

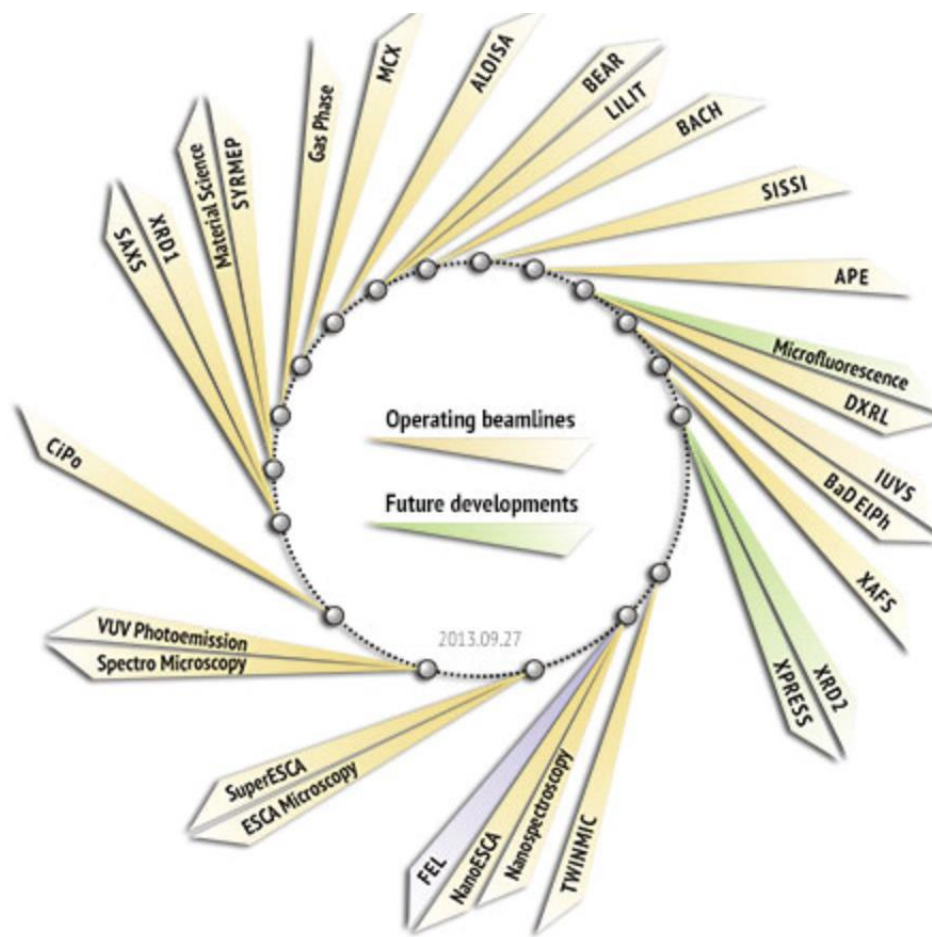


Elettra Sincrotrone Trieste

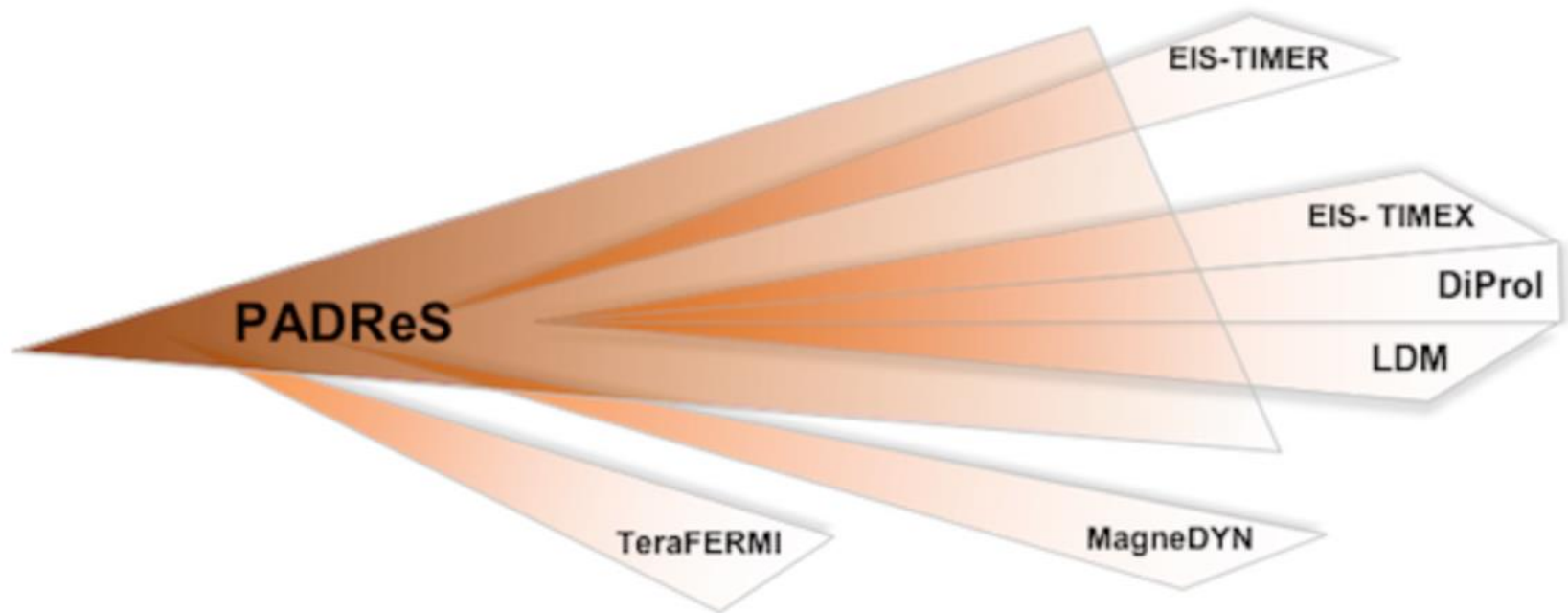
# Elettra – Sincrotrone Trieste



# 24 Elettra Beamlines



# 3 FERMI Beamlines





Elettra Sincrotrone Trieste

# Elettra Users' Office

Permanent Staff from 1994:

Michela Bassanese

Letizia Pierandrei

*[useroffice@elettra.eu](mailto:useroffice@elettra.eu)*

# Main activities

- Handling the proposal submission process for Elettra and FERMI
- Handling access requests of users, collaborators, Elettra partners
- Interface between Elettra and users
- Organization of users (access, travel, accommodation), under national and international support projects. In collaboration with Elettra Travel Office
- Organization of meetings and workshops

# VUO - Virtual Unified Office

- Oracle database conceived by Roberto Pugliese and the Users' Office in 1997, operative from 1998. Originally “Virtual User Office”
- Presently managed and developed by Fulvio Bille' and Michele Turcinovich

# VUO – Main page



**VUO** - Virtual Unified Office

**My VUO**

**Scientific VUO**

**Enterprise VUO**

**Ceric**

## Login

Username:   
Password:

[\(Login\)](#)

Indicate as username your identification code (USER ID) or **your e-mail** and the password (for Sincrotrone Trieste users it is valid also the password used for the e-mail system [Marconi](#)).

Umbrella System: [login](#)

## Lost password

If you are already registered but **you don't remember your identification code (USER ID) and/or password** please don't try to register again but click [here](#) to retrieve the lost information via e-mail.

## Registration

If you are a **new user** [select this link](#) and go on with your registration. You will receive as soon as possible an identification code and a password.

## Visits to the Elettra laboratory

If you are planning a visit to our laboratory just click [here](#) and fill the form. You will be contacted by our visitors office.  
Se intendi pianificare una visita al nostro laboratorio seleziona [questo link](#) ed inserisci i dati della tua richiesta. Sarai contattato dal nostro "Ufficio visite" quanto prima.  
Our visits [statistics](#)

## Strategic committee agenda

Show here the [year planning](#) of the Strategic Committee (*Restricted access*)

## Resource booking

Show here a [calendar](#) of the usage of the meeting rooms of the Elettra site.  
To book an event you must login in the VUO using username and password as indicated in the «Login» section.

## Calendar

For details on Beamtime Allocation Calendar have a look to [Elettra](#) or [FERMI](#) Calendars.

## Seminars

Forthcoming [seminars@Elettra](#)  
Forthcoming [seminars@TASC](#)

## Elettra Library

Search [here](#) for Books & CDs in the Elettra Library.

## Publication Search & Submittal

Please note that all publications resulting from measurement runs or research done at Elettra must be entered into the Elettra Publication Database.

Authors are invited to complete the [Elettra Publication Search and Submittal Form](#) online for each contribution, i.e., journal article, conference presentation, book or book chapter, thesis, contributed news articles, internal staff reports, general Elettra publications, brochures, etc.

Only published contributions should be submitted using this form.

## Frequently Asked Questions

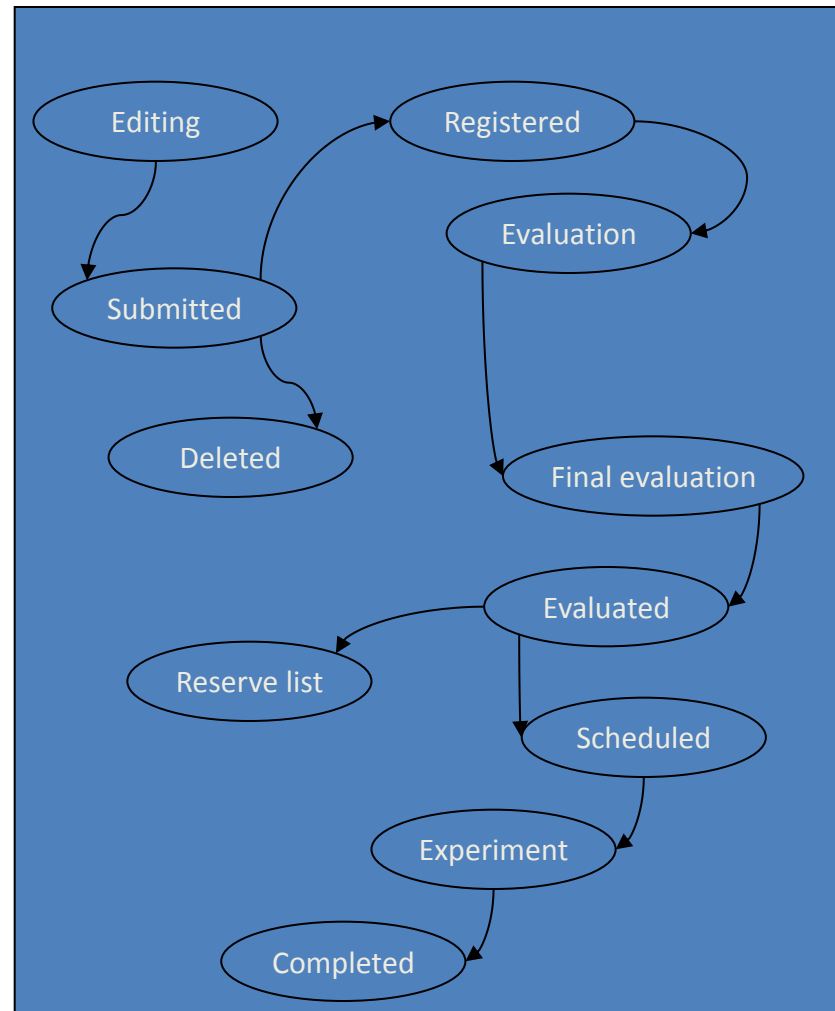
In case of problems or malfunctions check first if you are using a correct version of the browser (Mozilla 1.0, Netscape 6 or Internet Explorer 5.5 or above with javascript enabled).

For any further enquiry please, have a look to the [VUO FAQ page](#).



# Proposals: workflow

- User registration
- Proposal submission
- Proposal validation
- Technical feasibility
- Scientific evaluation
- Scheduling
- Closing (experimental report)



# User registration

- VUO main page:



**VUO** - Virtual Unified Office

## VUO - Welcome to the Virtual Unified Office

- The next deadline for submission of proposals for beamtime allocation from July 1st, 2014 to December 31st, 2014 is: Monday, March 17th, 2014 at 4:30 pm (MET)

### Login

Username:  [\[Login\]](#)  
Password:

Indicate as username your identification code (USER ID) or **your e-mail** and the password (for Sincrotrone Trieste users it is valid also the password used for the e-mail system [Marconi](#)).

### Lost password

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### Seminars

Forthcoming [seminars@Elettra](#)

Forthcoming [seminars@TASC](#)

### Elettra Library

Search [here](#) for Books & CDs in the Elettra Library.

### Publication Search & Submittal

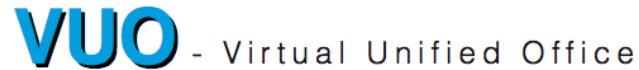
Please note that all publications resulting from measurement runs or research done at Elettra must be entered into the Elettra Publication Database.

Authors are invited to complete the [Elettra Publication Search and Submittal Form](#) online for each contribution, i.e., journal article, conference presentation, book or book chapter, thesis, contributed news articles, internal staff reports, general Elettra publications, brochures, etc.

Only published contributions should be submitted using this form.

# User registration

- Privacy: italian law requirements



## VVO - Register user privacy

### PRIVACY NOTICE

- 1. With reference to your registration as user of Elettra, and according to art. 13 of Legislative Decree 196/03, we inform you that:
  - a) Personal data regarding you will be necessary for the management of your activity as user of our facility.
    - i) In particular the Users Office and the Proposal Review Panel will use your personal data during the proposal review process.
    - ii) Your data will be used for mailing purposes related to the "Call for Proposals" and to other communications about Elettra.
    - iii) If you present a proposal requesting financial support from the European Commission or through the ICTP-Elettra Users Programme, your personal data will be sent to the financing institution for the reimbursement procedure as well as for the periodic reports of the access programme.
  - b) Personal data abovementioned will be processed:
    - i) Manually and electronically.
    - ii) By authorized, identified and trained personnel.
- 2. The holder of the data processing is Sincrotrone Trieste S.C.p.A., represented by Dr. Alfonso Franciosi. The list of the responsible persons of the data processing is available by "Direzione Generale" of Sincrotrone Trieste S.C.p.A.
- 3. We also inform you that art. 7 of the decree grants you specific rights. Particularly, you could obtain from the holder or from the responsible persons the confirmation about the existence or not of your data and the communication of them in an intelligible way; the origin of the data; the reasons and the purposes of the data processing; the names of the holder and the responsible persons; the deletion; the anonymous conversion of the data or the blocking of the processing done in breach of the law; the updating; the amendment or, if necessary, the integration of the data; finally, you could oppose by notice in writing to the data processing for lawful reasons.

[\[Accept\]](#) [\[Reject\]](#)

# User registration

- Activation of the account:
- Dear User,
- You are successfully registered to the Elettra Virtual Unified Office.
- To enable your account please click the following link:
- [http://vuo.elettra.eu/pls/vuo/guest.enable\\_account?...](http://vuo.elettra.eu/pls/vuo/guest.enable_account?...)
- Best regards
- Users' Office

# Proposals Type

## Normal and Long Term Proposals

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**Normal** proposals last for one semester. The number of shifts requested by the user are allocated in the semester consecutive to the call for proposals.

In **Long term** proposals, the number of shifts requested by the user are allocated over a two-year (4 semesters) period. Elettra accepts a limited number of long term projects. When submitting a proposal, please take care to select either the "normal" or "long term project" checkbox.

FERMI presently does not accept this kind of proposals.

A long term project implies that a complex piece of equipment (such as an entire experimental station or a specific sample environment setup) which takes a long time to assemble and dismount is to be transferred to Elettra for the project. During the two-year period, the instruments will be available also to other users.

Proposals for long term projects will be judged as such on the basis of the above definition by the review committee, together with their scientific merit.

Proponents awarded long term status will not be required to submit new proposals relating to the project every six months; however, an interim report after the first year of the project will be required.

*Note:* Requests for beamtime are based on 8 hours shifts. Although the Storage Ring operates 24 hours per day, Elettra assistance to Users is assured during the two daytime shifts (7:00 am - 23 pm).

# Deadlines for proposals submission

## How to submit a proposal

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### Elettra deadlines:

#### March 17th, 2014

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for proposals eligible for the user period starting from July 1st to December 31st, 2014;

#### September 15th, 2014

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for proposals eligible for the user period starting from January 1st to June 30th, 2015.

#### Protein Crystallography

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Proposals can be submitted **anytime**, there is no deadline for the submission and evaluation is monthly.

### FERMI deadlines:

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#### December 21<sup>st</sup>, 2014

Submission is open starting from October 7<sup>th</sup>, 2014.

This is the fourth call for users experiments at the FEL1 and FEL2 of the FERMI free electron laser.

# Submission of a proposal

## Your proposals

[Submit](#) a proposal for Protein Crystallography ([more info](#))

Proposal for Protein Crystallography [still in editing](#)

[Submit a new proposal](#) (Elettra/FERMI)

[Re-submit](#) a proposal

[Edit](#) a partially complete proposal

[Already submitted](#) proposals

[BEST](#) (BEam time SaTisfaction)

[Achievements](#) on a past proposal.

*A brief textual report of the experiment results. This information is necessary for EU supported proposals and also to submit the "Experimental report"*

[Experimental report](#) on a past proposal.

*More detailed information about experiment results in rtf/pdf formats.  
(This report will be used for evaluating future proposals)*

# Submission of a proposal

Add Proposal	
Proposal Title	<input type="text"/>
Proposal Objectives ( <i>min 30 characters</i> <i>max 3000 characters</i> )	<input type="text"/>
<b>Proposal Category</b>	
<i>'Commercial beamtime' will be subject to charge, will be considered confidential and will not be evaluated by the Review Committee.</i>	
User Category	<input type="text" value="General user"/>
<i>For purely statistical purposes please specify if your research is done in collaboration with industrial companies</i> Collaboration with Industry	<input type="checkbox"/>
<i>Check the box below if you require travel support through the ICTP-Elettra Users Programme (for scientists from developing countries)</i> ICTP-Elettra Users Programme Support Requested	<input type="checkbox"/>
Proposal Category	<input type="text" value="New"/>
<i>In case of continuation or resubmission please specify your</i> Previous Proposal Number	<input type="text"/>
<i>European Union statistics information:</i> Discipline	<input type="text"/>
Specific discipline	<input type="text"/>
<b>Experimental Requirements</b>	
<i>Please select the desired photon beam parameter (<a href="#">Photon beam parameters</a>)</i>	
Photon beam parameters	<input type="text"/>
Beamline Required	<input type="text"/>
<i>Please specify the total number of shifts required (1 shift is 8 hours); If this is a Long Term proposal you have to specify the number of shifts required <u>for this semester</u>.</i>	
Shifts Required	<input type="text" value="0"/>
<b>Proposal Category</b>	
<i>Please select accurately this field because the 'Research Area' determine also the scientific committee that will evaluate your proposal</i>	
Research Area	<input type="text"/>
<b>Experimental Requirements</b>	



# Workflow and feedback

## VUO - Workflow

as: Michela BASSANESE (586) - [\[Logout\]](#)

[Crea](#)

[Workflows/](#)

### Workflow Functions

#### End of Proposal Submission Phase

*The proposals still in "Editing" will be marked:*

- "Submitted" if correct/complete;
- "Deleted" if incorrect/incomplete.

*Submitted proposals will be Registered.*

*Send e-mail to all proposer to notify the submission or deletion of proposal.*

[Elettra](#) [FERM](#)

#### Purge the deleted proposals

*The previous workflow function marks temporarily as "Deleted" the inconsistent proposals.*

*This procedure allow to purge the proposals marked as "Deleted".*

[Elettra](#) [FERM](#)

#### End of Proposal Registration Phase

*"Registered" proposals will go to the Technical Evaluation phase.*

[Elettra](#) [FERM](#)

#### End of Technical Evaluation Phase

*Add a default technical evaluation on proposals that don't have one.*

*Technically evaluated proposals will go to the Scientific/Final Evaluation phase.*

[Elettra](#) [FERM](#)

#### End of Final Evaluation Phase

*After some check the Final Evaluation [status,shifts,beamline] will be applied to the Proposal.*

*Scientifically evaluated proposals will marked as "Evaluated".*

[Elettra](#) [FERM](#)

#### End of semester

*"Scheduled" proposals will be marked as "Completed".*

*Long term proposals older than 4 semester will be marked as "Completed".*

*"Not allocated" and "Evaluated" proposals will be marked as "Rejected".*

[Elettra](#) [FERM](#)

# Technical evaluation

- Technical evaluations are performed by BL Coordinators
- The evaluation considers if the experiment is feasible or not, and if the amount of time requested is appropriate.
- Comments are requested to help scientific reviewers

# BL Coordinator access

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*Publications:* [258](#) (258 validated/0 submitted)

[All proposals](#) for this beamline.

Proposals [in technical evaluation](#) for this beamline.

Proposals [to be scheduled](#) for this beamline.

[Already scheduled proposals](#) for this beamline.

[Browse or modify the calendar](#) for this beamline.

Show the [beamtime distributor](#) for this beamline.

[Access requests](#) for this beamline.

[Proposals vs Countries statistics](#) for this beamline.

# Scientific evaluation

- Two reviews per proposal
- Reviewers define a quality ranking
- Feedback comments help users for writing new successful proposals
- Top quality proposals are scheduled
- Not successful users are informed

# Elettra Review Panel

## Elettra Proposal Review Panel:



# FERMI Review Panel

## FERMI Proposal Review Panel

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### Fermi Proposal Review Panel

**Janos Kirz (Chairman)**

**Graeme R Morrison**

**Charles Shank**

**Svante Svensson**

**Kiyoshi Ueda**

**Ivan Vartanians**

**Wilfried Wurth**

**Janos Kirz**

**Jan Luning**

**Carlo Mariani**

**Paolo Mariani**

**Serguei Molodtsov**

**Maurizio Benfatto**

**John Bozek**

**Majed Chergul**

**Hermann Duerr**

**Wolfgang Eberhardt**

**Steven L. Johnson**

# Proposal Reviewer access

## **Proposal Review Panel "H"** **Condensed matter - Electronic and Magnetic Structure**

1. Access online details of [all previous proposals](#) submitted to this committee.
2. Access online details of [new proposals to be evaluated](#) by this committee.
3. Download a [summary list of new proposals](#) submitted to this committee, in Excel ([csv](#)) format.
4. Download a [PDF file of new proposals](#) to be evaluated by this committee.
5. [Assign](#) the proposals to the reviewers.
6. Enter [scientific evaluations](#) for new proposals submitted to this committee.
7. Enter [final evaluations](#) for new proposals submitted to this committee.
8. Download the [report of scientific evaluations of new proposals](#) by this committee, in Excel ([csv](#)) format.
9. Download the [report of final evaluations with concatenate comment](#) by this committee, in Excel ([csv](#)) format.
10. [Upload a file of Scientific evaluations](#) containing an edited version of the Reviewers' comments.  
***File must be saved using the format "Text (tab delimited)".***  
*Only the Reviewers comments in this file, in the column headed "Final Comment", will be updated on the VUO.*
11. [Show statistics of reviewer statistic scores](#)

# Calendar

[<<Previous trimester](#)

ALOISA

[Next trimester>>](#)

January 2014					February 2014					March 2014				
Day	Mode	M	L	N	Day	Mode	M	L	N	Day	Mode	M	L	N
1					1	2.0				1				
2					2					2				
3					3					3	2.4	20135241		
4					4	2.4				4	2.4			
5					5	2.4				5	2.4			
6					6	2.4				6	2.4			
7					7	2.4				7	2.4			
8					8	2.4				8	2.4			
9					9					9				
10					10	2.0	20135272			10				
11					11	2.0				11	2.0	20135241		
12					12	2.0				12	2.0			
13	2.4				13	2.0				13	2.0			
14	2.4				14	2.0				14	2.0			
15	2.4				15	2.0				15	2.0			
16	2.4				16	2.0				16	2.0			
17	2.4				17	2.0				17	2.0	20135248		
18	2.4				18	2.0				18	2.0			
19					19	2.0				19	2.0			
20					20					20	2.0			
21	2.0				21					21	2.0			
22	2.0				22					22	2.0			
23	2.0				23					23				
24	2.0				24					24				
25	2.0				25					25	2.0	20135248		
26	2.0				26					26	2.0			
27	2.0				27					27	2.0			
28	2.0				28					28	2.0			
29	2.0									29	2.0			



# Access requests

## New user

The first step is to [register](#) in the VUO. If you visit Elettra for the first time, you will have to complete the **safety training** on your arrival or through the VUO.

## Already registered users

Enter the [VUO](#), digit your id and password and select the proper access request type. Remember to check the proper box if you will need network access.

Users coming to Elettra for scheduled beamtime should choose the link **Access requests (only for users)** and select the proper [user type](#).

### Access requests to Elettra laboratory (ONLY FOR USERS)

You can send your access request to Elettra site via VUO interface without using paper forms. If you are an EU funded user you can also indicate additional data for reimbursement.

This link for the [access requests](#) to the Elettra laboratory is **ONLY FOR USERS**.

### Access requests to Elettra laboratory (NOT FOR USERS)

#### For:

- General users
- Italian funded users
- EU funded users

Timing for the submission of the Access request varies:

- **General Users** must submit their Access Form at least **two weeks** before the experiment.
- **Italian Funded Users** and **EU Funded Users** must submit their Access Request form at least **one month before** the experiment.
- For [other categories](#), please check.

# After the experiment: BEST

Beamline	X-RAY DIFFRACTION
Begin	27/11/2013 07:00
End	28/11/2013 07:00
Assigned shifts	3
Assigned hours	24

Beamtime data	
Setup hours	1
Usable hours	23
<b>Unusable hours</b>	0

BEam time SaTisfaction	
Accelerator reliability (i.e., was the beam delivered on schedule?)	
Score	Excellent
Accelerator reliability (i.e., was the beam delivered on schedule?)	
Comment	---
Photon beam quality (i.e., how adequate was it for your measurements?, flux stability, lifetime, etc.)	
Score	Excellent
Comment	---
Operating condition of the beamline (Instrumentation, hardware and software, optics)	
Score	Excellent
Comment	---
What upgrades or improvements do you suggest to increase beamline performance?	
Comment	---
Beamline staff support (i.e., Beamline Coordinator, Beamline Scientists)	
Score	Excellent
Comment	---
Technical and general support available (i.e., technicians, sample preparation laboratory, workshop, library)	
Score	Excellent
Comment	---

# BEST

What upgrades or improvements do you suggest to increase beamline performance?	
Comment	---
Max 300 characters	

Beamline staff support (i.e., Beamline Coordinator, Beamline Scientists)	
Score	Satisfactory
Comment	---
Max 300 characters	

Technical and general support available (i.e., technicians, sample preparation laboratory, workshop, library)	
Score	NA
Comment	---
Max 300 characters	

Support provided by the Users office	
Score	NA
Comment	---
Max 300 characters	

Logistic support available (canteen, hotels, transportation)	
Score	Unsatisfactory
Comment	The bus should be travel more frequently and also on Sundays
Max 300 characters	

Elettra website was clear and helpful	
Score	Satisfactory
Comment	---
Max 300 characters	

# Reporting

## Your proposals

[Submit](#) a proposal for Protein Crystallography ([more info](#))

Proposal for Protein Crystallography [still in editing](#)

FERMI:

Elettra:

[Already submitted](#) proposals

[Achievements](#) on a past proposal.

*A brief textual report of the experiment results. This information is necessary for EU supported proposals and also to submit the "Experimental report"*

[Experimental report](#) on a past proposal.

*More detailed information about experiment results in rtf/pdf formats.  
(This report will be used for evaluating future proposals)*

# Support programmes at Elettra

## Support programs and user types

With the term "**USER**" we indicate a researcher coming to Elettra for an experiment well **ranked by the Proposal Review Panel** (read more about [proposals submission](#)). Other categories are defined [here](#).

Users may benefit from partial or total reimbursement of travel and living expenses during their stay, thanks to specific programs or agreements between institutions:

### Supporto per utenti Italiani



Access request as: Italian Funded User

### European support



Access request as: European Funded User

### Indo-Italian P.o.C.



Access request as: General User

### ICTP-Elettra users program



Access request as: General User

### SISTER MAE



Access request as: General User

Please indicate your user type when completing the [access request](#). If you have doubts contact the [Users Office](#).

## EU Support

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### CALIPSO

CALIPSO (Coordinated Access to Lightsources to Promote Standards and Optimization) is the running FP7 project grouping all European synchrotrons and Free Electron Lasers ([www.calipso.wayforlight.eu](http://www.calipso.wayforlight.eu)).

It will provide a single entry point ([www.wayforlight.eu](http://www.wayforlight.eu)) for European users, networking activities for the benefit of users and industry, a detectors development initiative as well as support for EU funded experiments to more than 200 European beamlines.

The CALIPSO Transnational Access Program is offering travel and subsistence support to users considering mainly scientific merit.

The program started on June 1st, 2012 and will last until May 31st, 2015.

To check eligibility rules, click [here](#).

For further information about EU support click [here](#).

All FERMI and Elettra beamlines are part of CALIPSO. However, macromolecular crystallography proposals for beamline XRD1 can only be supported through [BioStruct-X I3](#) (see below).



**NEW!** Users can fill a [Standardized Proposal Format](#) on the [wayforlight](#) portal and finalize the submission on Elettra's VUO.

This submission route is available for ALL users, and the proposal generated through *wayforlight* will also be suitable for submission at other European facilities.

More info [here](#), or contact: [support@wayforlight.eu](mailto:support@wayforlight.eu)



### **Biostruct-X**

A new project funded by the European Commission and dedicated to Biological Structure determination at Synchrotron facilities started in September 1st, 2011.

One of the activities of the BioStruct-X project is the financial support to Transnational Users of synchrotron radiation techniques as Macromolecular Crystallography, Small Angle X-ray Scattering and X-ray Imaging, with research projects regarding the determination of structures of biological macromolecules and cellular and subcellular ultra structures . At Elettra, the beamline involved in this programme is XRD1 (X-Ray Diffraction 1).

Application for funding is done directly through BioStruct-X. For more information, visit the project's [webpage](#).

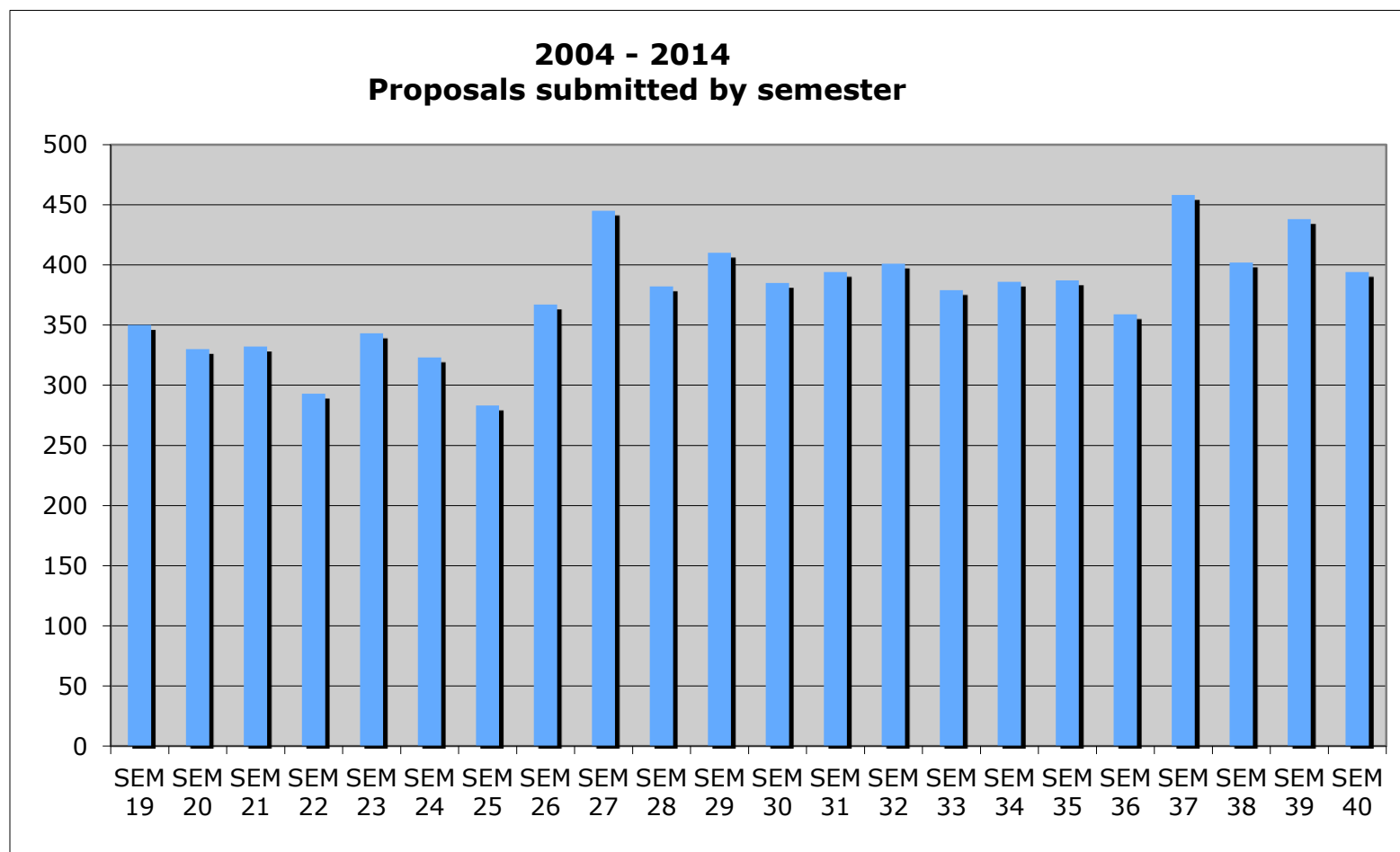
### **Acknowledgement to the EC**

For proposals allocated under Biostruct - X Project use the following acknowledgement:

*"The research leading to these results has received funding from the European Community's Seventh Framework Programme (FP7/2007-2013) under grant agreement n° 283570."*

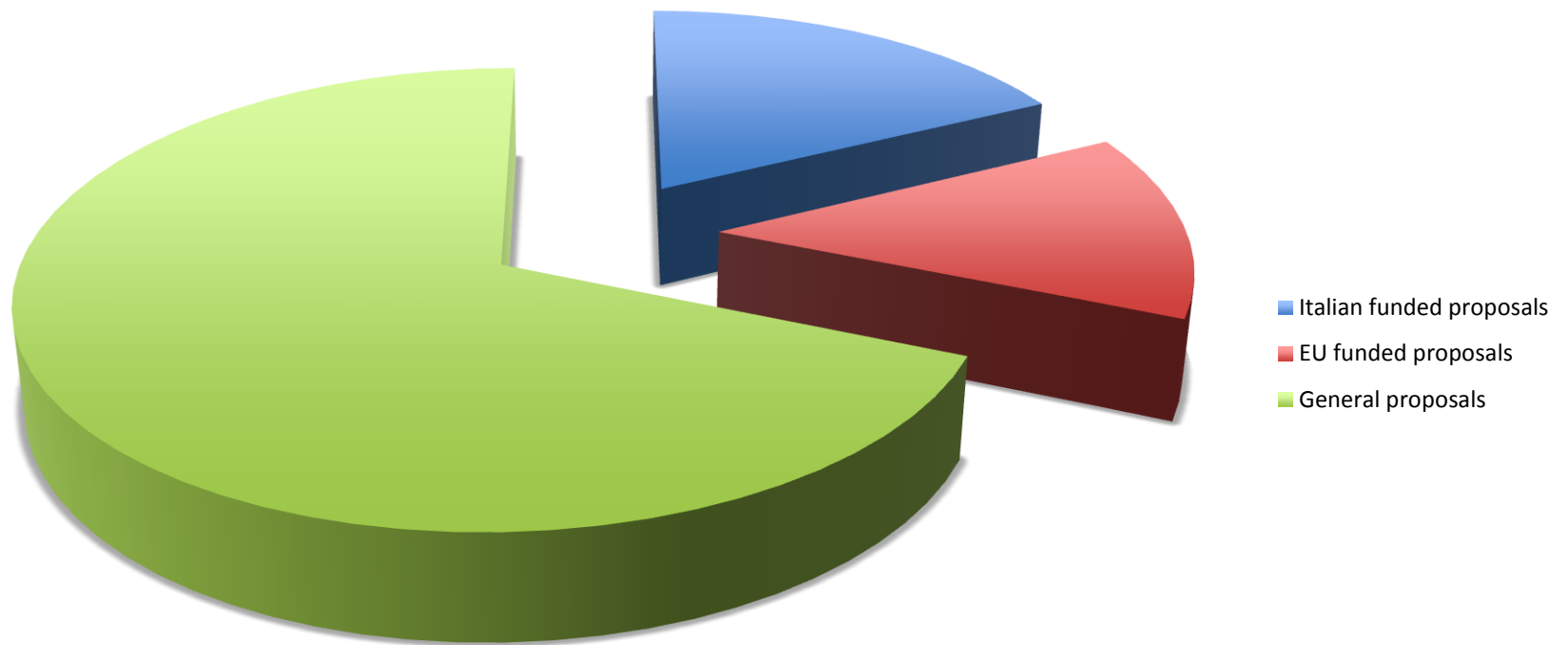


# Submitted proposals





## Allocated proposals 2013



# Thank you!

