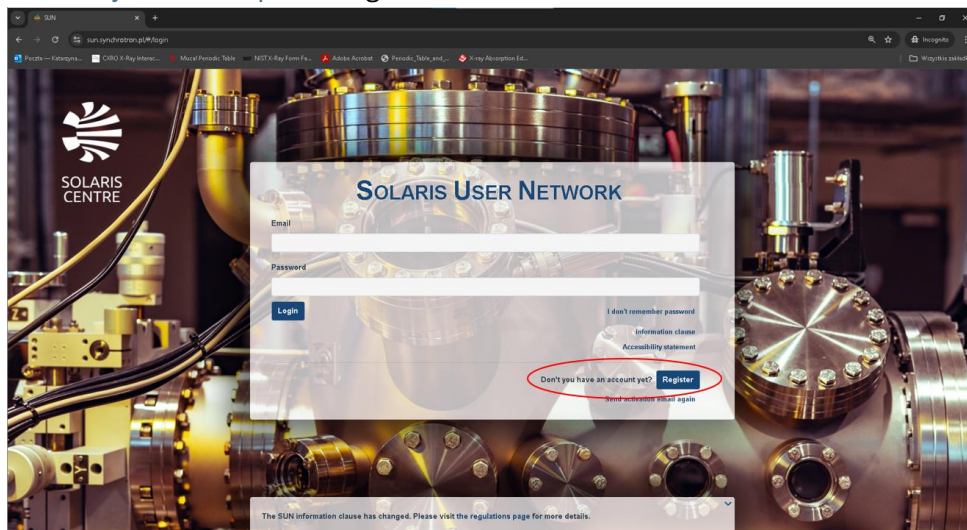

GUIDE to SUN ver. 1.2.1

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How to create SUN account

1. Go to www.sun.synchrotron.pl and log in or create an account.



2. In case of creating a new account you would need to provide a standard personal data and consent to processing of personal data.

3. You will receive an e-mail message to confirm your e-mail address provided in the registration form (an example below). You must click on the following link.

Dear Maria

Welcome to SOLARIS!

Your user account has been created!

To activate your newly created account, please click on the following link

<http://sun.synchrotron.pl/#/user/66f952d075f673e101444a59/token/0489188080841a751fd04f7738a9c9>

Best regards,

SOLARIS User Office

This message was sent automatically, please do not reply.

4. The link will redirect you to SUN webpage. You must click on “Activate my account” button.

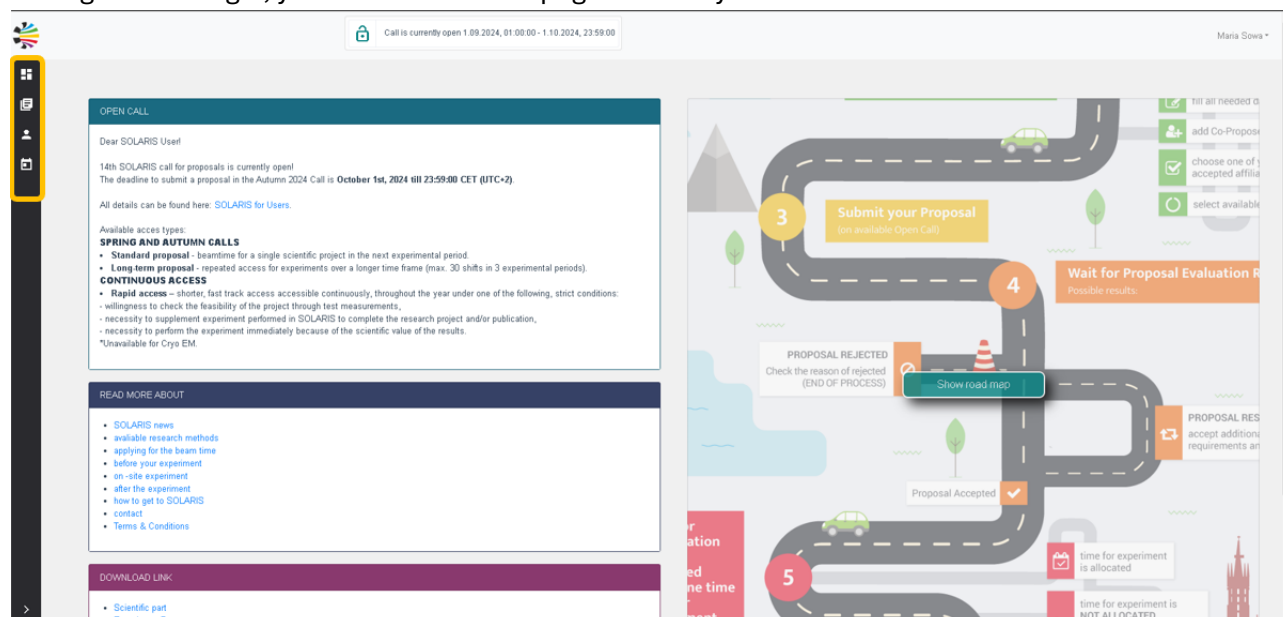


5. A green pop-up in the upper right corner of the page should appear:

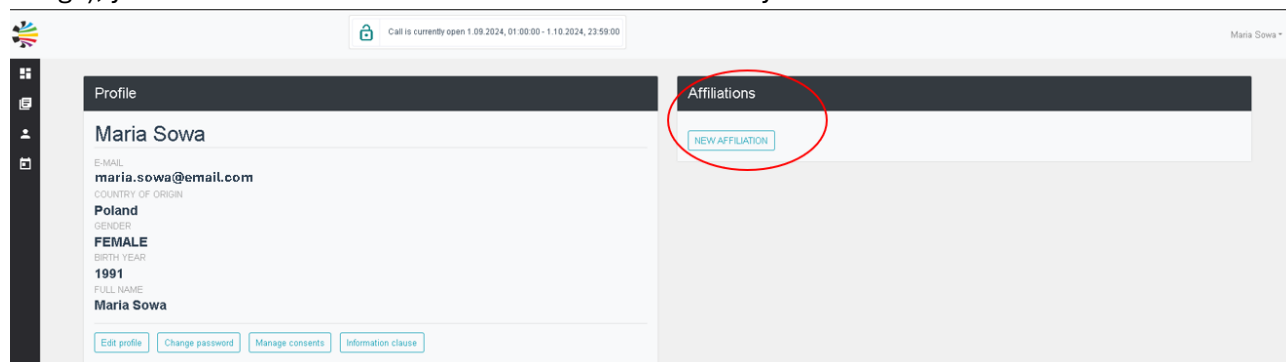
The account was activated!

Your account has been activated. You can now log in to SUN.

6. During the first login, you will see the start page of SUN system:



7. But if you click anywhere on the menu bar (marked with yellow rectangle on the left side of above image), you will be redirected to fill in the information about your affiliation:



8. By clicking on “New affiliation” button you can either choose between saved affiliations or create a new one:

Filter

University

#	Name	City	Country
☐	Jagiellonian University	Kraków	Poland
☐	University of Silesia in Katowice	Katowice	Poland
☐	Maria Curie-Skłodowska University	Lublin	Poland
☐	Wrocław University of Environmental and Life Sciences	Wrocław	Poland
☐	University of Rzeszów	Rzeszów	Poland
☐	University of Szczecin	Szczecin	Poland
☐	Medical University of Silesia	Katowice	Poland
☐	University of Wrocław	Wrocław	Poland
☐	Rzeszów University of Technology	Rzeszów	Poland
☐	West Pomeranian University of Technology	Szczecin	Poland

1
2
3
4

NEW INSTITUTION
CANCEL/CLOSE

Institution type
UNIVERSITY

Institution Name
Jagiellonian University

Acronym
Department/Center

Address
ul. Golebia 24

Zip-code
City
Country
31-007
Kraków
Poland

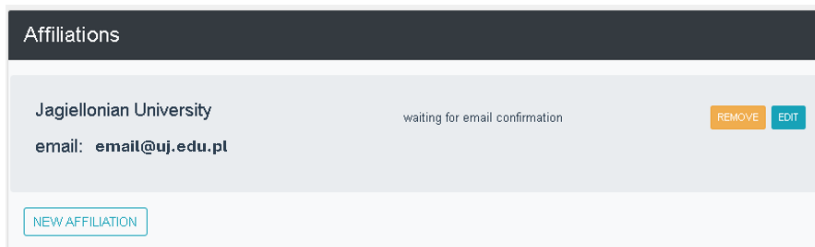
Your email in institution domain
Cell Phone Number

Departmental webpage

The cell phone field is optional but filling it will ease the Solaris User Office to contact you and allow you to use the incoming features in SUN

SAVE
CANCEL/CLOSE

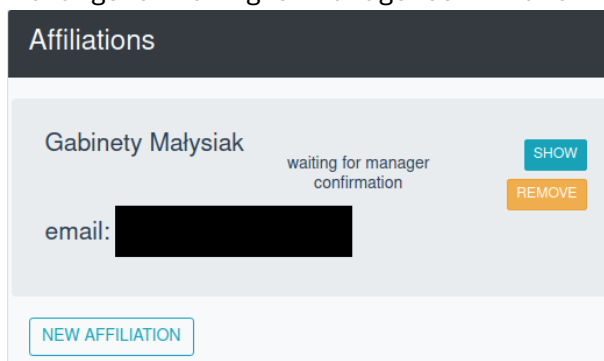
9. You must fill contact data for the Institution and also provide an e-mail in your institution domain. Click SAVE to save the affiliation.
10. You will see the status of your affiliation as “waiting for email confirmation”:



11. You will receive an e-mail message on e-mail address that you provided, to confirm your affiliation.
12. To confirm the affiliation, you need to click on the link provided in this email. You will be redirected to SUN webpage, where you can activate the affiliation by clicking “Activate affiliation” button:



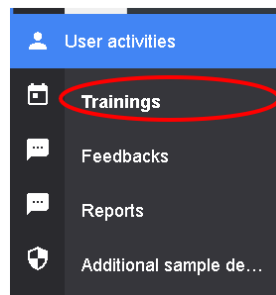
13. The affiliation status will change to “waiting for manager confirmation”:



14. Now, our User Office must now confirm that the affiliation is real. Usually they do it from Mon to Fri between 9-17. Therefore **if you are registering on the evening you may be able to create a new proposal, but submission will be possible only after User Office confirms your affiliation.**

How to perform safety training in SUN

1. To check status or perform safety training in SUN system go to User activities-> Trainings panel.



2. In this panel you can see a list of trainings active or inactive in SUN. To see details of the training, click “Go to training” icon in Actions column.

Trainings			
Name	Version	Duration	Actions
safety training	02.2025	365 days	
			

3. Here you can see the status of the training (**inactive** on the image below). You can download the latest version of the Safety Training in pdf.

Training

Training name

safety training

Status

Inactive

Version

02.2025

Duration

365

days

[SOLARIS Safety Training.pdf](#)

☐ I confirm that I have read and acknowledged information included in presentation.

Confirm

4. After reading the presentation, you need to select the “I confirm that I have read and acknowledged information included in presentation” checkbox and click “Confirm” button. The status should change to **active**.

Training

Training name

safety training

Status

Active

Version

02.2025

Duration

365

days

Valid thru

12-04-2026

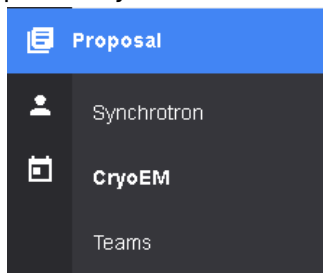
[SOLARIS Safety Training.pdf](#)

☐ I confirm that I have read and acknowledged information included in presentation.

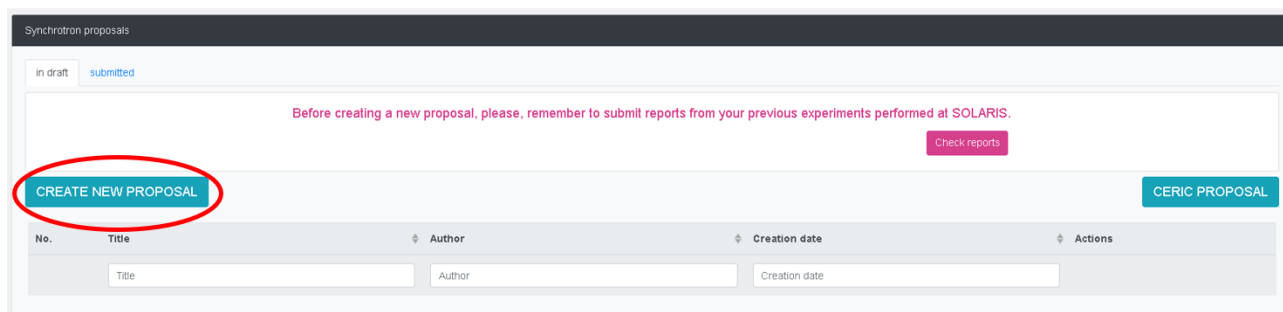
Confirm

How to submit proposal (synchrotron & CryoEM)

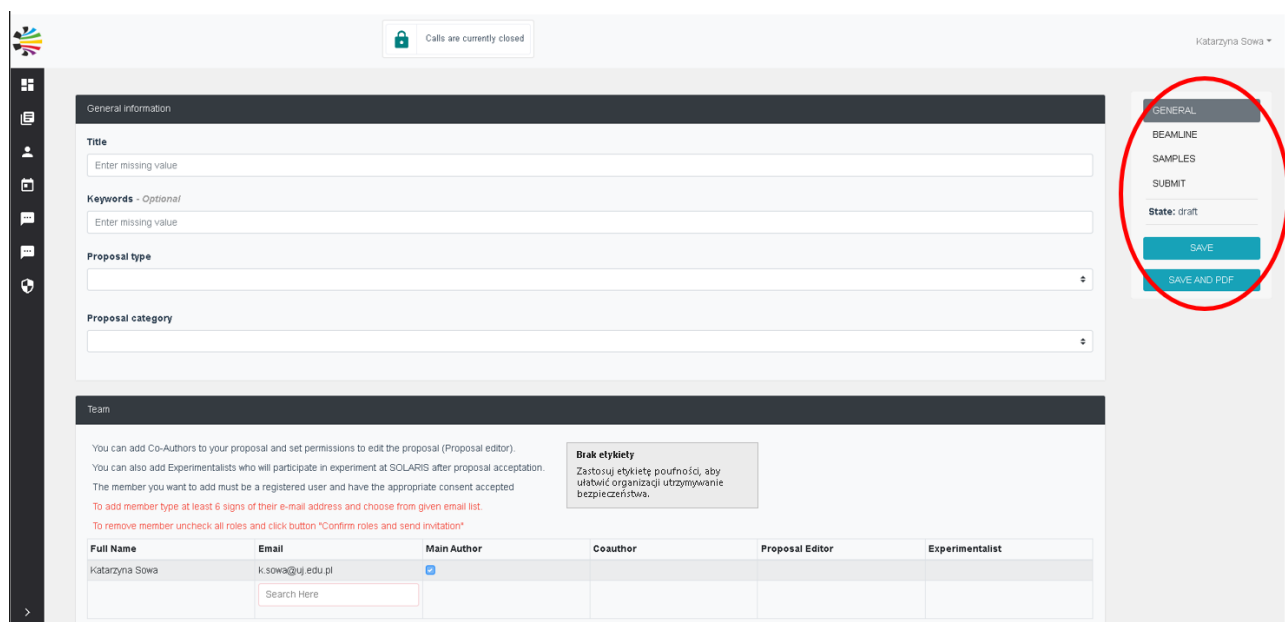
1. To create a new proposal go to Proposal->Synchrotron or Proposal->CryoEM tab:



2. A new panel will appear (see image below). In “in draft” tab, click “Create new proposal” button in the left side of the screen:



3. You will be redirected to a new website, where you can enter all information which are necessary to submit proposal. On the right side of the screen you have a tab bar (marked with red circle in the image below). You need to fill all information in all tabs (GENERAL, BEAMLINE, SAMPLES, SUBMIT). In the next steps, we will briefly describe and comment on the content of each TAB.



At any point of filling those forms, you can save the proposal and generate pdf and send the pdf for consultation with the beamline staff. Save can be done by clicking SAVE or SAVE AND PDF buttons on right side of the screen.

Proposals for synchrotron beamlines

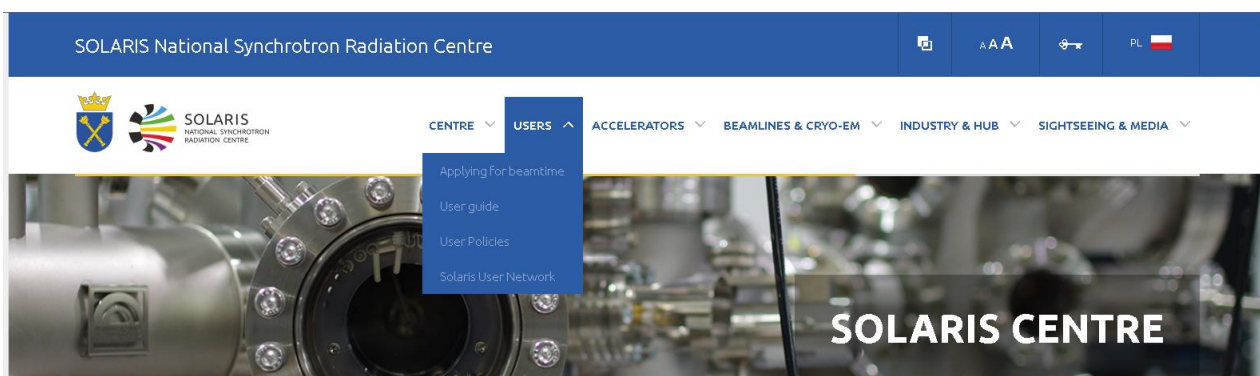
GENERAL

GENERAL INFORMATION

General information about proposal:

- Title
- Keywords
- Proposal type (Standard, Long term, Rapid Access)
- Proposal subtype in case of Rapid Access (Scientific merit, Feasibility experiment, Supplementary measurement)
- Proposal category (new, resubmission, continuation - in case of resubmission or continuation you also need to fill previous proposal number).

Details on the proposal type can be found on Solaris webpage (www.synchrotron.pl) under the Users tab:



TEAM

Information about the experimental team:

You can add members to your experimental team and set their roles (co-author, proposal editor, experimentalist)

The member you want to add must be a registered user and have the appropriate consent accepted.

To add member please type at least 6 signs of their e-mail address and choose from given email list and click button "Confirm roles and send invitation".

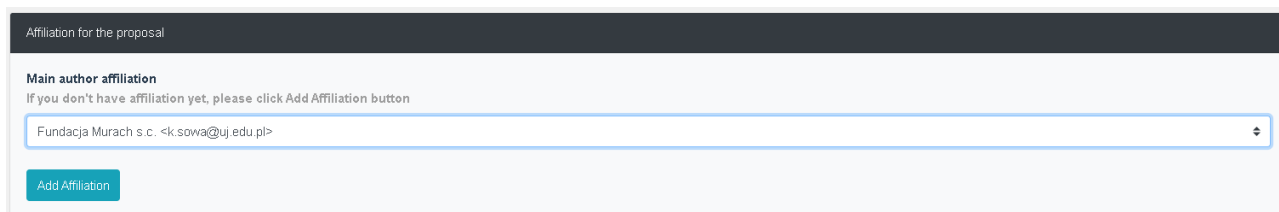
To remove member uncheck all roles and click button "Confirm roles and send invitation".

Full Name	Email	Main Author	Coauthor	Proposal Editor	Experimentalist
Katarzyna Sowa	k.sowa@uj.edu.pl	☒			
Nathan Szela	nathan.szela@sunanonymized.solaris.org.pl		☒	☐	☒
	jonathan.mcdonald@sunanonymized.solaris.org.pl		☐	☒	☐

Confirm roles and send invitation

AFFILIATION FOR THE PROPOSAL

All proposals are obliged to be affiliated. If you have many affiliations connected to your SUN account, choose a proper one.



Affiliation for the proposal

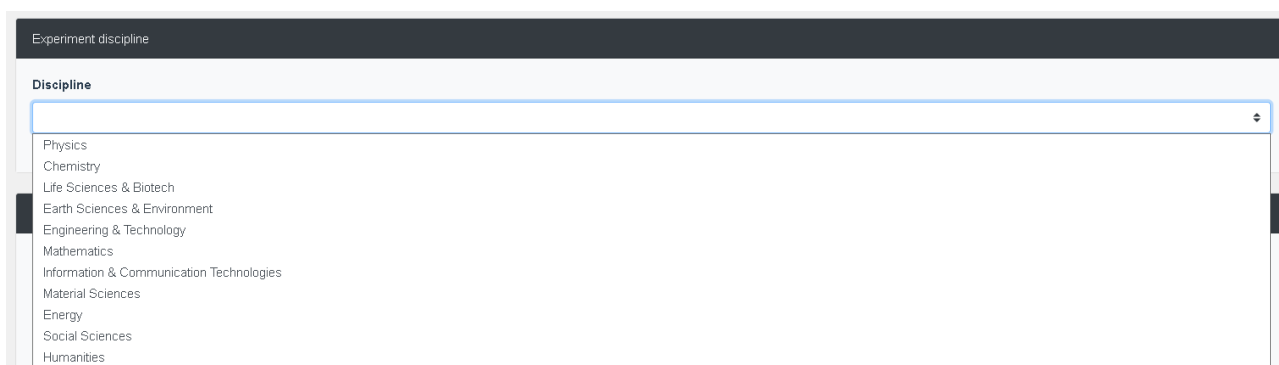
Main author affiliation
If you don't have affiliation yet, please click Add Affiliation button

Fundacja Murach s.c. <k.sowa@uj.edu.pl>

Add Affiliation

EXPERIMENT DISCIPLINE

Choose your experiment discipline and sub-discipline. This will help us to assign your proposal to the reviewer.



Experiment discipline

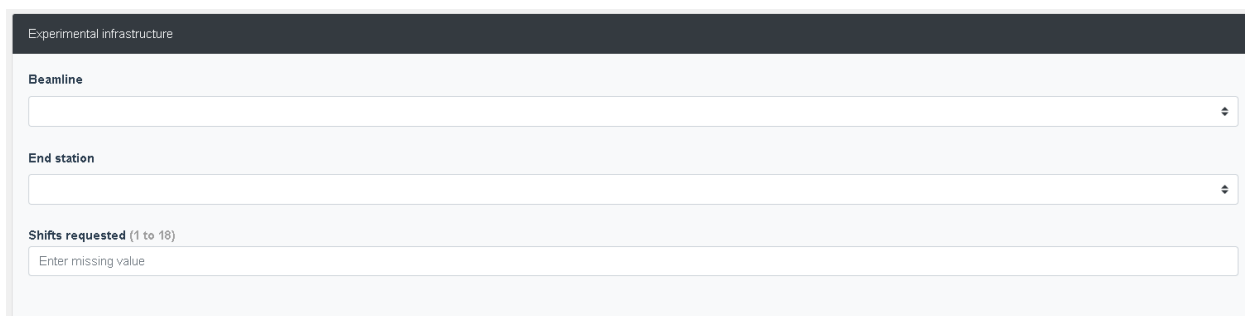
Discipline

Physics
Chemistry
Life Sciences & Biotech
Earth Sciences & Environment
Engineering & Technology
Mathematics
Information & Communication Technologies
Material Sciences
Energy
Social Sciences
Humanities

EXPRIMENTAL INFRASTRUCTURE

Here you can choose between all available beamlines in the call and their end stations. Some beamlines has only one end station, some has few of them.

Here, you also enter the number of shifts that you request for your experiment. In the case of synchrotron, one shift = 8 hours. Since the experiments in SOLARIS may be performed from Tuesday morning to Monday morning (including weekend days), the maximum of standard proposals duration can be 18 shifts.



Experimental infrastructure

Beamline

End station

Shifts requested (1 to 18)

Enter missing value

SCIENTIFIC PART

This is the most important field in the whole process. By clicking on the blue text (see image below) you can download a template of a proposal with some explanation.

After writing your proposal, you need to upload the *.pdf file in this section, by clicking “Browse” button.

Please remember, that proposals must consist of a maximum 2 pages in A4 format. Otherwise it might be rejected by the Review Panel.

Scientific part

Attachment

Fill scientific part template and attach as PDF. Max size 10MB

Filename	Length	Action
Choose a file... (max file size 10 MB)		Browse

[Download MS Word template for Scientific part](#)

EQUIPMENT

Here you can state whether you plan to use Solaris user laboratory and state the equipment that you will need. If you need any additional equipment or gasses, please also include this information.

Equipment

Usage of SOLARIS laboratory

Yes

No

Processes (sample preparation) performed by users during the experiment at SOLARIS - *Optional*

Enter missing value

Equipment and products requested from the facility - *Optional*

Enter missing value

Equipment and products to be provided by the user - *Optional*

Including safety precautions to operate equipment (e.g. electrically safe, secured overheating, explosion secured)

Enter missing value

PUBLISHED PAPERS BY THE PROPOSERS AS A RESULT OF EXPERIMENT/S DONE AT THE SOLARIS

Here you can add a record of the paper that you published based on the experiments performed at Solaris. We strongly encourage you to do so – it might increase chances of your proposal to be accepted.

Published papers by the proposers as a result of experiment/s done at the SOLARIS

Have you published any research in the last 4 years as a result of experiment/s performed using the SOLARIS infrastructure?

Yes

No

Please give the references of papers published by the proposers during the past 4 years

Pattern: Author(s) Last Name and First Name, Title of Article, Journal Title, Volume and issue number, Page numbers, (Publication date), DOI link

Enter publication

SOLARIS infrastructure ONLY

More than one source

Add publication

ADDITIONAL INFORMATION

We also collect some additional information about theses, user experience and industrial involvement or sponsorship.

Additional information

Is this proposal research performed as part of some theses?

Yes No

Please specify how many theses of a given type are related to this proposal

Specify number of theses	No. bachelor's/engineering theses	No. master's theses	No. doctoral theses	No. habilitation theses
--------------------------	-----------------------------------	---------------------	---------------------	-------------------------

Do you have an experience with this type of experiment?

Yes No

Where did you get your experience with experiments of this type?

Enter missing value

Does this proposal have any industrial involvement or sponsorship?

This information is used only for statistical purposes. Your answer will not affect your proposal

Yes No

PREFERRED TIME OF THE EXPERIMENT

Here you can enter preferred and undesirable period for scheduling your experiment. We strongly recommend to provide this data if you have any preferences. This makes scheduling of User experiments easier and faster.

Preferred time of the experiment

Preferred time ⓘ - Optional

2025-04-22 -- 2025-04-27

+

Undesirable period ⓘ - Optional

2025-05-07 -- 2025-05-10

+

Next

At the bottom of the page there is “Next” button that you need to click to continue creating your proposal.

We move to the BEAMLINE tab.

BEAMLINE

Depending on what infrastructure you have chosen in Experimental infrastructure section from previous tab, the fields will be looking different. It is because beamlines offers different experimental techniques and equipment, therefore beamline staff need slightly different information to prepare the equipment for you.

You can find here for example ranges of the photon energy, or choose particular experimental technique with desired resolution.

If you have no clue how to fill in the beamline tab, please contact the person responsible for certain infrastructure.

At the bottom of the page there is “Next” button that you need to click to continue creating your proposal.

SAMPLES

This is a tab where you fill all information about your samples and their safety issues.

Samples

General sample information

Substances and formulas

Enter missing value

Number of samples

Enter missing value

Physical state

Average size (solid samples) - Optional

Enter numeric value mm

Mass - Optional

Enter numeric value mg

Volume (liquid and gasses) - Optional

Enter numeric value mm³

Samples safety

Samples risk

Risk description

Enter missing value

After the experiment all samples must be removed by user

Previous Next

GENERAL

BEAMLINE

SAMPLES

SUBMIT

State: draft

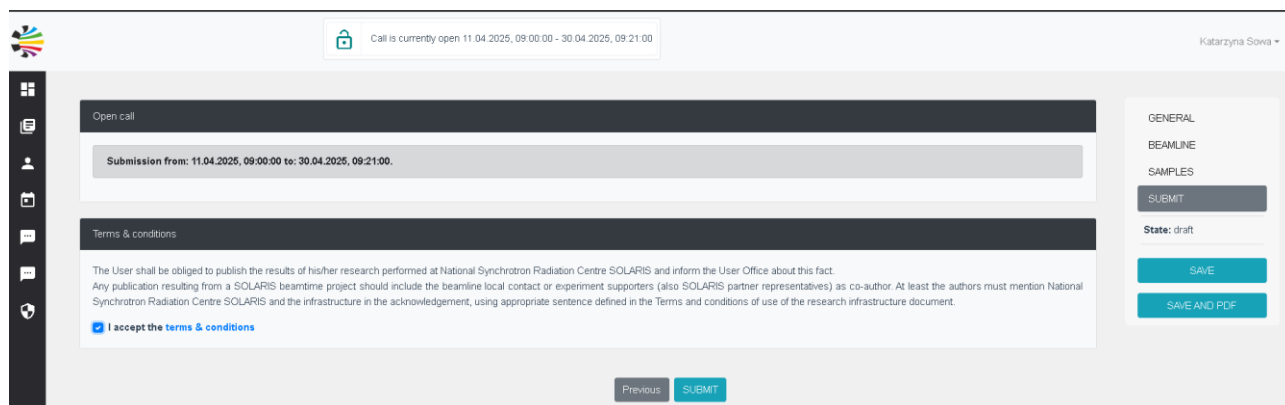
SAVE

SAVE AND PDF

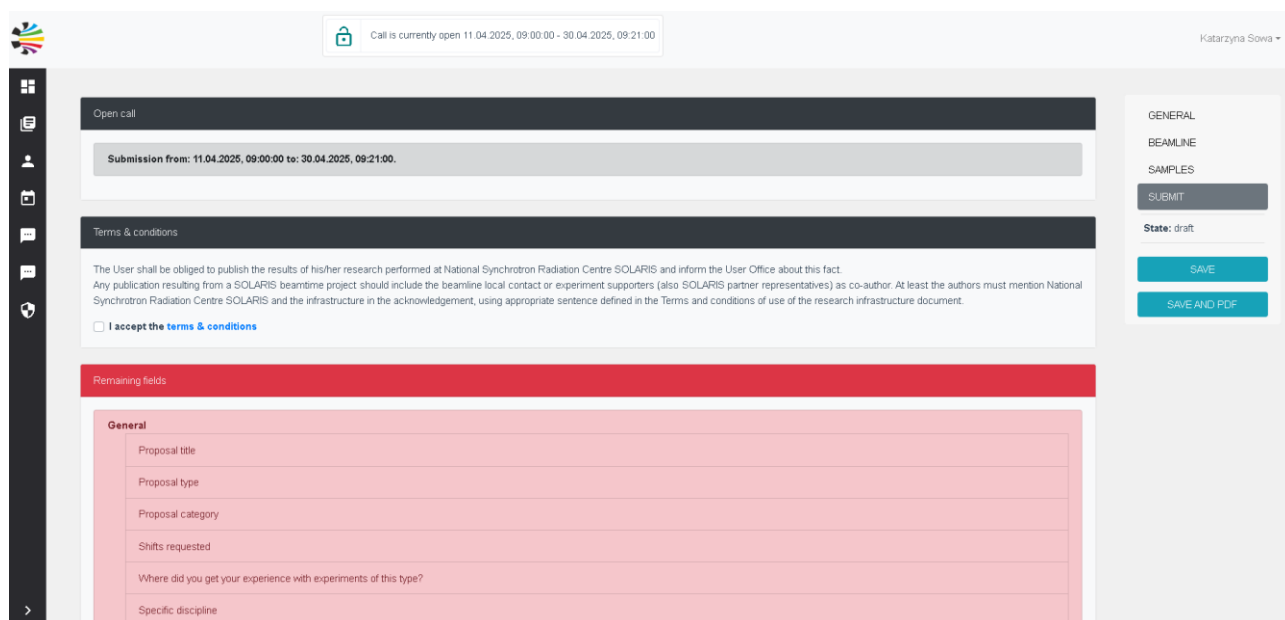
To finalize proposal submitting process please click “Next” button at the bottom of the page.

Submit the proposal

Here, in SUBMIT tab, you can submit your proposal. If you have filled all of the fields in previous tabs, read the “Terms and conditions” document, accept it and click submit.



If any field need to be filled, you will notice big red frame with the list of those fields.



Please remember that for Standard and Long term proposal you can submit proposal only if the call is open. For dates of the open call, please check our website (www.synchrotron.pl).

After submitting the proposal, you should receive a confirmation email.

At any point of filling those forms, you can save the proposal and generate pdf and send the pdf for consultation with the beamline staff. Save can be done by clicking SAVE or SAVE AND PDF buttons on right side of the screen.

Editing proposal after submission

You can edit Standard and Long term proposal after submission up to the end of the currently running call (see *How to check status of your proposal*).

Proposals for CryoEM microscopes

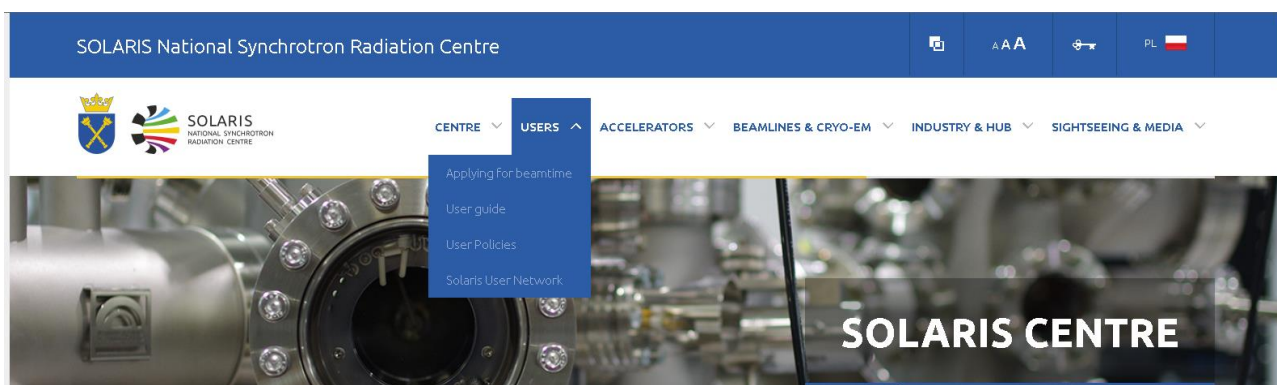
GENERAL

GENERAL INFORMATION

General information about proposal:

- Title
- Keywords
- Proposal type (Standard, Long term, Rapid Access)
- Proposal subtype in case of Rapid Access (Scientific merit, Feasibility experiment, Supplementary measurement)
- Proposal category (new, resubmission, continuation - in case of resubmission or continuation you also need to fill previous proposal number).

Details on the proposal type can be found on Solaris webpage (www.synchrotron.pl) under the Users tab:



TEAM

Information about the experimental team:

You can add members to your experimental team and set their roles (co-author, proposal editor, experimentalist).

The member you want to add must be a registered user and have the appropriate consent accepted.

To add member please type at least 6 signs of their e-mail address and choose from given email list and click button "Confirm roles and send invitation".

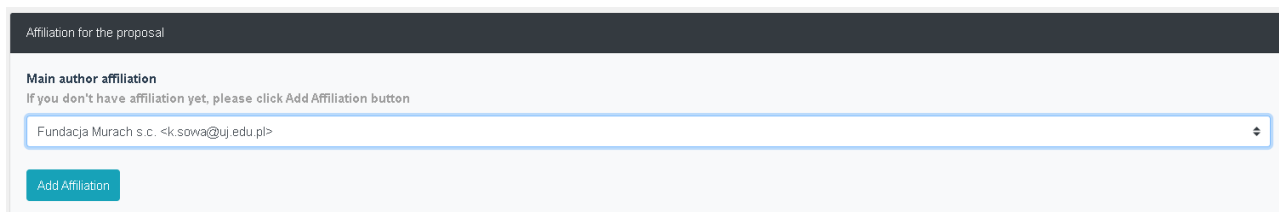
To remove member uncheck all roles and click button "Confirm roles and send invitation".

Full Name	Email	Main Author	Coauthor	Proposal Editor	Experimentalist
Katarzyna Sowa	k.sowa@uj.edu.pl	☒			
Nathan Szela	nathan.szela@sunanonymized.solaris.org.pl		☒	☐	☒
	jonathan.mcdonald@sunanonymized.solaris.org.pl		☐	☒	☐

[Confirm roles and send invitation](#)

AFFILIATION FOR THE PROPOSAL

All proposals are obliged to be affiliated. If you have many affiliations connected to your SUN account, choose a proper one.



Affiliation for the proposal

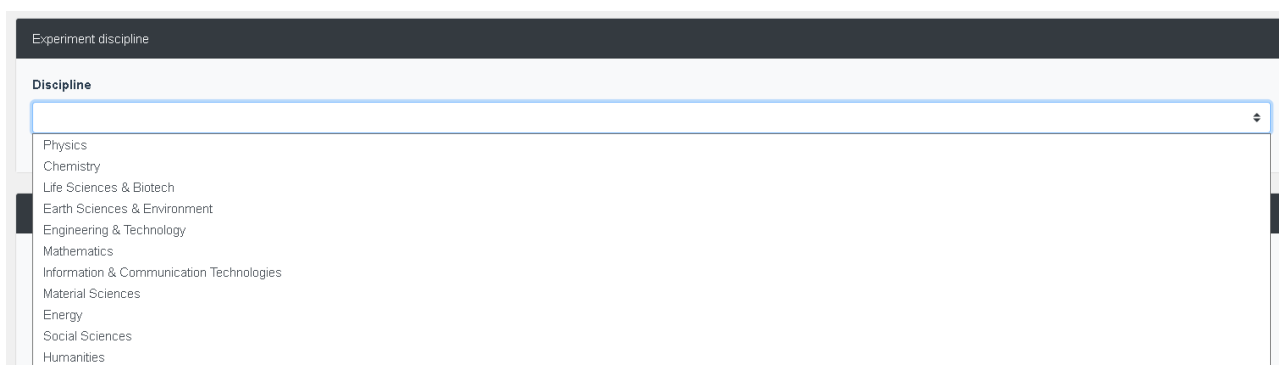
Main author affiliation
If you don't have affiliation yet, please click Add Affiliation button

Fundacja Murach s.c. <k.sowa@uj.edu.pl>

Add Affiliation

EXPERIMENT DISCIPLINE

Choose your experiment discipline and sub-discipline. This will help us to assign your proposal to the reviewer.



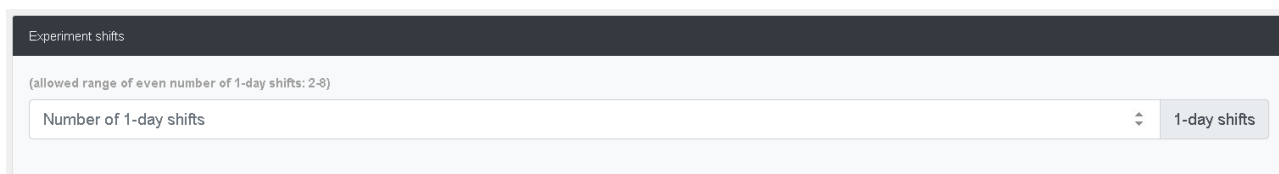
Experiment discipline

Discipline

Physics
Chemistry
Life Sciences & Biotech
Earth Sciences & Environment
Engineering & Technology
Mathematics
Information & Communication Technologies
Material Sciences
Energy
Social Sciences
Humanities

EXPERIMENT SHIFTS

Here, you can enter the number of shifts that you request for your experiment. In the case of CryoEM, one shift = 24h. You can enter only even numbers of the shifts (days). This is connected to the specifics of the measurement method.



Experiment shifts

(allowed range of even number of 1-day shifts: 2-8)

Number of 1-day shifts

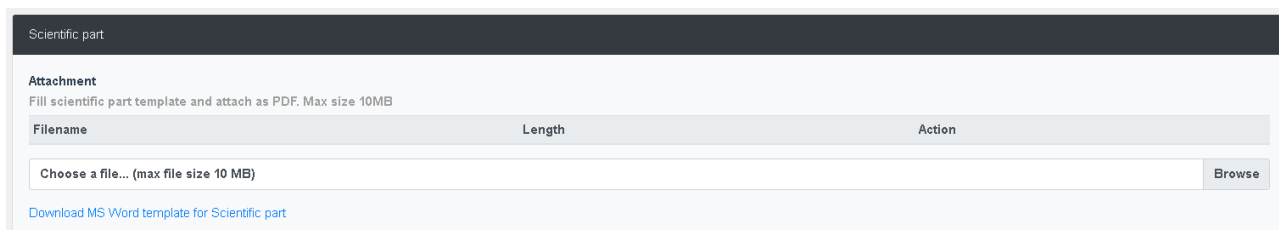
1-day shifts

SCIENTIFIC PART

This is the most important field in the whole process. By clicking on the blue text (see image below) you can download a template of a proposal with some explanation.

After writing your proposal, you need to upload the *.pdf file in this section, by clicking “Browse” button.

Please remember, that proposals must consist of a maximum 2 pages in A4 format. Otherwise it might be rejected by the Review Panel.



Scientific part

Attachment
Fill scientific part template and attach as PDF. Max size 10MB

Filename	Length	Action
Choose a file... (max file size 10 MB)		Browse

[Download MS Word template for Scientific part](#)

EQUIPMENT

Here you can state whether you plan to use Solaris user laboratory and state the equipment that you will need. If you need any additional equipment or gasses, please also include this information.

Equipment

Usage of SOLARIS laboratory

Yes

No

Processes (sample preparation) performed by users during the experiment at SOLARIS - Optional

Enter missing value

Equipment and products requested from the facility - Optional

Enter missing value

Equipment and products to be provided by the user - Optional

Including safety precautions to operate equipment (e.g. electrically safe, secured overheating, explosion secured)

Enter missing value

PUBLISHED PAPERS BY THE PROPOSERS AS A RESULT OF EXPERIMENT/S DONE AT THE SOLARIS

Here you can add a record of the paper that you published based on the experiments performed at Solaris. We strongly encourage you to do so – it might increase chances of your proposal to be accepted.

Published papers by the proposers as a result of experiment/s done at the SOLARIS

Have you published any research in the last 4 years as a result of experiment/s performed using the SOLARIS infrastructure?

Yes

No

Please give the references of papers published by the proposers during the past 4 years

Pattern: Author(s) Last Name and First Name, Title of Article, Journal Title, Volume and issue number, Page numbers, (Publication date), DOI link

Enter publication

SOLARIS infrastructure ONLY

More than one source

Add publication

ADDITIONAL INFORMATION

We also collect some additional information about theses, user experience and industrial involvement or sponsorship.

Additional information

Is this proposal research performed as part of some theses?

Yes

No

Please specify how many theses of a given type are related to this proposal

Specify number of theses

No. bachelor's/engineering theses

No. master's theses

No. doctoral theses

No. habilitation theses

Do you have an experience with this type of experiment?

Yes

No

Where did you get your experience with experiments of this type?

Enter missing value

Does this proposal have any industrial involvement or sponsorship?

This information is used only for statistical purposes. Your answer will not affect your proposal

Yes

No

Guide to SUN for Users v.1.2.1

last edit 27.10.2025

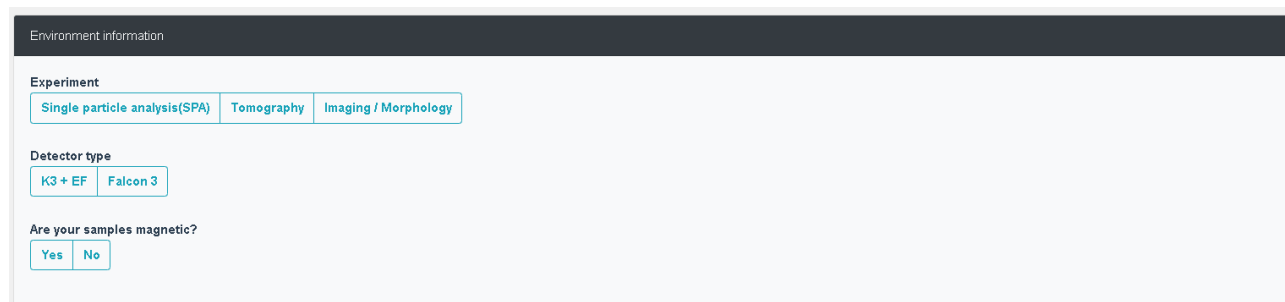
Contact us at: user.solaris@uj.edu.pl

At the bottom of the page there is “Next” button that you need to click to continue creating your proposal.

We move to the ENVIRONMENT tab.

ENVIRONMENT

Here you need to specify technical details of the experiment such as type of the experiment, detectors, etc.



The screenshot shows the 'Environment information' form. It has three sections: 'Experiment' with buttons for 'Single particle analysis(SPA)', 'Tomography', and 'Imaging / Morphology'; 'Detector type' with buttons for 'K3 + EF' and 'Falcon 3'; and 'Are your samples magnetic?' with 'Yes' and 'No' buttons.

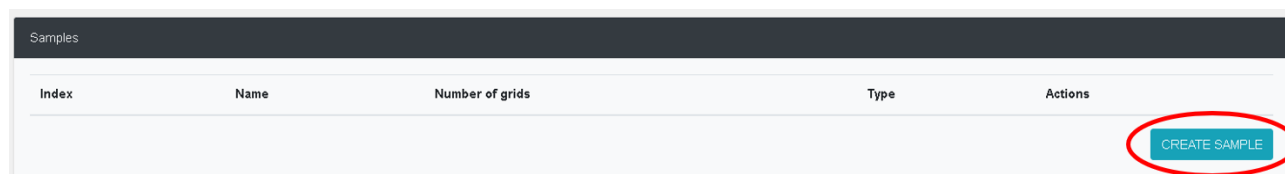
If you have no clue how to fill in the Environment tab, please contact the person responsible for the infrastructure.

At the bottom of the page there is “Next” button that you need to click to continue creating your proposal.

SAMPLES

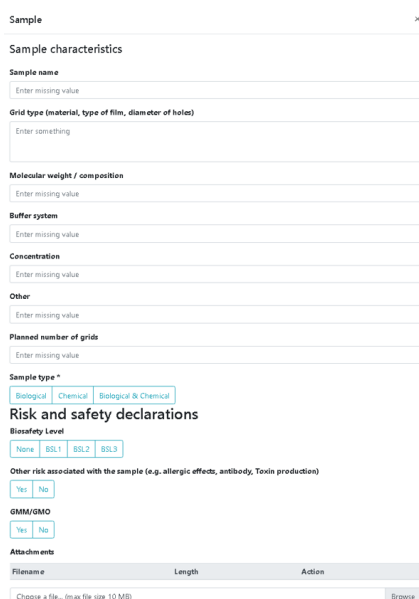
This is a tab where you fill all information about your samples and their safety issues.

Click “Create sample” button to create the sample:



The screenshot shows the 'Samples' table with columns: Index, Name, Number of grids, Type, and Actions. In the Actions column, there is a 'CREATE SAMPLE' button, which is circled in red.

A modal window will appear:



The screenshot shows the 'Sample' modal window. It contains the following sections: 'Sample characteristics' with fields for 'Sample name', 'Grid type (material, type of film, diameter of holes)', 'Molecular weight / composition', 'Buffer system', 'Concentration', 'Other', and 'Planned number of grids'; 'Sample type *' with buttons for 'Biological', 'Chemical', and 'Biological & Chemical'; 'Risk and safety declarations' with a 'Biosafety Level' dropdown (options: None, BSL1, BSL2, BSL3) and a checkbox for 'Other risk associated with the sample (e.g. allergic effects, antibody, Toxin production)'; 'GMM/GMO' with a 'Yes/No' dropdown; and 'Attachments' with a table for file uploads.

At the end of the modal window, you need to add attachments for this particular sample.

Please note that attachments should be unique for each sample and each set should describe single sample only.

Please note that your attachments should contain three information:

- 1. Image of a grid square**
- 2. Image of the particles**
- 3. 2D classes and/or preliminary 3D map.**

Accept your sample by clicking OK at the bottom of the modal window.

Your sample will appear in the list of the samples. You can either edit the sample or delete it. And add a new one as well.

Samples				
Index	Name	Number of grids	Type	Actions
1	Sa	5	Biological	 
				CREATE SAMPLE

At the bottom of the page there is “Next” button that you need to click to continue creating your proposal.

[GENERAL](#)
[BEAMLINE](#)
[SAMPLES](#)
[SUBMIT](#)
State: draft
[SAVE](#)
[SAVE AND PDF](#)

Submit the proposal

Here, in SUBMIT tab, you can submit your proposal. If you have filled all of the fields in previous tabs, read the “Terms and conditions” document, accept it and click submit.



Call is currently open 11.04.2025, 09:00:00 - 30.04.2025, 09:21:00

Katarzyna Sowa

Open call

Submission from: 11.04.2025, 09:00:00 to: 30.04.2025, 09:21:00.

Terms & conditions

The User shall be obliged to publish the results of his/her research performed at National Synchrotron Radiation Centre SOLARIS and inform the User Office about this fact.
Any publication resulting from a SOLARIS beamtime project should include the beamline local contact or experiment supporters (also SOLARIS partner representatives) as co-author. At least the authors must mention National Synchrotron Radiation Centre SOLARIS and the infrastructure in the acknowledgement, using appropriate sentence defined in the Terms and conditions of use of the research infrastructure document.

☒ I accept the [terms & conditions](#)

Previous

SUBMIT

[GENERAL](#)
[BEAMLINE](#)
[SAMPLES](#)
[SUBMIT](#)
State: draft
[SAVE](#)
[SAVE AND PDF](#)

If any field need to be filled, you will notice big red frame with the list of those fields.

The screenshot shows the SUN portal interface. At the top, a status bar indicates the call is currently open from 11.04.2025, 09:00:00 to 30.04.2025, 09:21:00. The user is logged in as Katarzyna Sowa. The main content area is divided into sections: 'Open call' with submission dates, 'Terms & conditions' with a text block and an 'I accept the terms & conditions' checkbox, and 'Remaining fields' which includes a 'General' section with input fields for 'Proposal title', 'Proposal type', 'Proposal category', 'Shifts requested', 'Where did you get your experience with experiments of this type?', and 'Specific discipline'. On the right side, there is a sidebar with tabs for 'GENERAL', 'BEAMLINE', and 'SAMPLES', a 'SUBMIT' button, a 'State: draft' indicator, and 'SAVE' and 'SAVE AND PDF' buttons. A vertical navigation menu is on the left.

Please remember that for Standard and Long term proposal you can submit proposal only if the call is open. For dates of the open call, please check our website (www.synchrotron.pl).

After submitting the proposal, you should receive a confirmation email.

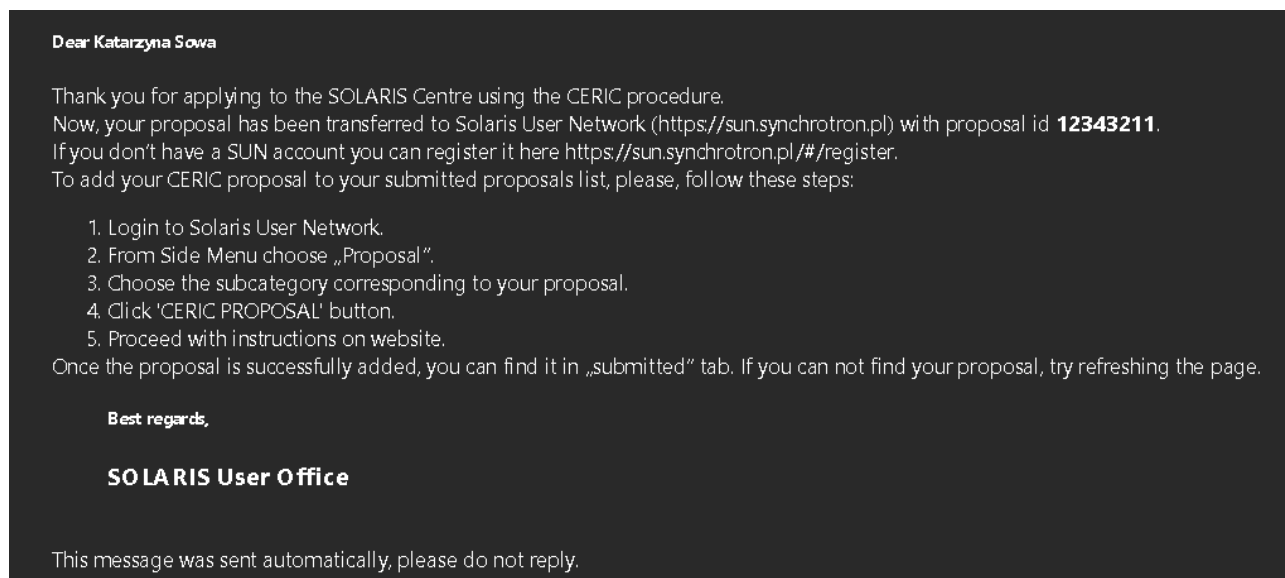
Editing proposal after submission

You can edit Standard and Long term proposal after submission up to the end of the currently running call (see *How to check status of your proposal*).

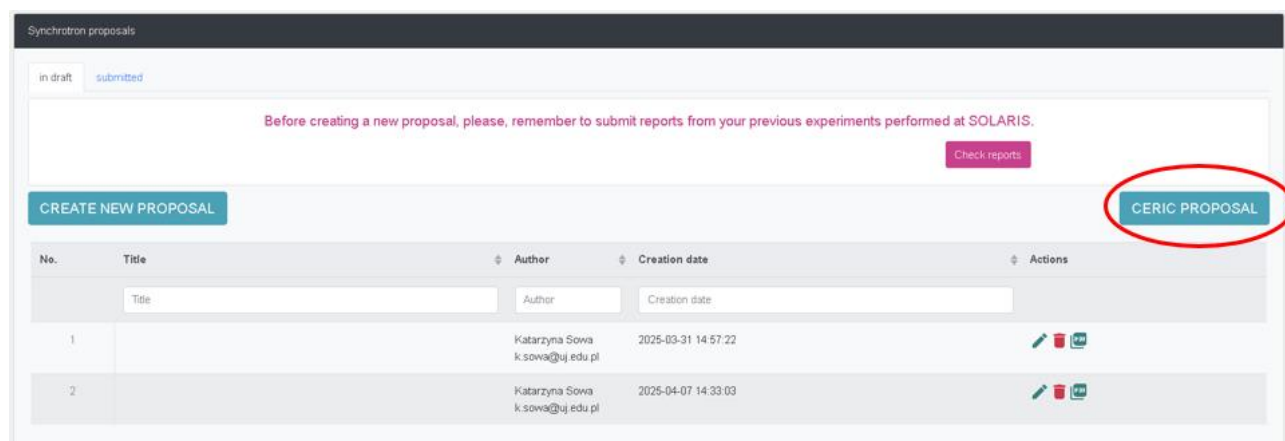
How to connect your CERIC proposal with SUN system (synchrotron & CryoEM)

CERIC proposals are uploaded to SUN system by our User Office.

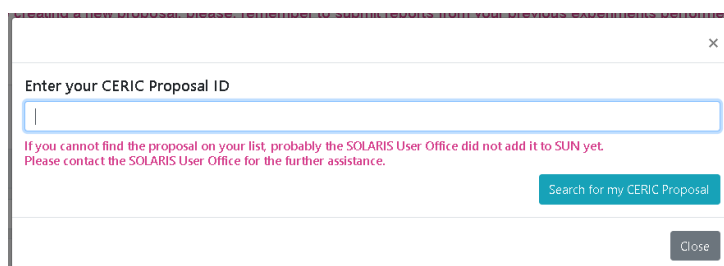
1. You will receive an email with set of instructions on how to connect the proposal to your account.



2. After logging into the SUN, and clicking on Proposal -> Synchrotron or CryoEM tab, click on the CERIC PROPOSAL button on the right side:



3. A modal window will appear:



4. Enter your proposal number (you can find it in the email) and click “Search for my CERIC Proposal”.
5. You need to connect any affiliation to the proposal and if applicable, enter the experimental team (see image below).

Fill in the fields below to make your proposal complete

Proposal affiliation

Fundacja Murach s.c. <k.sowa@uj.edu.pl>

Do you have any team connected to this proposal?

Yes No

Team members

Invitation email will be send to team members.
The team members will appear in PDF after they confirm invitation

Name	Email	Action
Katarzyna Sowa	k.sowa@uj.edu.pl	

None of the fields can be empty

Confirm changes and exit

Close

6. After double confirmation, the proposal is added to your account.

How to check status of your proposal

You can check status of your proposal in SUN system. Go to Proposal -> Synchrotron or Proposal -> CryoEM panel. You will see two tabs: “in draft” and “submitted”.

In draft

In this panel you have all drafts of the all types of proposals that you have created (see figure below). In Actions column you can edit the draft, delete it or see the pdf of the proposal.

No.	Title	Author	Creation date	Actions
1	Title	Katarzyna Sowa k.sowa@uj.edu.pl	2025-03-31 14:57:22	
2	Title	Katarzyna Sowa k.sowa@uj.edu.pl	2025-04-07 14:33:03	

Submitted

Here you can see all submitted proposals (see the image below).

No.	ID	Title	Author	End station	Call	Proposal type	Proposal submission date	Proposal status	Actions
1	20251895	Synchrotron Standard test proposal 1	Katarzyna Sowa k.sowa@uj.edu.pl	PolyX - uCTA/xRF/ÅS	Spring 2025 - 15th call	Standard	2025-03-31 14:38:47	in evaluation	
2	259018	Rapid Access test proposal 1 - feasibility	Katarzyna Sowa k.sowa@uj.edu.pl	PolyX - uCTA/xRF/ÅS	-	Rapid access Feasibility experiment	2025-03-31 14:23:18	approved	
3	20251896	Synchrotron standard test proposal 2	Katarzyna Sowa k.sowa@uj.edu.pl	PolyX - uCTA/xRF/ÅS	Spring 2025 - 15th call	Standard	2025-03-31 14:51:09	in evaluation	
4	252001	Proposal title	Katarzyna Sowa k.sowa@uj.edu.pl	PolyX - uCTA/xRF/ÅS	Spring2 2025	Standard	2025-04-12 16:58:34	in evaluation	
5	20251897	Synchrotron Standard test proposal 3	Katarzyna Sowa k.sowa@uj.edu.pl	PolyX - uCTA/xRF/ÅS	Spring 2025 - 15th call	Standard	2025-03-31 14:58:55	approved	

In case of Standard or Long term proposal, you can edit the proposal until the end of the current call by clicking “Edit proposal” icon in Actions column. You can also withdraw proposal until the end of the current call by clicking “Delete proposal” icon in Actions column.

For all other proposals, you can also:

- download the PDF file of the proposal by clicking “Proposal PDF” icon ,
- show evaluation status and details of the proposal by clicking “Show evaluation” icon . The icon will be available to click once the required grades have been submitted. A new modal window will appear. On left side of the screen you can see details of the proposal as well as requested and granted number of shifts and also experiment color and rank. A quick memo of the experiment colors definition can be found at the bottom of the page. Details of the experiment color can be also found at the end of this manual. On the right side of the screen you can find comments and evaluation status for all evaluation steps that your proposal is going through: technical, safety, radiation and Proposal Review Committee (PRC) review. If you submitted Additional Sample Declaration (ASD) before the experiment (see the next chapter), the safety and radiation evaluation with comments will be visible here as well.

Proposal details

Proposal number	Title	Main proposer	Discipline	End station	Submission date	Actions
20251897	Synchrotron Standard test proposal 3	Katarzyna Sowa k.sowa@uj.edu.pl	Chemistry	PolyX - uCTAUXRFAXAS	2025-03-31 14:58	  

Requested number of shifts	Granted shifts	Experiment color	Final experiment color	Rank
6	10	RED - HIGHLY RESTRICTED	RED - HIGHLY RESTRICTED	A*

Experimental team with roles

Katarzyna Sowa, roles: Main Author

Each user, regardless of the experiment color, is obliged to follow the guidelines specified by the Safety Officer related with the current application/proposal.

Additionally for each experiment color the common rules have to be fulfilled:

- Green (ACCEPTED) experiment:** an experiment that does not require special safety restrictions.
- Yellow (RESTRICTED) experiment**
 - Starting the experiment is only possible from Tuesday to Friday (8am-4pm) or by prior arrangement.
 - The personnel from Safety group verifies the guidelines before starting experiment and grants permission to start the experiment.
- Red (HIGHLY RESTRICTED) experiment**
 - The experiment can start only from Tuesday to Friday during working hours (8am-4pm) and can be carried out only on working days (will finish latest on Friday afternoon).
 - Before starting the experiment, the Local Contact together with the Main proposer or User, completes the information card, which will be readily available on the infrastructure (beamline/CryoEM).
 - The personnel from Safety group verifies all guidelines before starting experiment and gives permission to start the experiment. During the experiment, at least one person from experimental group must be present at the beamline. It means that experiment can be performed only under constant supervision (24h per day) from the persons from experimental group.
- Black (REJECTED) experiment:** an experiment rejected from Safety or Radiology issues.

Review Committee comment	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.	APPROVED
Technical evaluation	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.	FEASIBLE_UNDER_CONDITION
Safety evaluation	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.	HIGHLY RESTRICTED
Radiation evaluation	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.	ACCEPTED

Additional sample declaration

Safety evaluation	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.	REJECTED
Radiation evaluation	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.	ACCEPTED

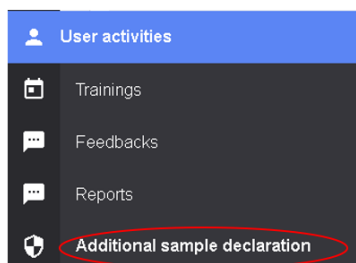
- You can download the Report pdf that you uploaded by clicking “Experiment report PDF” icon  on Actions column. Instructions on how to upload the report are in the following chapters of this manual.
- You can download the Additional sample declaration pdf that you uploaded by clicking “Additional sample declaration PDF” icon  in Actions column. Instructions on how to upload the Additional sample declaration are in the following chapters of this manual.
- You can give your feedback to us by clicking “Go to feedback” icon  in the Actions column.

How to submit Additional Sample Declaration

Only the Main Proposer of the proposal can submit the Additional Sample Declaration.

To submit Additional Sample Declaration (ASD) you need to:

1. Go to the User activities -> Additional sample declaration panel:



2. In this panel, choose the desired proposal and click “Go to additional sample declaration” icon in Actions column:

A screenshot of a web application's 'Additional sample declarations' table. The table has columns: No., ID, Title, End station, Proposal creation date, Declaration status, and Actions. There are three rows of data. The first row has ID 12343211, Title 'Ceric test proposal', End station 'PolyX - uCTA\RF\W\XAS', Proposal creation date '2025-04-11 15:58:26', and Declaration status 'Pending'. The second row has ID 20251059, Title 'Ceric', End station 'PolyX - uCTA\RF\W\XAS', Proposal creation date '2025-03-31 15:31:11', and Declaration status 'Pending'. The third row has ID 20251897, Title 'Synchrotron Standard test proposal 3', End station 'PolyX - uCTA\RF\W\XAS', Proposal creation date '2025-03-31 14:57:48', and Declaration status 'Pending'. Each row has a 'Go to additional sample declaration' icon in the Actions column.

No.	ID	Title	End station	Proposal creation date	Declaration status	Actions
1	12343211	Ceric test proposal	PolyX - uCTA\RF\W\XAS	2025-04-11 15:58:26	Pending	
2	20251059	Ceric	PolyX - uCTA\RF\W\XAS	2025-03-31 15:31:11	Pending	
3	20251897	Synchrotron Standard test proposal 3	PolyX - uCTA\RF\W\XAS	2025-03-31 14:57:48	Pending	

3. In this window, you can download the template of ASD in *.docx, fill it in on your computer and upload a pdf version of this file. Remember to click “SUBMIT” button:

A screenshot of a web application's 'Additional sample declaration' form. The form has a title 'Synchrotron Standard test proposal 3'. It contains a text area for the declaration. Below the text area, there is a table with columns: Filename, Length, and Action. The table has one row with the filename '74220556_9048.pdf', length '144949 B', and a trash icon in the Action column. Below the table, there is a 'Browse' button. At the bottom of the form, there is a 'Download declaration MS Word template' link, a 'BACK TO DECLARATIONS' button, and a 'SUBMIT' button.

Synchrotron Standard test proposal 3

You may submit the Additional Sample Declaration only once per proposal.
Submit your Additional Sample Declaration no later than 3 weeks before your experiment. Late submission will result in automatic rejection of your additional samples.
Note that submitting an Additional Sample Declaration may affect your experiment's color. You will receive an email with the new safety regulations (if any) that applies to your additional samples.
Fill out the declaration template and attach as a PDF file. Max size 10MB

Filename	Length	Action
74220556_9048.pdf	144949 B	

74220556_9048.pdf Browse

[Download declaration MS Word template](#)

BACK TO DECLARATIONS SUBMIT

You may submit the Additional Sample Declaration only once per proposal.

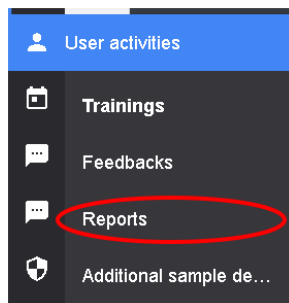
Submit your Additional Sample Declaration no later than 3 weeks before your experiment. Late submission will result in automatic rejection of your additional samples.

Note that submitting an Additional Sample Declaration **may affect your experiment's color**. You will receive an email with the new safety regulations (if any) that applies to your additional samples. Even that the restrictions may change due to additional samples, the originally scope and safety aspects will remain like it was.

How to submit Report on your Proposal

To submit report on your proposal you need to:

1. Go to the User activities->Reports panel:



2. In this panel, choose the desired proposal and click “Go to experiment report”  icon in Actions column:

Experiment reports								
No.	ID	Title	Author	Infrastructure	Proposal submission date	Report submission date	Report status	Actions
	ID	Syn	Author	Infrastructure	Proposal submission date	Report submission date	Report status	
1	20251895	Synchrotron Standard test proposal 1	Katarzyna Sowa k.sowa@uj.edu.pl	synchrotron	2025-03-31 14:38:47			
2	20251896	Synchrotron standard test proposal 2	Katarzyna Sowa k.sowa@uj.edu.pl	synchrotron	2025-03-31 14:51:09			
3	20251897	Synchrotron Standard test proposal 3	Katarzyna Sowa k.sowa@uj.edu.pl	synchrotron	2025-03-31 14:58:55	2025-04-12 17:14:49	submitted	 

3. In this window, you can download the template for the Report in *.docx, fill it in on your computer and upload a pdf version of this file.

Experiment report

Proposal title

Fill out the report template and attach as a PDF file. Max size 10MB

Filename	Length	Action
Choose a file... (max file size 10 MB)		Browse

[Download report MS Word template](#)

BACK TO REPORTS

SUBMIT

Experiment colors – safety levels

DESCRIPTION OF SAFETY/RADIOLOGY COLOR/RISK OF THE EXPERIMENT

Each user, regardless of the experiment color, is obliged to follow the guidelines specified by the Safety or Radiology Officer related with the current application/proposal.

Additionally for each experiment color the common rules have to be fulfilled. We have 4 levels of Safety/Radiology risk (from the lowest to highest):

- Accepted – green

An experiment that does not require special safety restrictions.

- Restricted – yellow

Starting the experiment is only possible from Tuesday to Friday (8am-4pm) or by prior arrangement.

The personnel from Safety group verifies the guidelines before starting experiment and grants permission to start the experiment.

- Highly restricted – red

The experiment can start only from Tuesday to Friday during working hours (8 am-4 pm) and can be carried out only on working days (will finish latest on Friday afternoon).

Before starting the experiment, the Local Contact together with the Main proposer or User, completes the information card, which will be readily available on the infrastructure (beamline/CryoEM).

The personnel from Safety group verifies all guidelines before starting experiment and gives permission to start the experiment. During the experiment, at least one person from experimental group must be present at the beamline. It means that experiment can be performed only under constant supervision (24 h per day) from the persons from experimental group.

- Rejected – black

Experiment is too risky to be performed safely. It is rejected due to Safety/Radiology regulations and will not be assessed by Review Panel Committee.

HOW WE CALCULATE THE EXPERIMENT COLOR

The experiment color is the highest risk that was ranked by Safety or Radiology. For example, if Safety was ranked as red and Radiology was ranked as green, the final experiment color is red.

After uploading the Additional Sample Declaration (ASD), your additional samples will be also evaluated by safety and radiology inspectors. They will rank your ASD with the same safety levels as described above. The resulting color of the experiment is the highest risk that was ranked for experiment and ASD. For example, if your experiment was ranked green and your ASD was ranked red, then, the final experiment color is red.

However, if your experiment was ranked green/yellow/red and your ASD was ranked black, then, you can perform your experiment accordingly to safety level, but **you cannot bring your additional samples to SOLARIS.**