

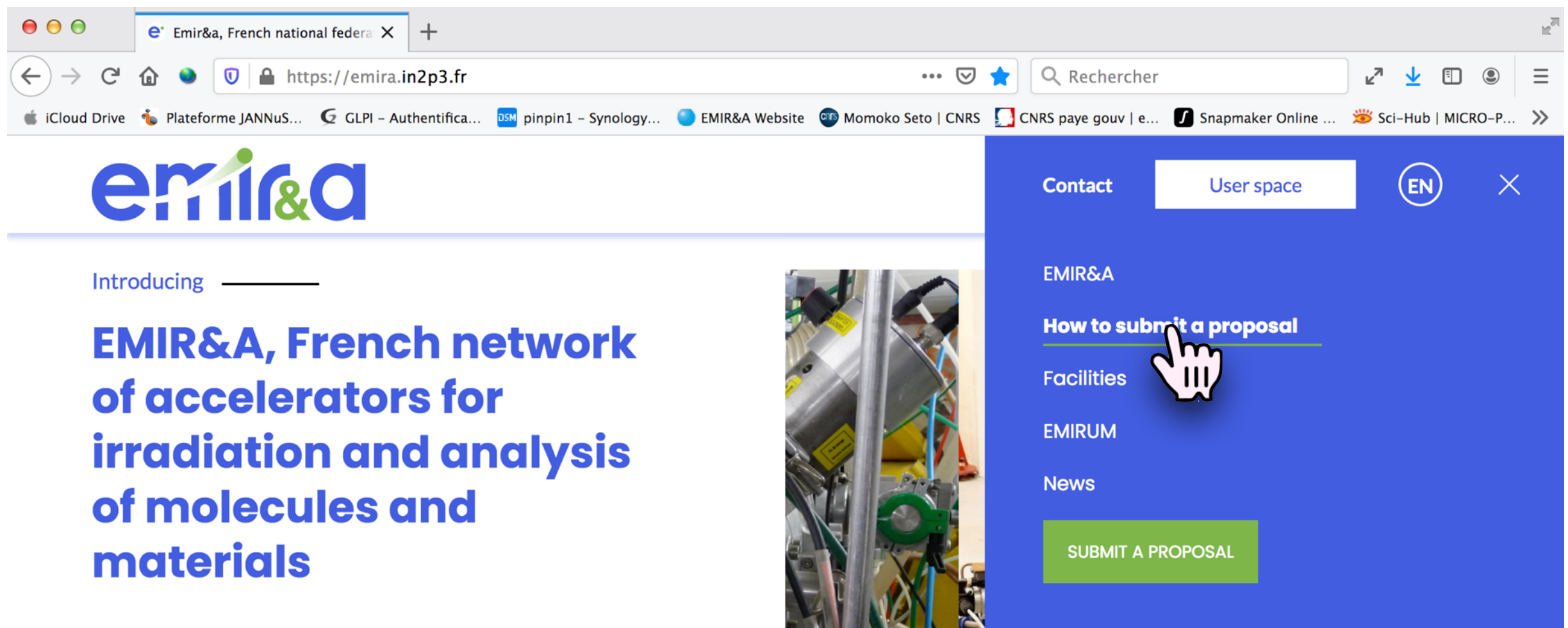
# How to submit a proposal in details:

<https://emira.in2p3.fr/>

Follow the hand : 

Step 0 :  
**Contact the Facilities you want to apply**

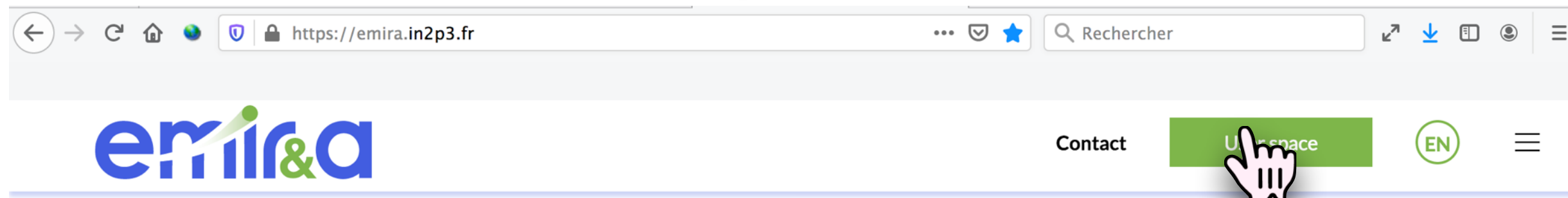
Step 1 :  
go in the « How to submit a proposal » section



The screenshot shows a web browser window with the URL <https://emira.in2p3.fr/>. The browser's address bar and tabs are visible at the top. The website's header features the **emir&a** logo on the left and navigation links for **Contact**, **User space**, and **EN** on the right. The main content area on the left includes the text "Introducing" followed by a large blue heading: **EMIR&A, French network of accelerators for irradiation and analysis of molecules and materials**. To the right of this text is a vertical image of scientific equipment. On the far right, a blue sidebar menu contains the following items: **EMIR&A**, **How to submit a proposal** (which is underlined and has a hand cursor icon pointing to it), **Facilities**, **EMIRUM**, and **News**. At the bottom of this sidebar is a green button labeled **SUBMIT A PROPOSAL**.

Step 2:

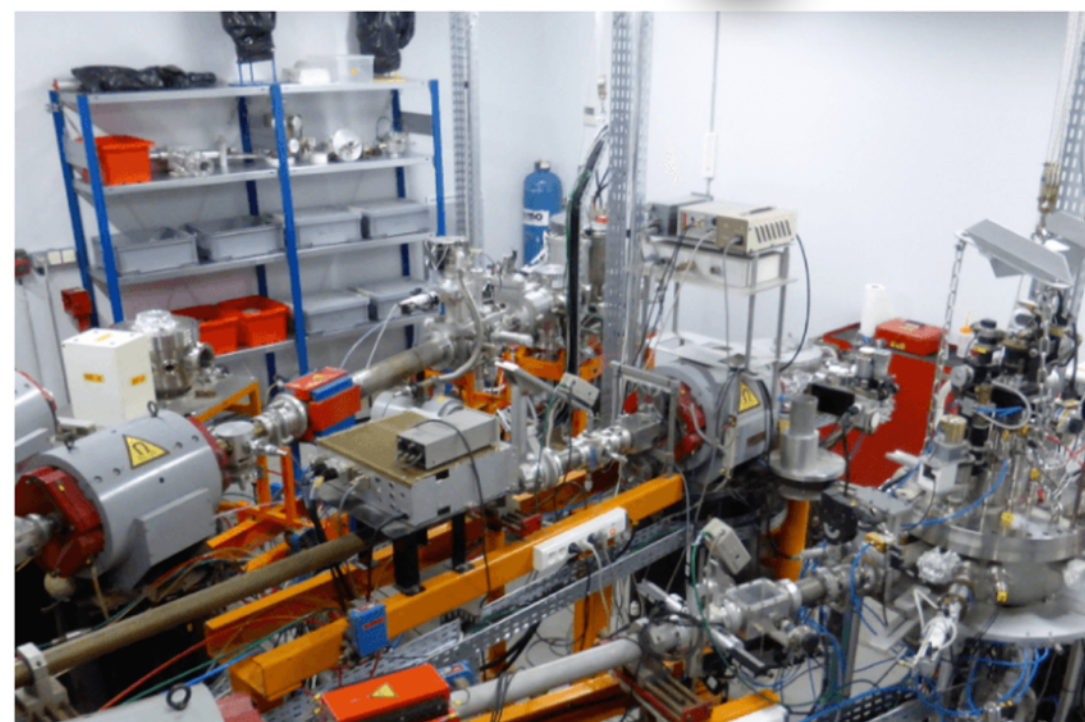
click on the top right to log in or create your EMIR&A account.



Introducing

## EMIR&A, French network of accelerators for irradiation and analysis of molecules and materials

EMIR&A is a network of facilities providing the scientific community with a set of advanced accelerators and *in situ* instruments with unique performances, dedicated to



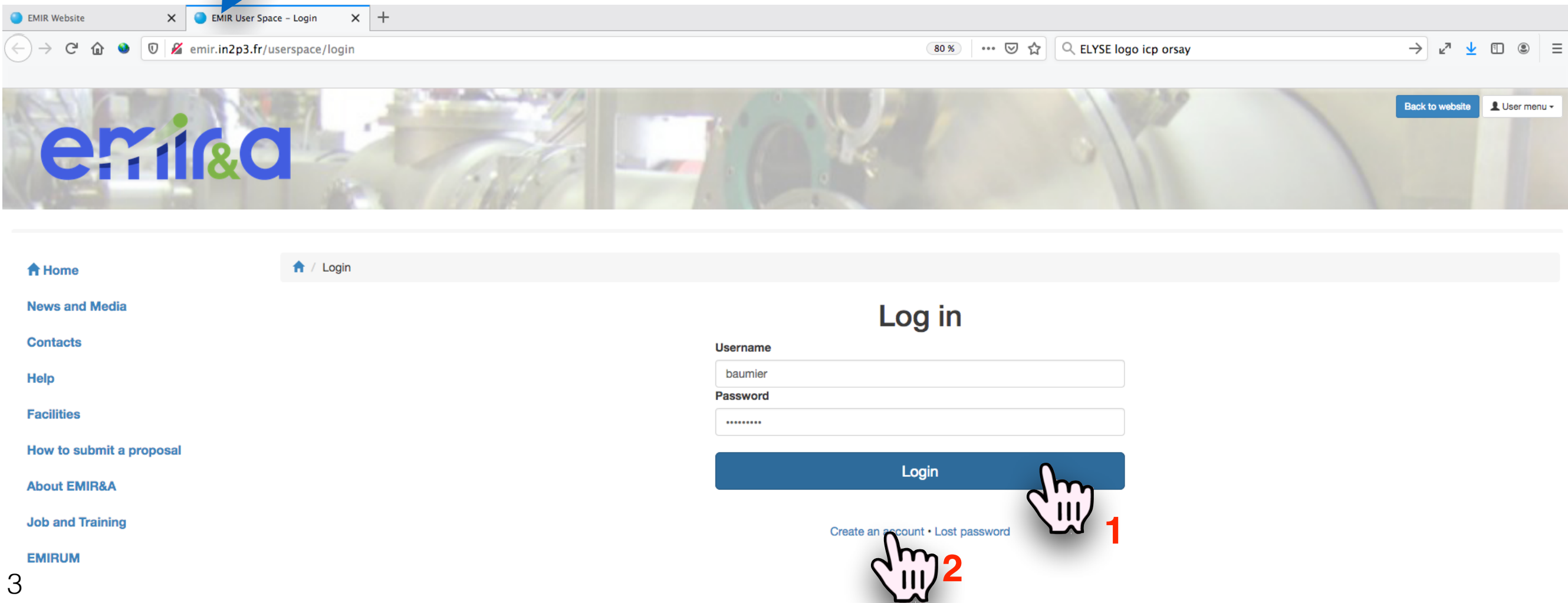
A new tab is open to pass on the EMIR&A User's space



Step 3 :

Log in **1** or creates your account **2**

**then go in you EMIR&A user space and click on « submit my proposal »**



EMIR Website x EMIR User Space - Login x +

emir.in2p3.fr/userspace/login 80 % ELYSE logo icp orsay

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## Log in

Username

baumier

Password

.....

Login

Create an account • Lost password

1

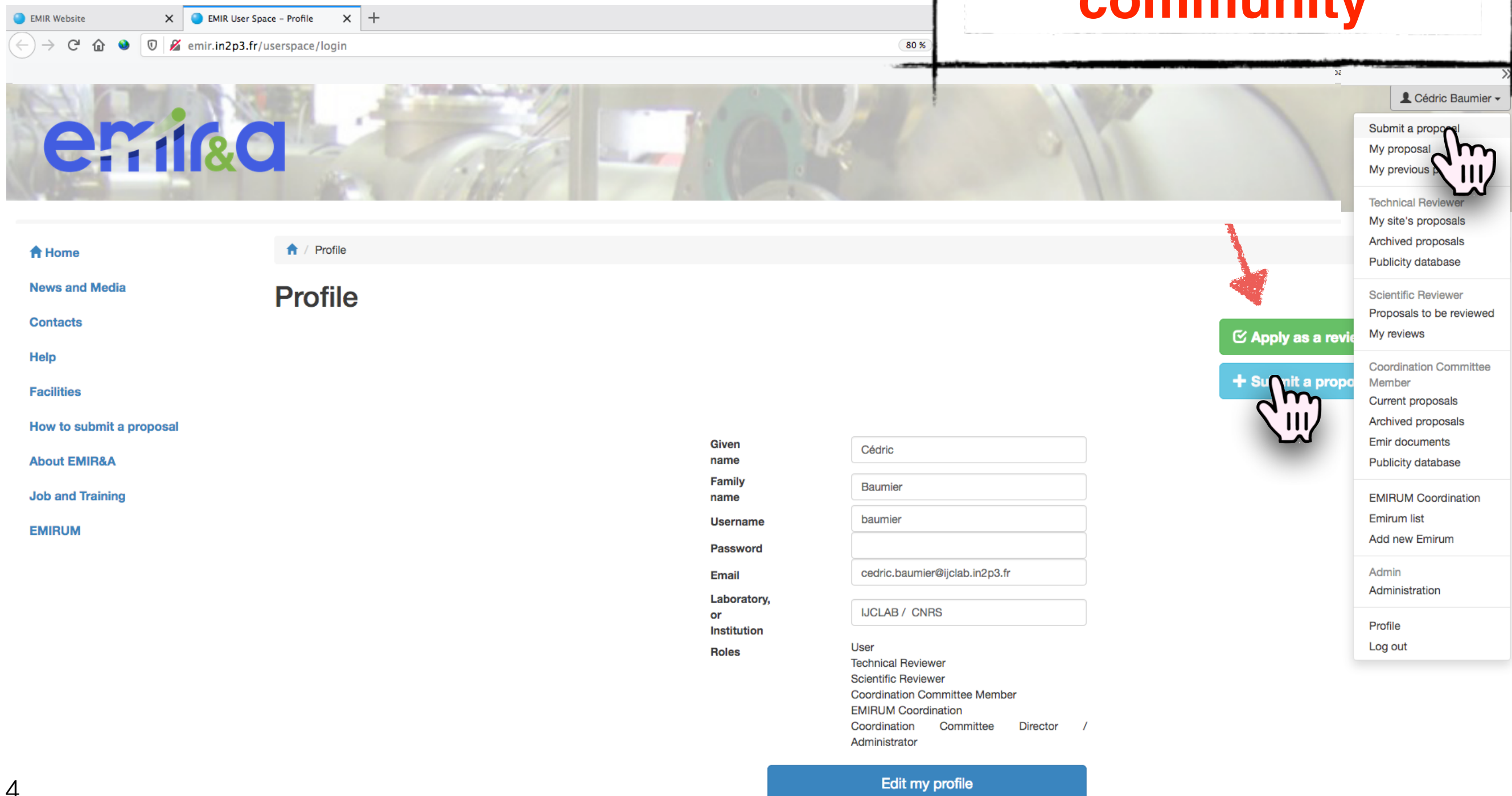
2

Step 4 :

in your EMIR&A space menu -> « Submit a proposal  
or  
click on the Blue button « Submit a proposal »

And don't forget to check the validity of your profile

**Do not hesitate to  
apply as a reviewer  
to help the EMIR&A  
community**



EMIR Website x EMIR User Space - Profile x +

emir.in2p3.fr/userspace/login 80 %

**emir&a**

Cédric Baumier

Submit a proposal  
My proposal  
My previous proposals  
Technical Reviewer  
My site's proposals  
Archived proposals  
Publicity database  
Scientific Reviewer  
Proposals to be reviewed  
My reviews  
Coordination Committee Member  
Current proposals  
Archived proposals  
Emir documents  
Publicity database  
EMIRUM Coordination  
Emirum list  
Add new Emirum  
Admin  
Administration  
Profile  
Log out

Home / Profile

## Profile

Given name: Cédric

Family name: Baumier

Username: baumier

Password: [empty]

Email: cedric.baumier@ijclab.in2p3.fr

Laboratory, or Institution: IJCLAB / CNRS

Roles: User, Technical Reviewer, Scientific Reviewer, Coordination Committee Member, EMIRUM Coordination, Coordination Committee Director, Administrator

Apply as a reviewer

+ Submit a proposal

Edit my profile



Step 5 :  
Fill in your information and Scientific project.


EMIR Website

EMIR User Space - Submission

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Submission

Submit a new project

« Cancel

General information

Title

Project Leader

Full name

Deputy spokesperson (if different from the project leader)

Full name

Project Leader phone number

Project Leader email address

## Step 5 :

Fill in your information and Scientific project.

- The billing coordinates are mandatory for some facilities (please don't forget to contact the facilities before to submit).

EMIR Website

EMIR User Space - Submission

emir.in2p3.fr/userspace/submission

Rechercher

### List of participants

Please include the Project Leader in the list of participants.

+ Add a participant

### Billing address

The following billing address will be used by JANNuS (Orsay or Saclay) and LSI experiments for the financial participation.

**Name**

Full name

**Phone**

**Fax**

**Email**

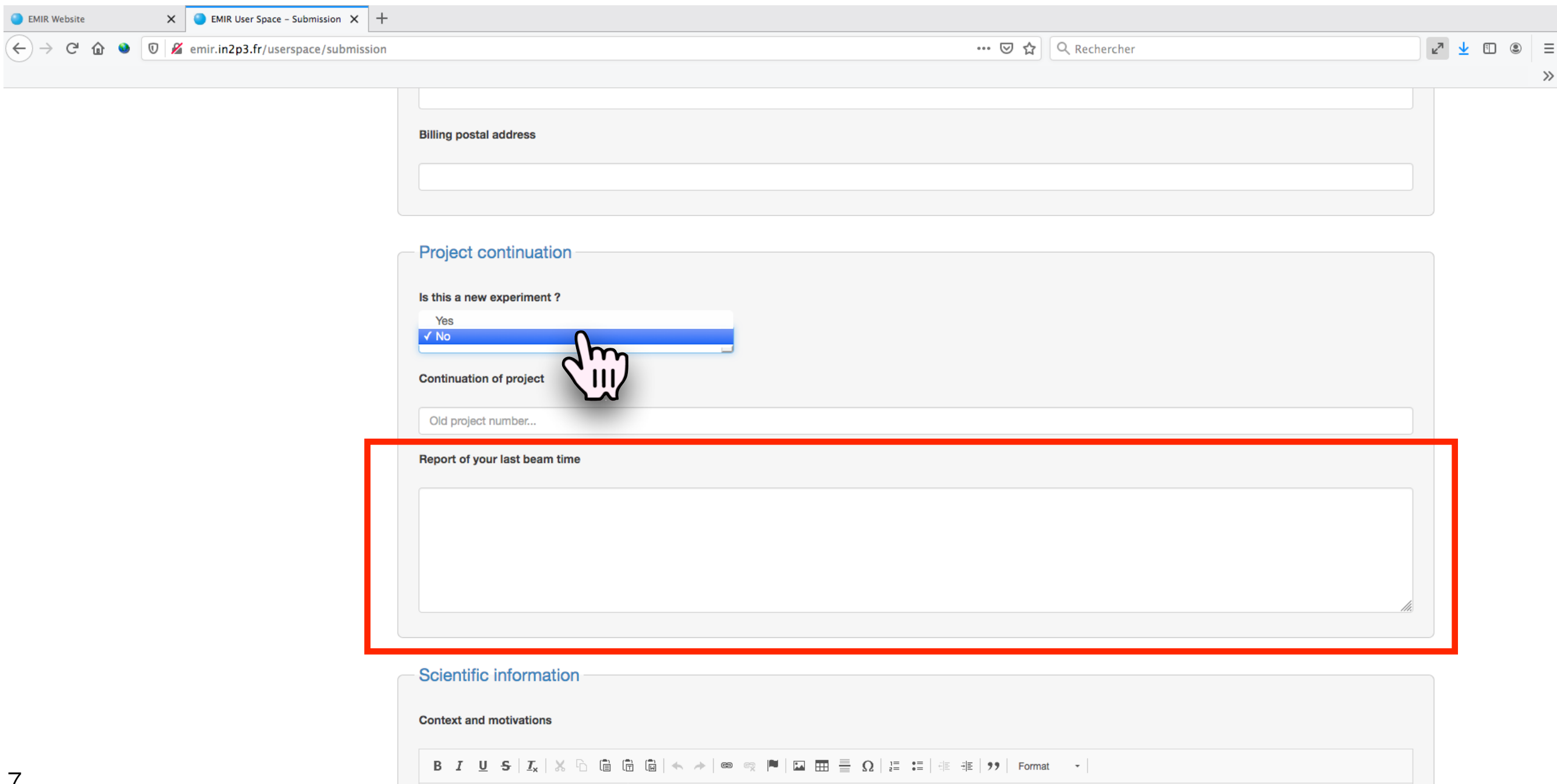
**Billing postal address**

### Project continuation

Is this a new experiment ?

Step 5 :

**- Don't forget to add your last report !**



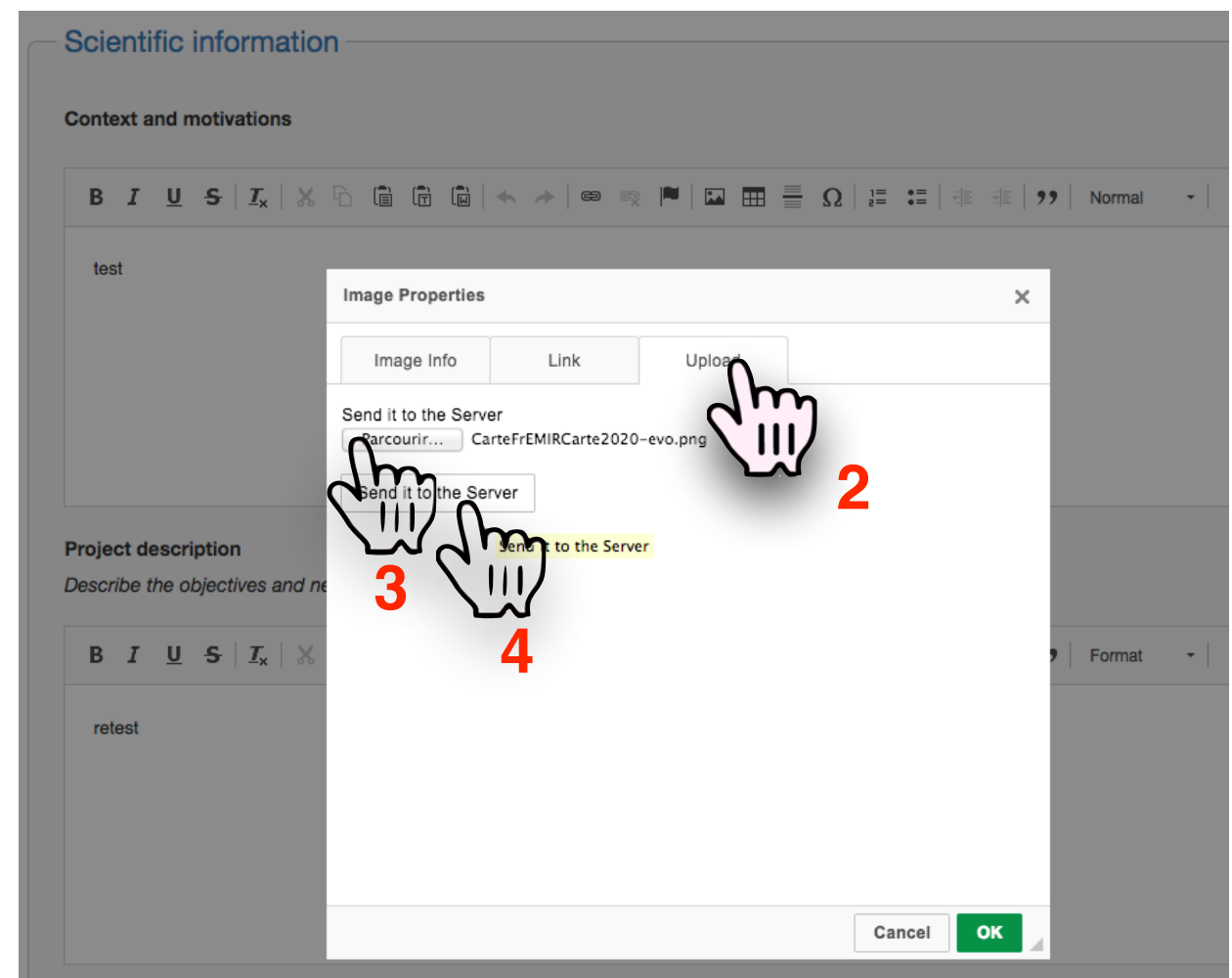
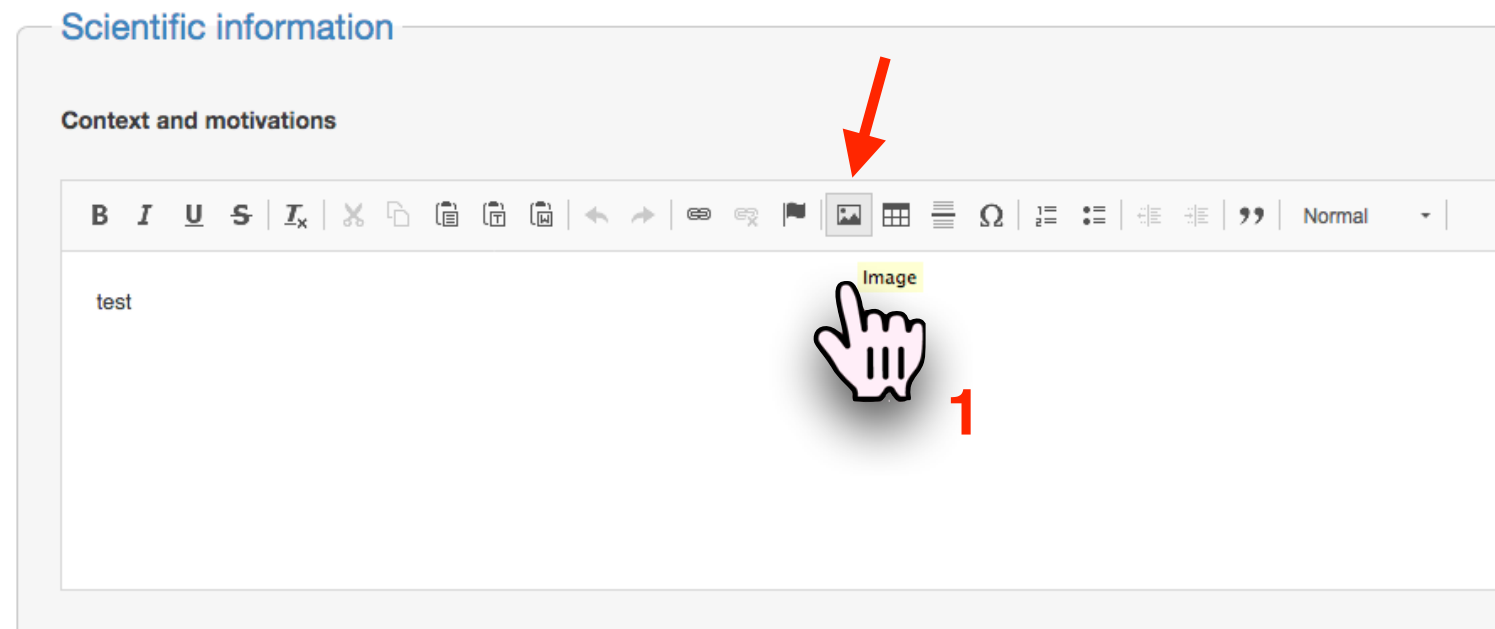
The screenshot shows a web browser window with the URL `emir.in2p3.fr/userspace/submission`. The page contains several form sections:

- Billing postal address**: A text input field.
- Project continuation**:
  - Is this a new experiment ?
    - Yes
    - ☒ No
  - Continuation of project
    - Old project number...
- Report of your last beam time**: A large text area, highlighted with a red border.
- Scientific information**:
  - Context and motivations
  - A rich text editor with various formatting options (bold, italic, underline, strikethrough, link, unlink, image, table, list, etc.).

# How to add an image

Step by step :

1. click the image icon
2. go on the upload part
3. choose the image on your computer
4. upload it on the server

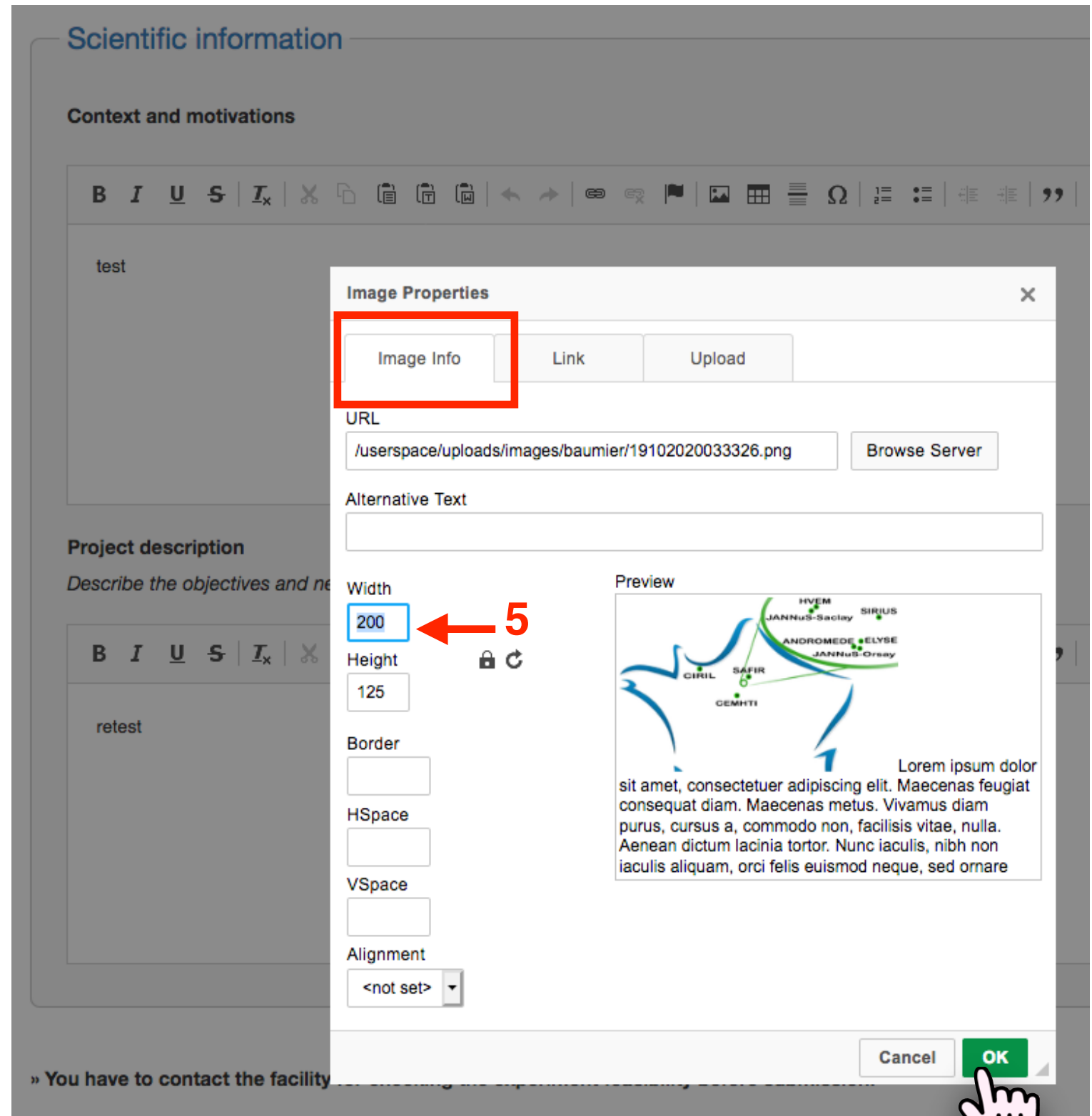




# How to add an image

Step by step :

1. click the image icon
2. go on the upload part
3. choose the image on your computer
4. upload it on the server
5. choose the size
6. validate










# How to add an image

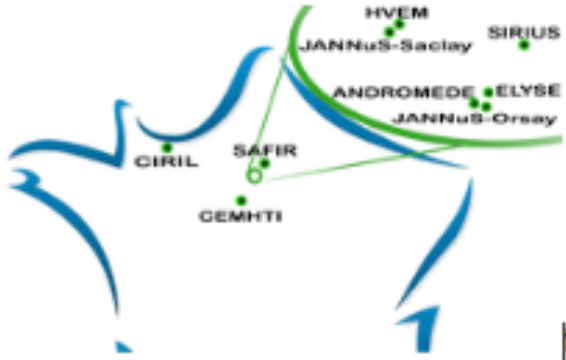
Step by step :

1. click the image icon
2. go on the upload part
3. choose the image on your computer
4. upload it on the server
5. choose the size
6. validate

Scientific information

Context and motivations








**B I U S |  $I_x$  |**       



test

Project description

*Describe the objectives and new aspects (with references and figures)*

**B I U S |  $I_x$  |**       

7. Done :)

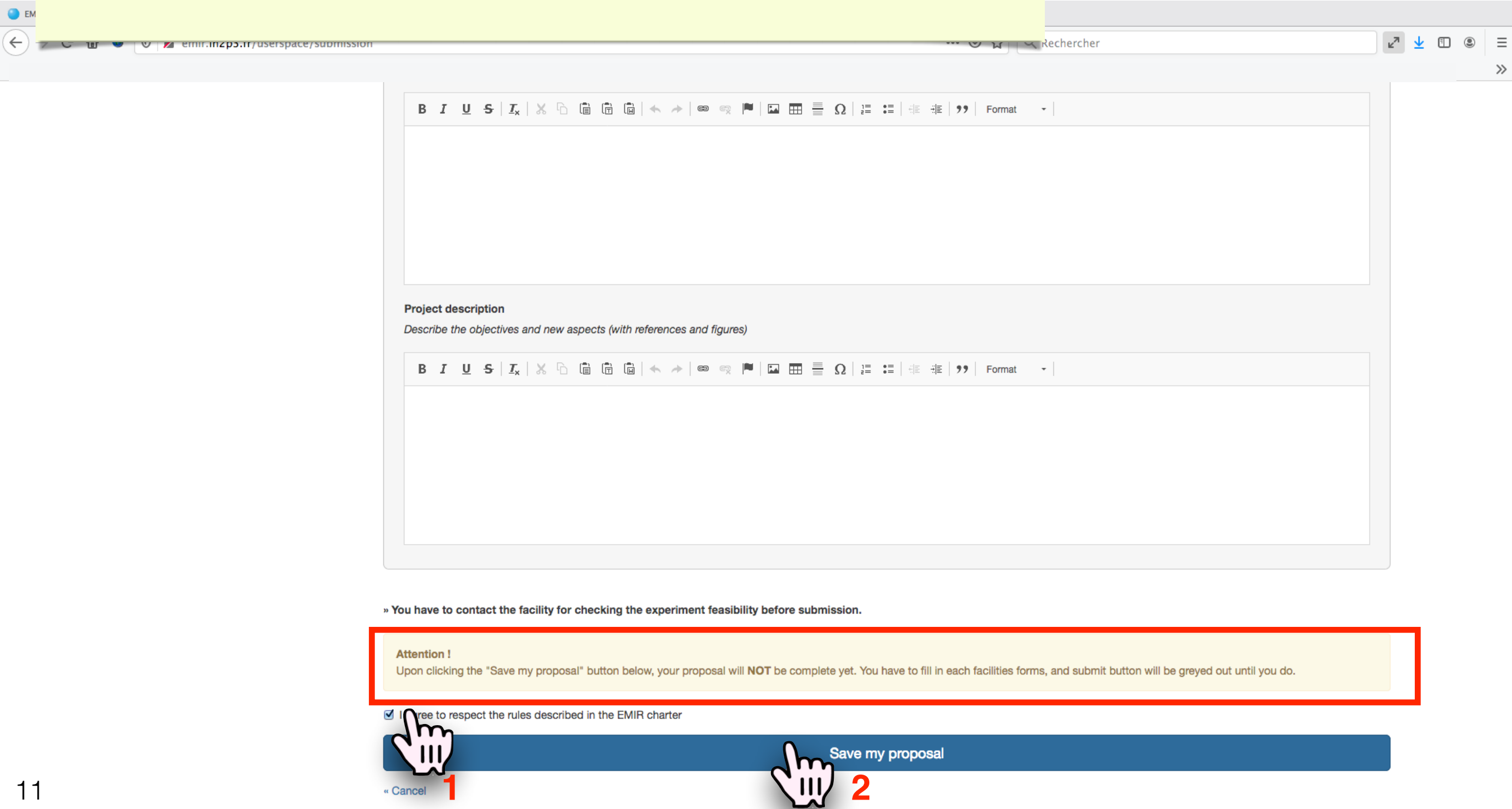
Step 6 :

Click « save my proposal »

You finish the first part !

**Be careful that your proposal is NOT finished yet**

But you can continue later



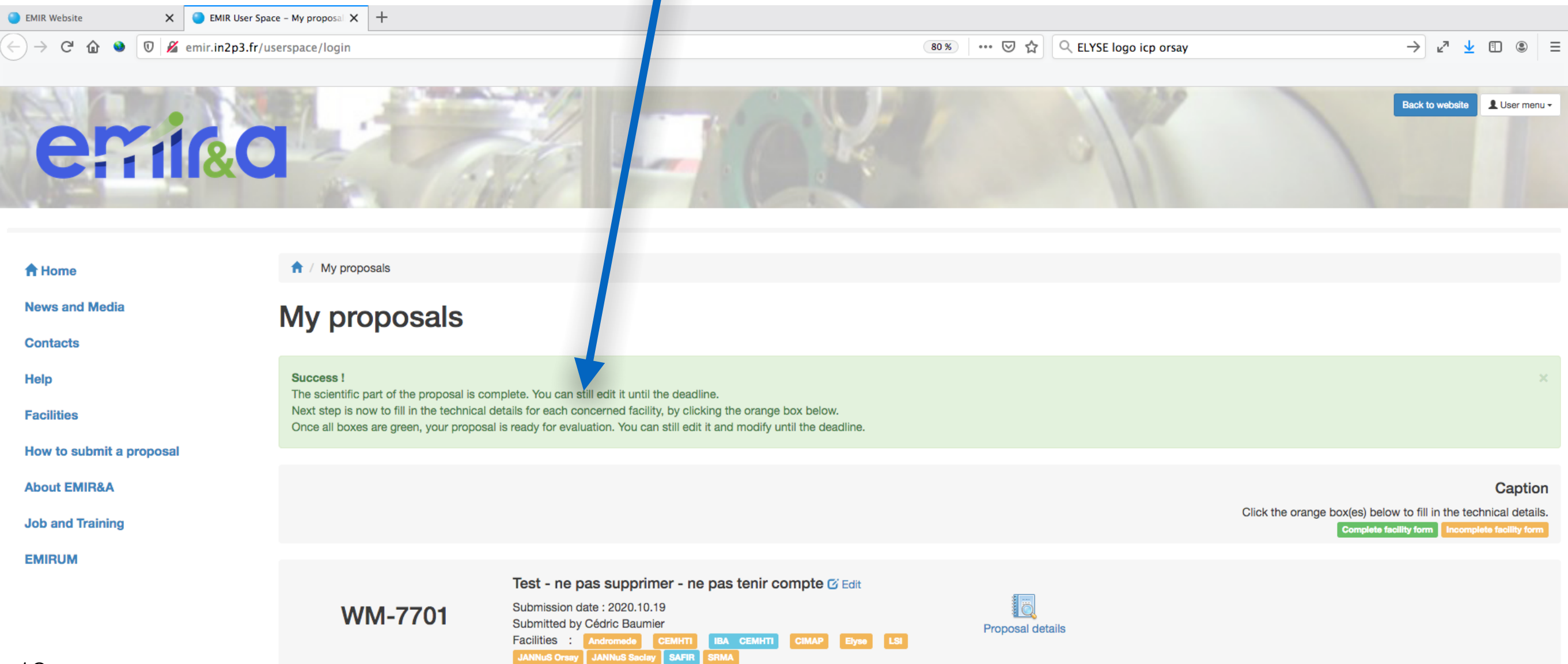
The screenshot shows a web browser window with the URL `emir.in2ps.fr/userspace/submission`. The page contains two rich text editors. The first editor is empty. The second editor is titled "Project description" with the subtitle "Describe the objectives and new aspects (with references and figures)". Below the editors, there is a message: "» You have to contact the facility for checking the experiment feasibility before submission." A yellow box highlights an "Attention !" section with the text: "Upon clicking the 'Save my proposal' button below, your proposal will **NOT** be complete yet. You have to fill in each facilities forms, and submit button will be greyed out until you do." At the bottom, there is a checkbox labeled "I agree to respect the rules described in the EMIR charter" which is checked. Below the checkbox is a blue bar containing the "Save my proposal" button. A red box highlights the "Save my proposal" button and the "Cancel" button to its left. A hand cursor is pointing at the "Save my proposal" button, and a red number "2" is next to it. Another hand cursor is pointing at the "Cancel" button, and a red number "1" is next to it.

Step 6 :

You are now in your EMIR&A space in the section :

« My proposal »

you get the message in green to tell you that your scientific part is saved



The screenshot shows the EMIR&A user space interface. At the top, there's a navigation bar with the EMIR&A logo and a 'Back to website' button. Below this is a sidebar with links: Home, News and Media, Contacts, Help, Facilities, How to submit a proposal, About EMIR&A, Job and Training, and EMIRUM. The main content area is titled 'My proposals' and contains a green success message: 'Success ! The scientific part of the proposal is complete. You can still edit it until the deadline. Next step is now to fill in the technical details for each concerned facility, by clicking the orange box below. Once all boxes are green, your proposal is ready for evaluation. You can still edit it and modify until the deadline.' A blue arrow points from the text 'you get the message in green to tell you that your scientific part is saved' to this message. Below the message, there's a table of proposals. The first proposal is 'WM-7701', submitted on 2020.10.19 by Cédric Baumier. It lists several facilities: Andromede, CEMHTI, IBA, CEMHTI, CIMAP, Elyse, LSI, JANNuS Orsay, JANNuS Saclay, SAFIR, and SRMA. There are orange buttons for 'Complete facility form' and 'Incomplete facility form'. A 'Caption' section at the bottom right says 'Click the orange box(es) below to fill in the technical details.'

EMIR Website x EMIR User Space - My proposal x +

emir.in2p3.fr/userspace/login 80 % ELYSE logo icp orsay

Back to website User menu

Home / My proposals

## My proposals

**Success !**  
The scientific part of the proposal is complete. You can still edit it until the deadline.  
Next step is now to fill in the technical details for each concerned facility, by clicking the orange box below.  
Once all boxes are green, your proposal is ready for evaluation. You can still edit it and modify until the deadline.

**WM-7701**

Test - ne pas supprimer - ne pas tenir compte [Edit](#)

Submission date : 2020.10.19  
Submitted by Cédric Baumier

Facilities : [Andromede](#) [CEMHTI](#) [IBA](#) [CEMHTI](#) [CIMAP](#) [Elyse](#) [LSI](#)  
[JANNuS Orsay](#) [JANNuS Saclay](#) [SAFIR](#) [SRMA](#)

[Complete facility form](#) [Incomplete facility form](#)

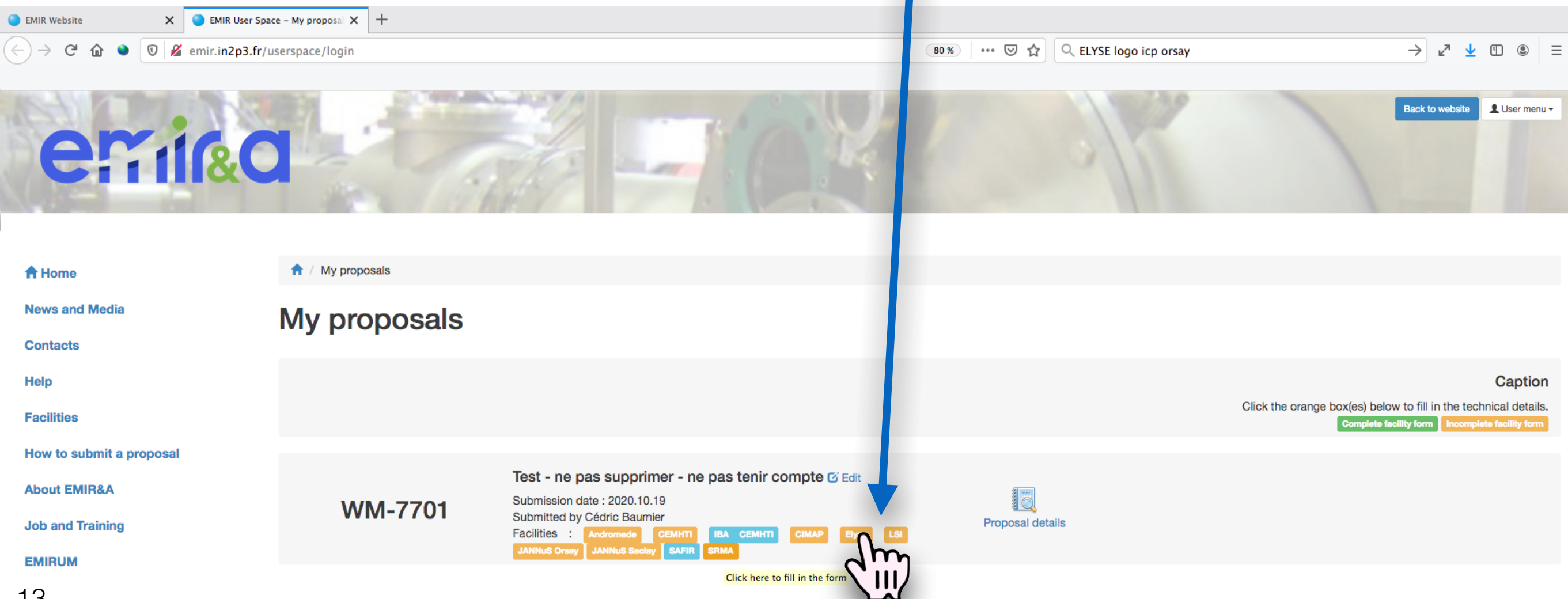
**Caption**  
Click the orange box(es) below to fill in the technical details.

[Proposal details](#)



## Step 7 :

Now you have to fill the « technical part of your project:  
By clicking on the orange button of each chosen facility.



EMIR Website

EMIR User Space - My proposal

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80 %

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My proposals

### My proposals

Caption

Click the orange box(es) below to fill in the technical details.

Complete facility form

Incomplete facility form

WM-7701

Test - ne pas supprimer - ne pas tenir compte

Submission date : 2020.10.19

Submitted by Cédric Baumier

Facilities :

Andromède

CEMHTI

IBA

CEMHTI

CIMAP

Ely

LSI

JANNuS Orsay

JANNuS Saclay

SAFIR

SRMA

Proposal details

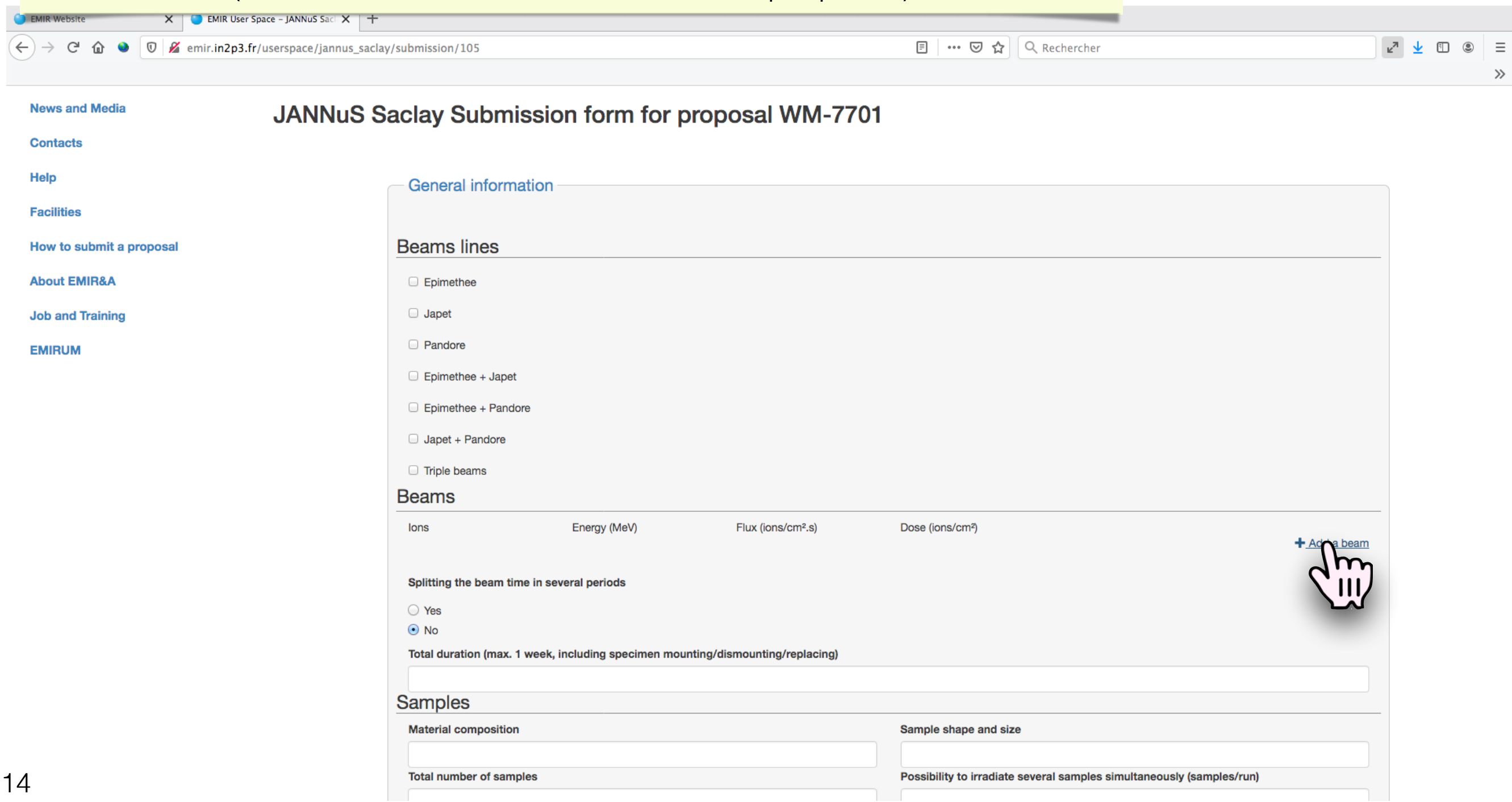
Click here to fill in the form

## Step 8 :

Now you have to fill in the « technical part of your project:  
If you have some question about it you can still contact the concerned facility and come back later to fill in it.

- *exemple : don't forget to add your beam parameters.*

(Before the dead line of the call for proposal)



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### JANNuS Saclay Submission form for proposal WM-7701

#### General information

#### Beams lines

- ☐ Epimethee
- ☐ Japet
- ☐ Pandore
- ☐ Epimethee + Japet
- ☐ Epimethee + Pandore
- ☐ Japet + Pandore
- ☐ Triple beams

#### Beams

Ions	Energy (MeV)	Flux (ions/cm².s)	Dose (ions/cm²)
+ Add a beam			

Splitting the beam time in several periods

☐ Yes

☒ No

Total duration (max. 1 week, including specimen mounting/dismounting/replacing)

#### Samples

Material composition

Sample shape and size

Total number of samples

Possibility to irradiate several samples simultaneously (samples/run)

## Step 9 : Save your technical part.

EMIR Website x EMIR User Space - JANNuS Saclay x

emir.in2p3.fr/userspace/jannus\_saclay/submission/105

Rechercher

### Experimental conditions

Temperature run 1 (°C)

Temperature run 2 (°C)

Temperature run 3 (°C)

### Information

What date will you be ready to run ?

Excluded periods

### Precisions

Particular requirements : ion beam and experimental conditions, dimension of the investigated samples.  
Include complimentary precisions about experimental conditions, (estimation of time for irradiation, time for characterisation, surface to be irradiated, energy degraders, thermal treatment, etc.)

1/1000char. max.

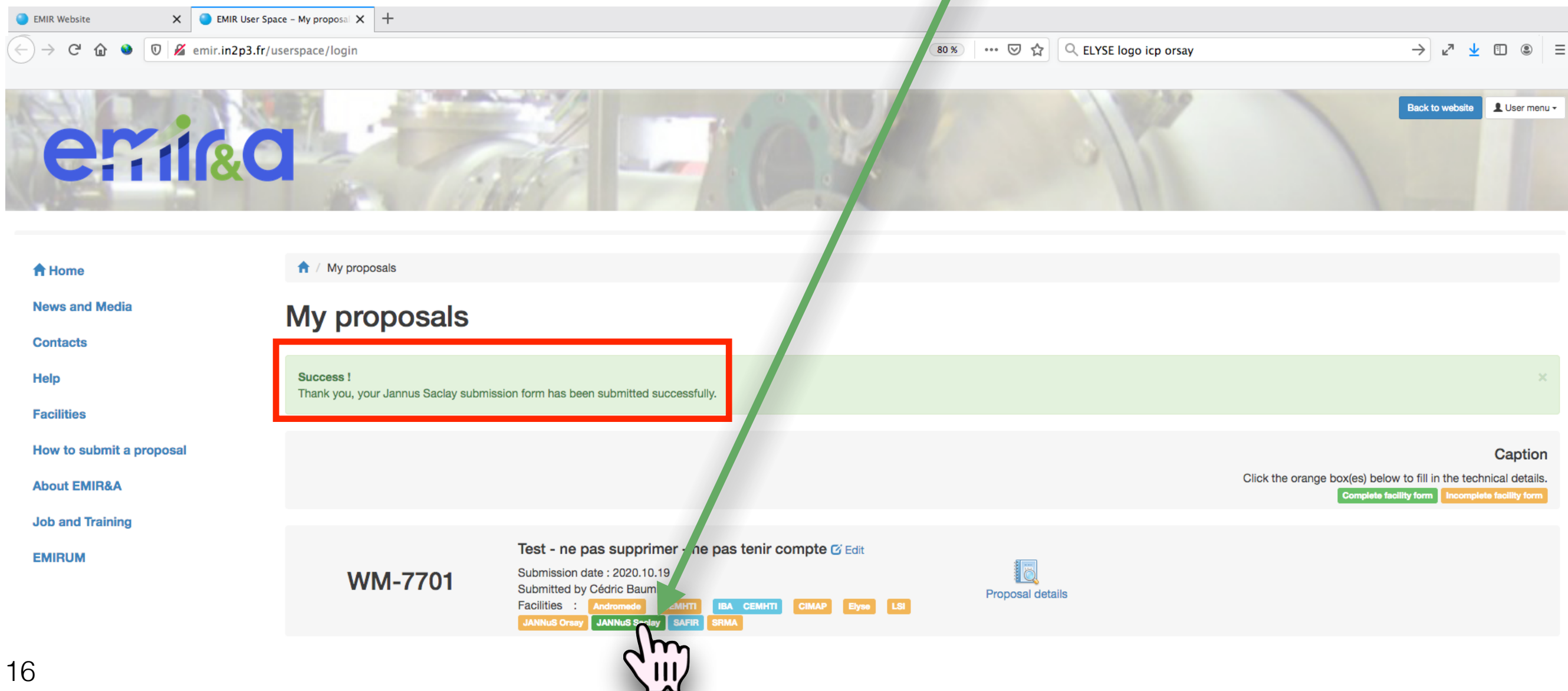
Beams

Submit my JANNuS Saclay Proposal



Step 9 :  
Save your technical part.  
-> The button of the facility is **now green**.

Now your proposal submission is finished !  
and  
Ready for evaluation by the reviewers



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