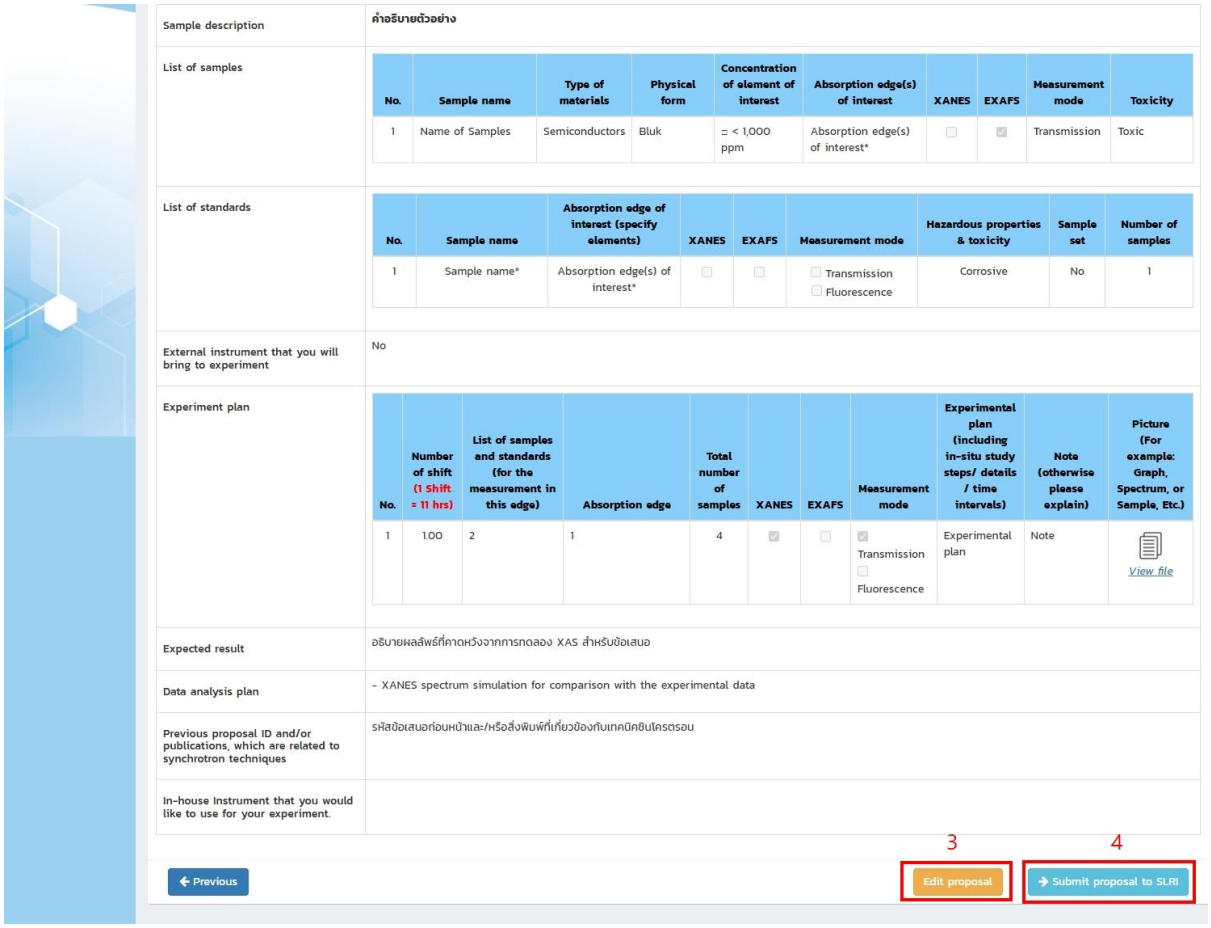


Figure 3.2 Principal investigator considering the proposal

4. Notification of project information

If the user has more than one project during the beamtime service cycle and would like more beamtime for continuity, the user is able to notify the information as below details.

4.1 Click “Submitted Project(s)” as shown in Figure 4.1.

4.2 Click “Action” as shown in Figure 4.1.

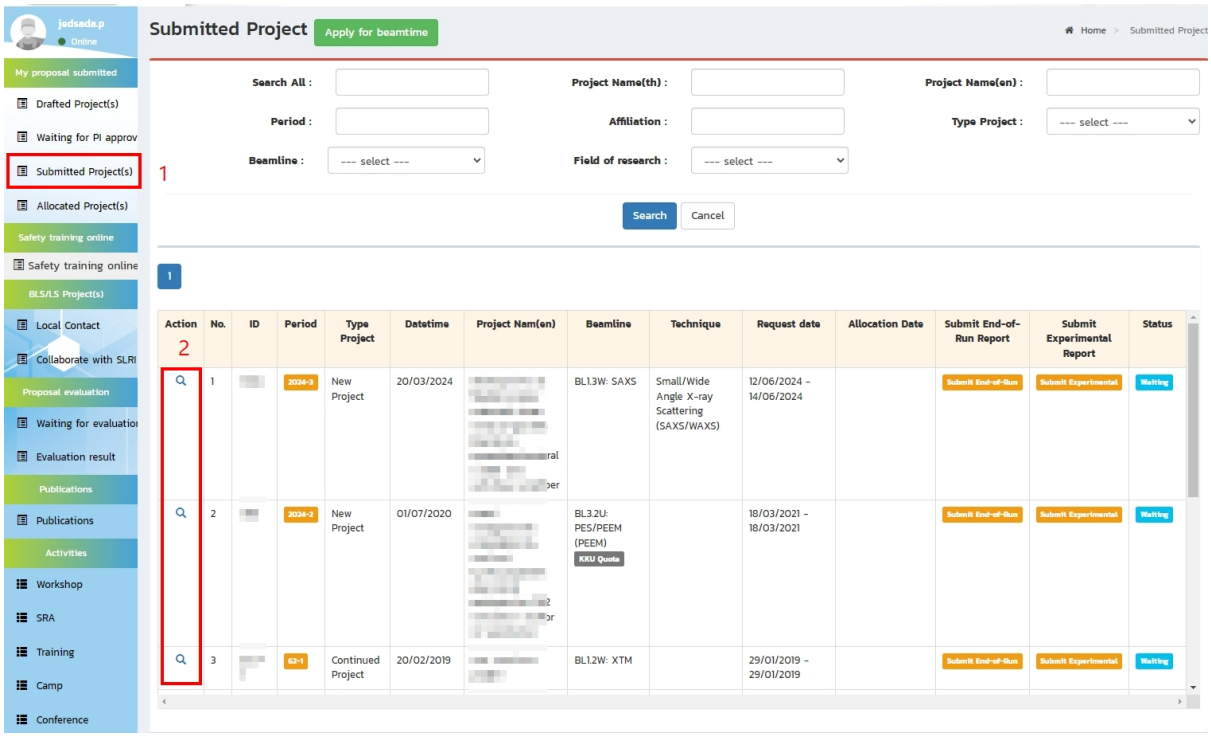


Figure 4.1 Showing project information

4.3 For general information page, if you have submitted other proposal(s) in this beamtime period and would like to combine the trip to SLRI, please specify project ID(s) of the other proposal(s). Click “Add Project”

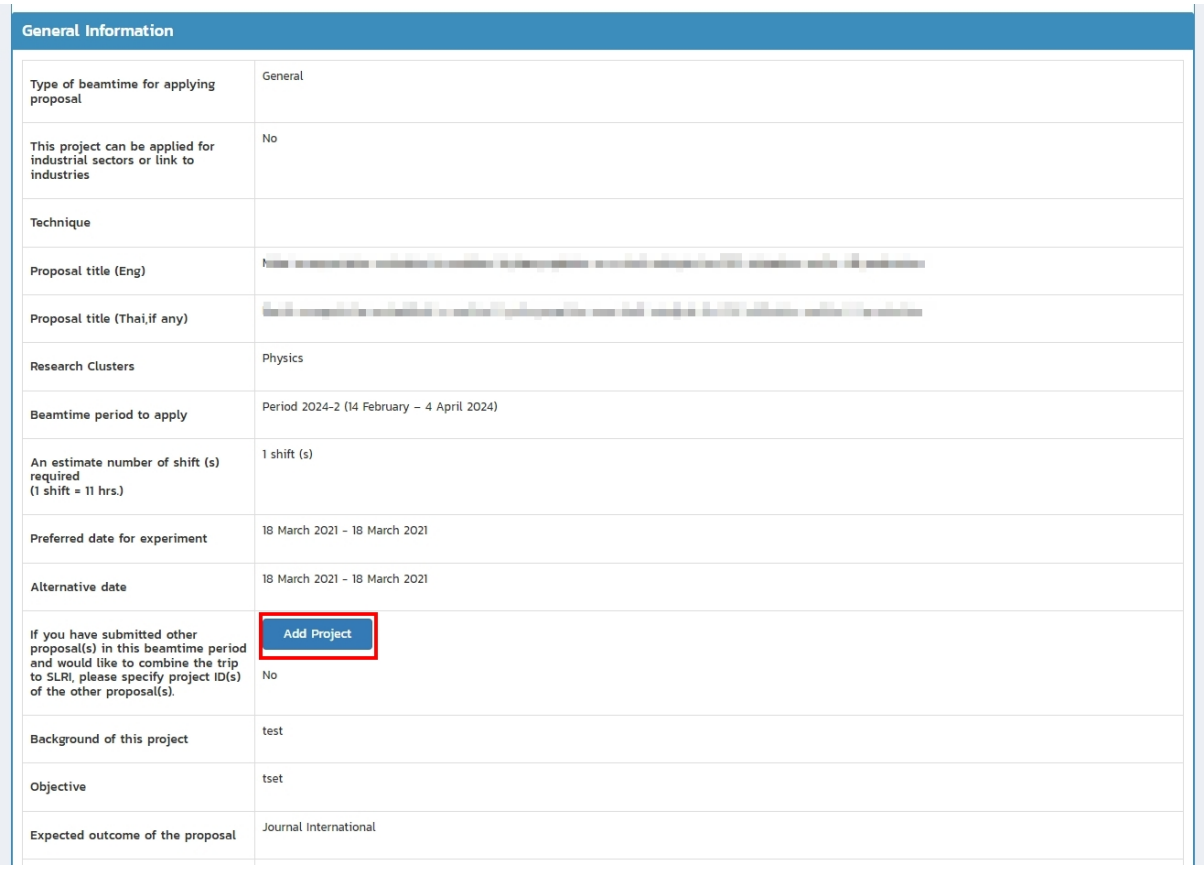


Figure 4.2 Showing project information

4.4 The system showing project(s) information that have/has the same beamtime allocation cycle. Click “Select”

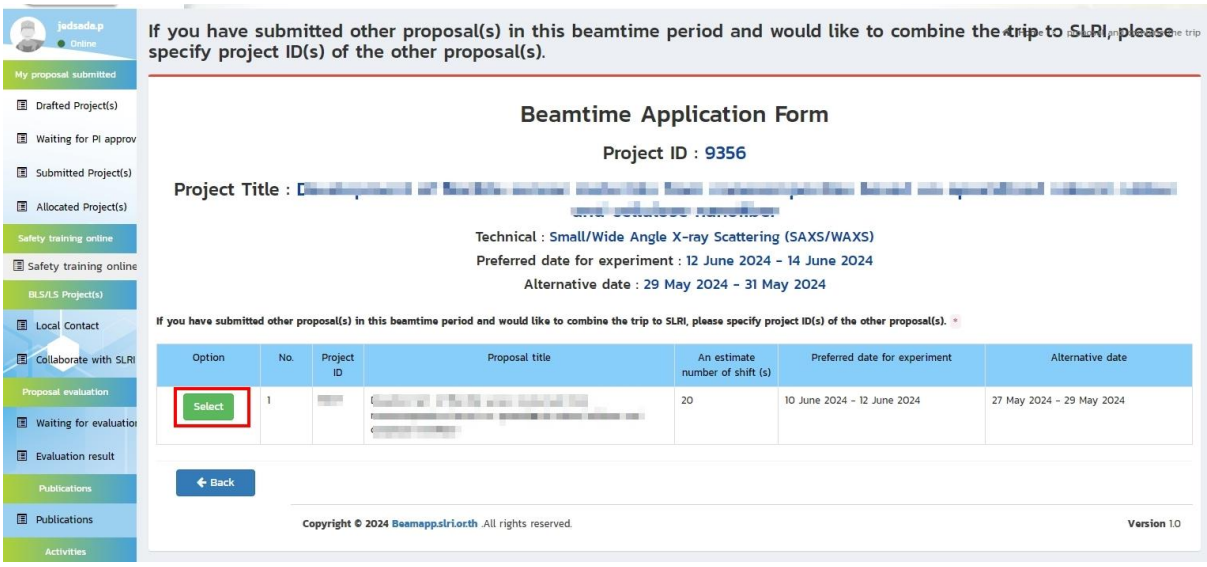
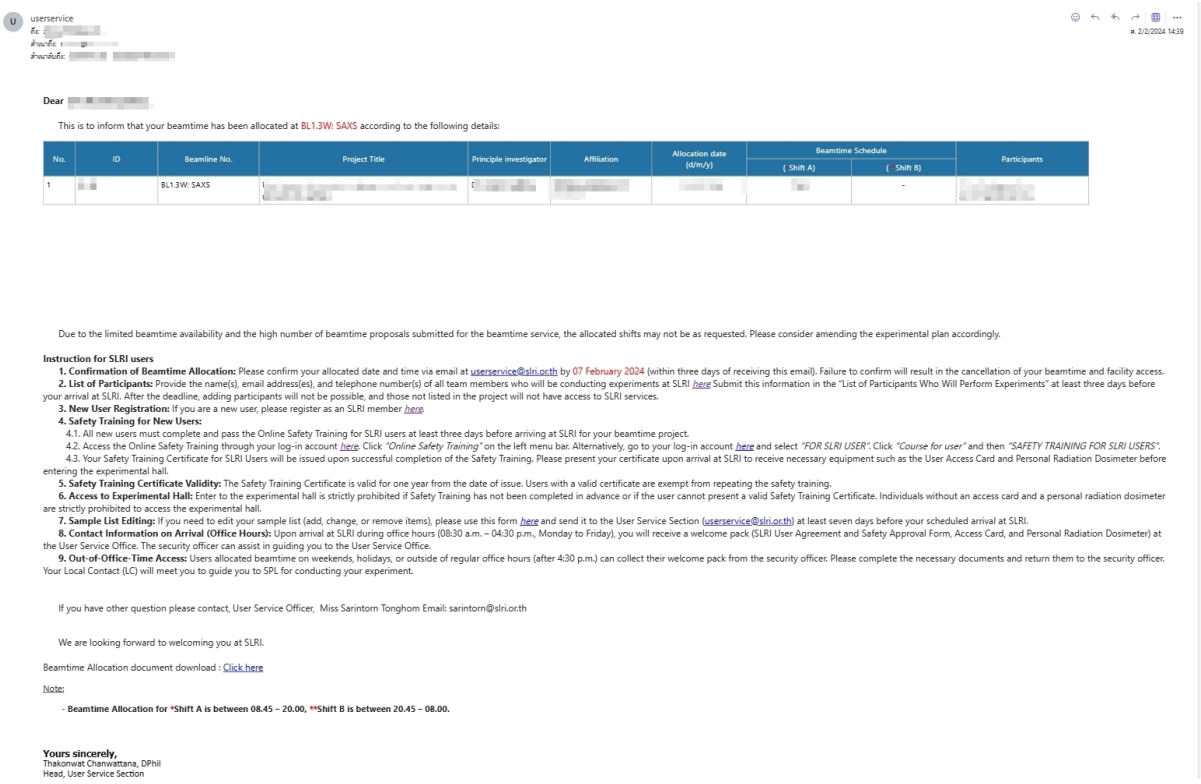


Figure 4.3 Showing information about the projects that are in the same cycle.

5. Allocating time to use the synchrotron light service.

5.1 Applicants for the service will receive information of beamtime allocation as follows:

1. Receiving e-mail as shown in Figure 5.1



userservice

ถึง:

ส่วนนำเสนอ:

ส่วนนำเสนอ:

พ. 2/2/2024 14:39

Dear

This is to inform that your beamtime has been allocated at BL1.3W: SAXS according to the following details:

No.	ID	Beamline No.	Project Title	Principle investigator	Affiliation	Allocation date (d/m/y)	Beamtime Schedule		Participants
							(Shift A)	(Shift B)	
1		BL1.3W: SAXS						-	

Due to the limited beamtime availability and the high number of beamtime proposals submitted for the beamtime service, the allocated shifts may not be as requested. Please consider amending the experimental plan accordingly.

Instruction for SLRI users

1. Confirmation of Beamtime Allocation: Please confirm your allocated date and time via email at userservice@slri.or.th by 07 February 2024 (within three days of receiving this email). Failure to confirm will result in the cancellation of your beamtime and facility access.

2. List of Participants: Provide the name(s), email address(es), and telephone number(s) of all team members who will be conducting experiments at SLRI *here* Submit this information in the "List of Participants Who Will Perform Experiments" at least three days before your arrival at SLRI. After the deadline, adding participants will not be possible, and those not listed in the project will not have access to SLRI services.

3. New User Registration: If you are a new user, please register as an SLRI member *here*.

4. Safety Training for New Users:

4.1. All new users must complete and pass the Online Safety Training for SLRI users at least three days before arriving at SLRI for your beamtime project.

4.2. Access the Online Safety Training through your log-in account *here*. Click *"Online Safety Training"* on the left menu bar. Alternatively, go to your log-in account *here* and select *"FOR SLRI USER"*. Click *"Course for user"* and then *"SAFETY TRAINING FOR SLRI USERS"*.

4.3. Your Safety Training Certificate for SLRI Users will be issued upon successful completion of the Safety Training. Please present your certificate upon arrival at SLRI to receive necessary equipment such as the User Access Card and Personal Radiation Dosimeter before entering the experimental hall.

5. Safety Training Certificate Validity: The Safety Training Certificate is valid for one year from the date of issue. Users with a valid certificate are exempt from repeating the safety training.

6. Access to Experimental Hall: Enter to the experimental hall is strictly prohibited if Safety Training has not been completed in advance or if the user cannot present a valid Safety Training Certificate. Individuals without an access card and a personal radiation dosimeter are strictly prohibited to access the experimental hall.

7. Sample List Editing: If you need to edit your sample list (add, change, or remove items), please use this form *here* and send it to the User Service Section (userservice@slri.or.th) at least seven days before your scheduled arrival at SLRI.

8. Contact Information on Arrival (Office Hours): Upon arrival at SLRI during office hours (08:30 a.m. – 04:30 p.m., Monday to Friday), you will receive a welcome pack (SLRI User Agreement and Safety Approval Form, Access Card, and Personal Radiation Dosimeter) at the User Service Office. The security officer can assist in guiding you to the User Service Office.

9. Out-of-Office-Time Access: Users allocated beamtime on weekends, holidays, or outside of regular office hours (after 4:30 p.m.) can collect their welcome pack from the security officer. Please complete the necessary documents and return them to the security officer. Your Local Contact (LC) will meet you to guide you to SPL for conducting your experiment.

If you have other question please contact, User Service Officer, Miss Sarintorn Tonghom Email: sarintorn@slri.or.th

We are looking forward to welcoming you at SLRI.

Beamtime Allocation document download : Click here

Note:

- Beamtime Allocation for *Shift A is between 08.45 – 20.00, **Shift B is between 20.45 – 08.00.

Yours sincerely,
Thakonwat Chanwattana, DPhil
Head, User Service Section

Figure 5.1 E-mail notifying beamtime allocation

2. The user is able to see the information through the beamtime application system as shown in Figure 5.2.

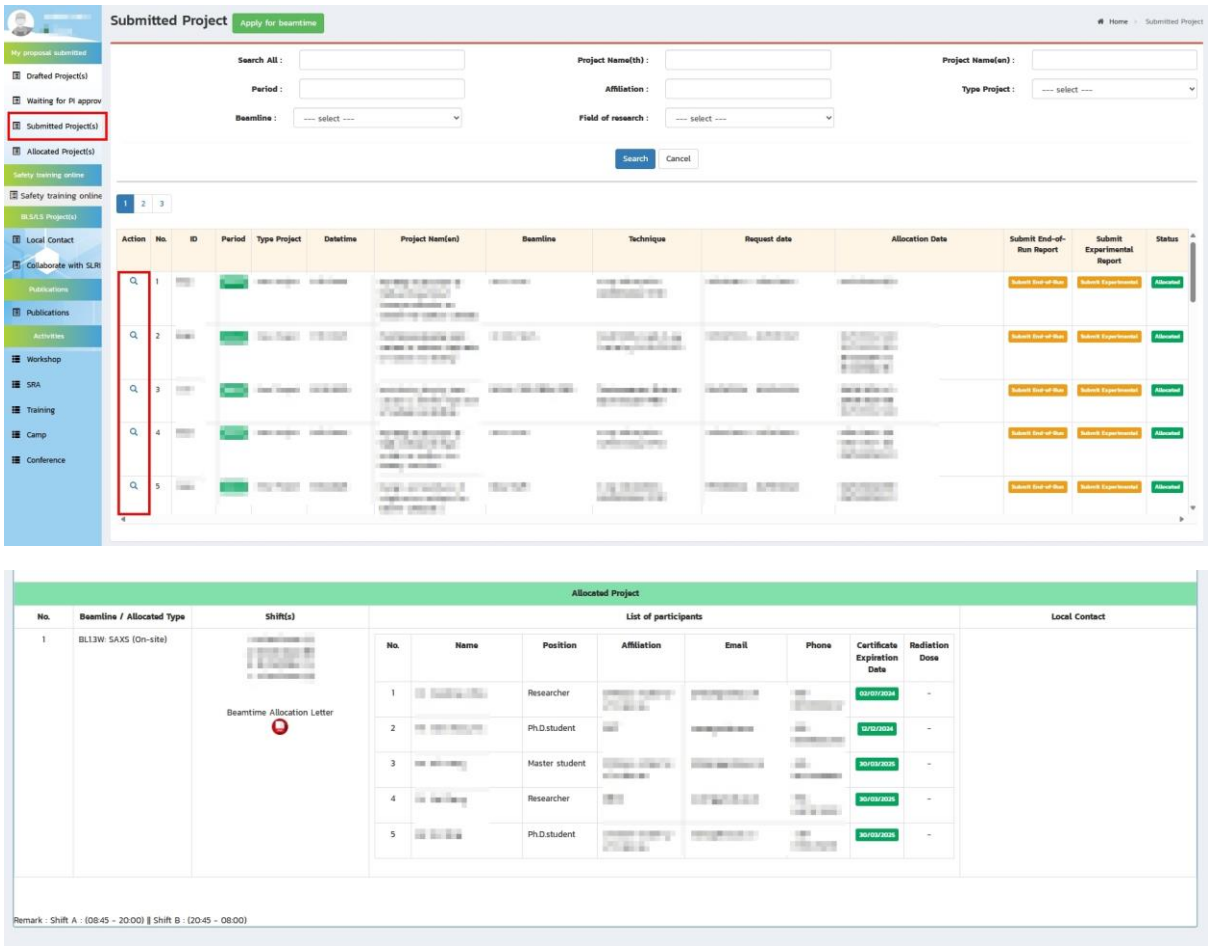
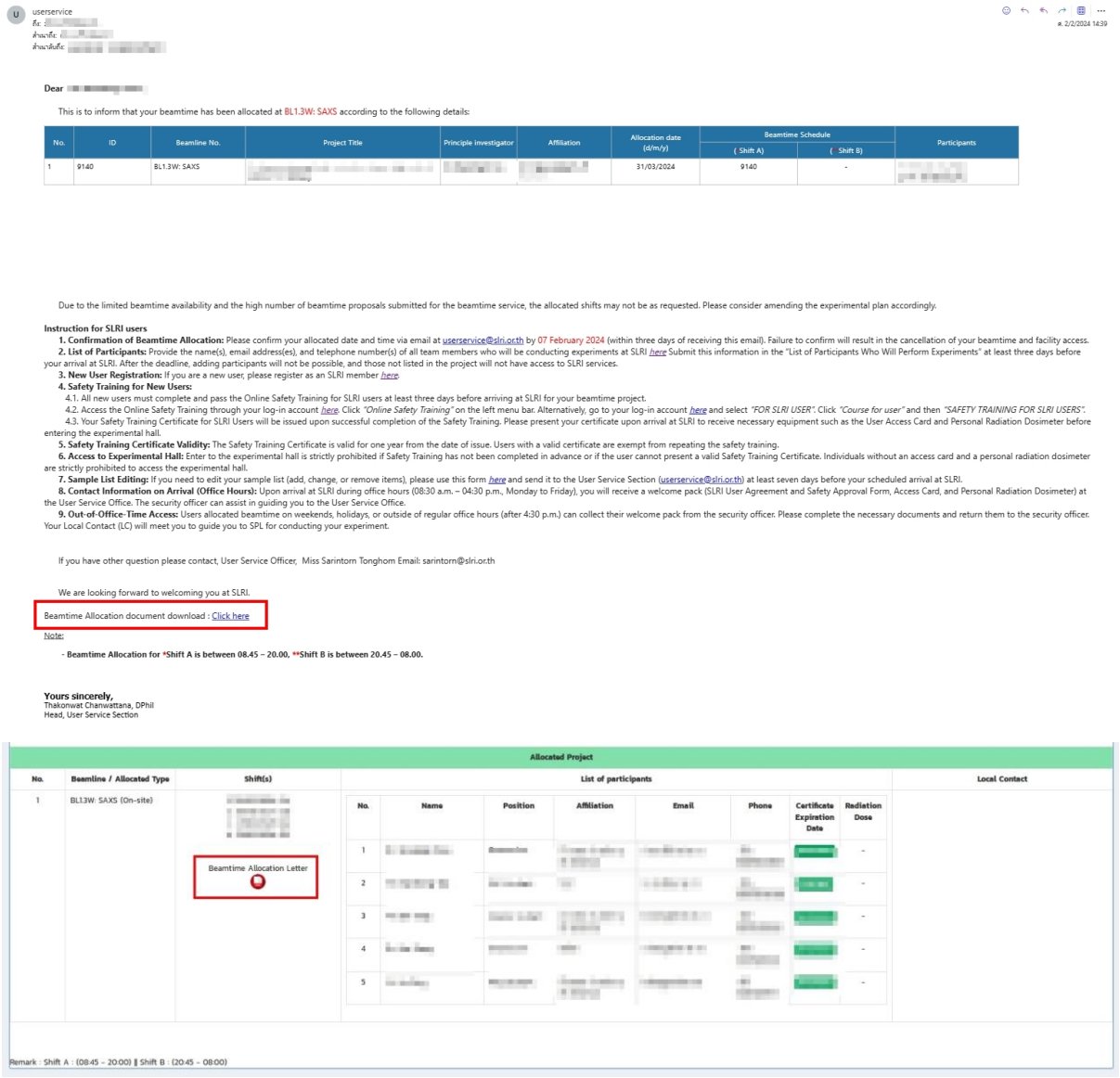


Figure 5.2 Beamtime allocation information in the system

5.2 In the case of requesting an acknowledgment letter requesting the use of synchrotron light services. The users are able to download from two ways:

1. a link sent via e-mail

2. Download through the system page as shown in Figure 5.3.



userservice

Dear

This is to inform that your beamtime has been allocated at BL1.3W: SAXS according to the following details:

No.	ID	Beamline No.	Project Title	Principle investigator	Affiliation	Allocation date (d/m/y)	Beamtime Schedule		Participants
							(Shift A)	(Shift B)	
1	9140	BL1.3W: SAXS				31/03/2024	9140	-	

Due to the limited beamtime availability and the high number of beamtime proposals submitted for the beamtime service, the allocated shifts may not be as requested. Please consider amending the experimental plan accordingly.

Instruction for SLRI users

1. Confirmation of Beamtime Allocation: Please confirm your allocated date and time via email at userservice@slri.or.th by 07 February 2024 (within three days of receiving this email). Failure to confirm will result in the cancellation of your beamtime and facility access.
2. List of Participants: Provide the name(s), email address(es), and telephone number(s) of all team members who will be conducting experiments at SLRI here Submit this information in the "List of Participants Who Will Perform Experiments" at least three days before your arrival at SLRI. After the deadline, adding participants will not be possible, and those not listed in the project will not have access to SLRI services.
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4.1. All new users must complete and pass the Online Safety Training for SLRI users at least three days before arriving at SLRI for your beamtime project.
4.2. Access the Online Safety Training through your log-in account here. Click *"Online Safety Training"* on the left menu bar. Alternatively, go to your log-in account here and select *"FOR SLRI USER"*. Click *"Course for user"* and then *"SAFETY TRAINING FOR SLRI USERS"*.
4.3. Your Safety Training Certificate for SLRI Users will be issued upon successful completion of the Safety Training. Please present your certificate upon arrival at SLRI to receive necessary equipment such as the User Access Card and Personal Radiation Dosimeter before entering the experimental hall.
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6. Access to Experimental Hall: Enter to the experimental hall is strictly prohibited if Safety Training has not been completed in advance or if the user cannot present a valid Safety Training Certificate. Individuals without an access card and a personal radiation dosimeter are strictly prohibited to access the experimental hall.
7. Sample List Editing: If you need to edit your sample list (add, change, or remove items), please use this form here and send it to the User Service Section (userservice@slri.or.th) at least seven days before your scheduled arrival at SLRI.
8. Contact Information on Arrival (Office Hours): Upon arrival at SLRI during office hours (08:30 a.m. – 04:30 p.m., Monday to Friday), you will receive a welcome pack (SLRI User Agreement and Safety Approval Form, Access Card, and Personal Radiation Dosimeter) at the User Service Office. The security officer can assist in guiding you to the User Service Office.
9. Out-of-Office-Time Access: Users allocated beamtime on weekends, holidays, or outside of regular office hours (after 4:30 p.m.) can collect their welcome pack from the security officer. Please complete the necessary documents and return them to the security officer. Your Local Contact (LC) will meet you to guide you to SPL for conducting your experiment.

If you have other question please contact, User Service Officer, Miss Sarintorn Tonghom Email: sarintorn@slri.or.th

We are looking forward to welcoming you at SLRI.

Beamtime Allocation document download : Click here

Note:

- Beamtime Allocation for *Shift A is between 08.45 – 20.00, **Shift B is between 20.45 – 08.00.

Yours sincerely,
Thakonwat Chaniwattana, DPhil
Head, User Service Section

Allocated Project

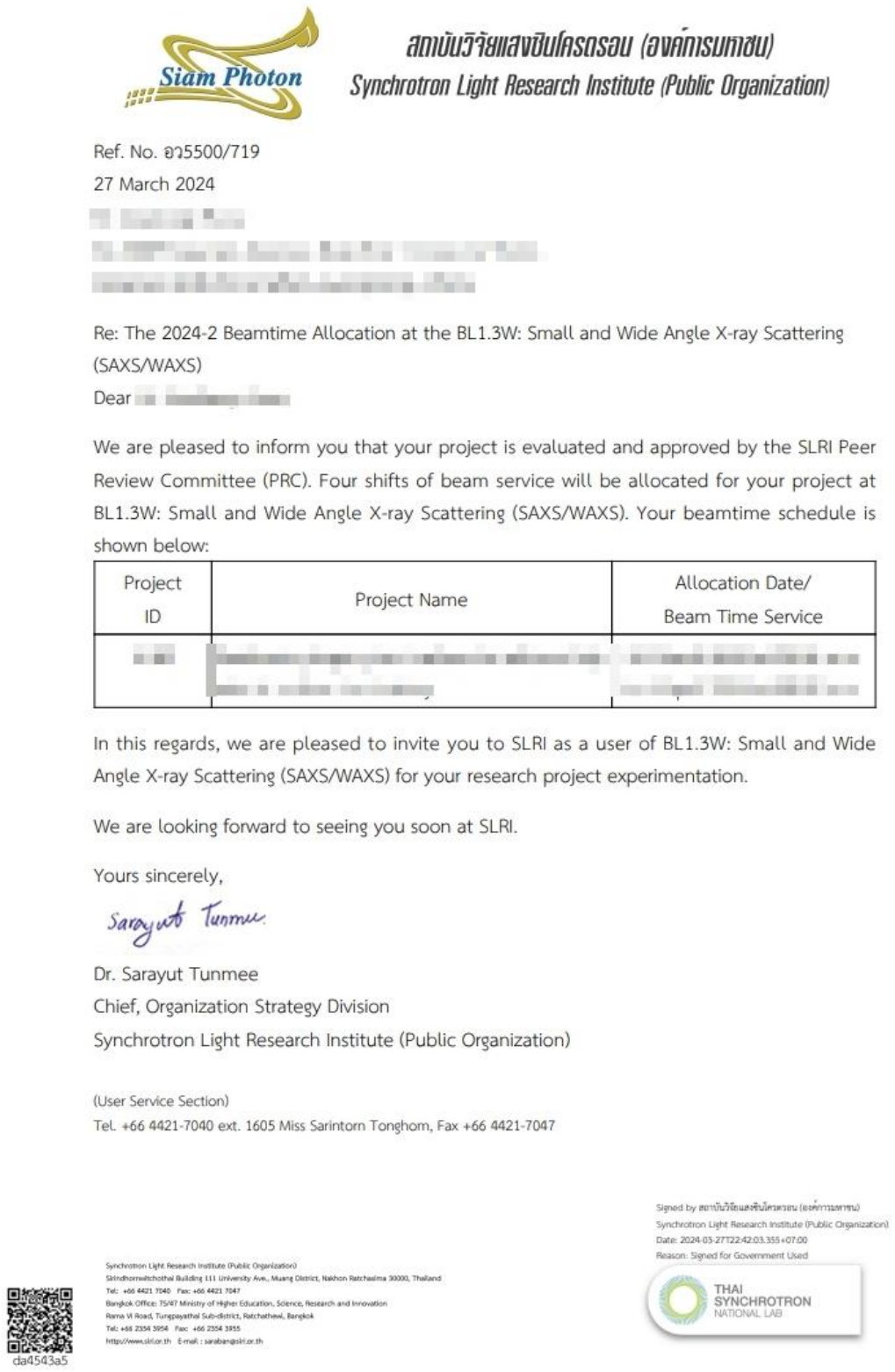
No.	Beamline / Allocated Type	Shift(s)	List of participants	Local Contact
1	BL1.3W: SAXS (On-site)	Beamtime Allocation Letter		

No.	Name	Position	Affiliation	Email	Phone	Certificate Expiration Date	Radiation Dose
1							-
2							-
3							-
4							-
5							-

Remark : Shift A : (08:45 – 20:00) || Shift B : (20:45 – 08:00)

Figure 5.1 Download an acknowledgment letter for synchrotron light service.

5.3 The example of e-document for beamtime allocation confirmation letter as shown in figure 5.4.



สถาบันวิจัยแสงซินโครตรอน (องค์การมหาชน)
Synchrotron Light Research Institute (Public Organization)

Ref. No. อว5500/719
27 March 2024

Re: The 2024-2 Beamtime Allocation at the BL1.3W: Small and Wide Angle X-ray Scattering (SAXS/WAXS)
Dear

We are pleased to inform you that your project is evaluated and approved by the SLRI Peer Review Committee (PRC). Four shifts of beam service will be allocated for your project at BL1.3W: Small and Wide Angle X-ray Scattering (SAXS/WAXS). Your beamtime schedule is shown below:

Project ID	Project Name	Allocation Date/ Beam Time Service

In this regards, we are pleased to invite you to SLRI as a user of BL1.3W: Small and Wide Angle X-ray Scattering (SAXS/WAXS) for your research project experimentation.

We are looking forward to seeing you soon at SLRI.

Yours sincerely,

Dr. Sarayut Tunmee
Chief, Organization Strategy Division
Synchrotron Light Research Institute (Public Organization)

(User Service Section)
Tel. +66 4421-7040 ext. 1605 Miss Sarintorn Tonghom, Fax +66 4421-7047

Synchrotron Light Research Institute (Public Organization)
111 University Ave., Muang District, Nakhon Ratchasima 30000, Thailand
Tel: +66 4421 7040 Fax: +66 4421 7047
Bangkok Office: 75/47 Ministry of Higher Education, Science, Research and Innovation
Rama VI Road, Tungpayathai Sub-district, Ratchathewi, Bangkok
Tel: +66 2354 3954 Fax: +66 2354 3955
http://www.slri.or.th E-mail : sarabian@slri.or.th

Signed by สถาบันวิจัยแสงซินโครตรอน (องค์การมหาชน)
Synchrotron Light Research Institute (Public Organization)
Date: 2024-03-27T22:42:03.355+07:00
Reason: Signed for Government Used

THAI SYNCHROTRON NATIONAL LAB

da4543a5

Figure 5.2 The example of e-document for acknowledgment letter