

Online Submission of Experiment Report

Posted By [admin](#) On 2010年26月27日 @ 11:26 AM In | [Comments Disabled](#)

Please submit your experiment report from the User Information Website (UI site) My Page.

Please log in to My Page first with your user card ID number and password, and select "Experiment Report" from the menu (Fig. 1), and the online form will display (Fig. 2). Required fields consist of report title, first author and coauthors, body, attachment, and publication schedule.

The screenshot shows a web interface with a left-hand navigation menu and a main content area. The menu is organized into several sections:

- Application/Reporting**: A single button.
- Proposal/Use Plan**: A single button.
- Submission**: A list of buttons: New, Editing, Submitted.
- Before Arrival**: A list of buttons: Change Project Team Members, Info for Consumables, Application for SP8 Facilities, » List of Samples, Reagents, etc., » List of Carry-In Items.
- Before Departure**: A list of buttons: Beamtime Report.
- After Experiment**: A list of buttons: Experiment Report (highlighted in yellow), Publications Entry, » Registration of Reprint, Patent Application/Publication.

The main content area on the right contains:

- Procedures Required for Experimental Fiscal year**: A section with a sub-section for Procedures, listing Radiation Worker Registration Form (Submit at least 2 weeks before) and SPring-8 Safety Training.
- User Statistics (Public BL)**: A section with a search filter (Period 1: 2006A-2008B, Period 2: CY2006-CY2010) and a list of statistics: Average of All Project Leaders, Competitive Rate (Submitted/Approved) for 2006, and Logged-in User.

A tooltip message is displayed over the 'Experiment Report' link, stating: "Be sure to submit the experiment report within 60 days after completion of the case of contract BLs, within 60 days after the end of research term."

Fig. 1 Link to Experiment Report Submission Page

Experiment Report

Logged in as
You are logged in as 0000001 Tarou Koukido

Proposal Information
Proposal Number : 2007A9998 / General Proposals / Non-Proprietary Research / DEMO

Tool

- Lookup User Information
- Add Coauthor
- User Card Number Search

Save

- Save
- Confirm / Submit

Go to

- List of Proposals
- User Information Top
- Logout

Report Title

[A^α] [A_n] [I] [B] [U] [HELP]

Authors					
	User Card Number	First Name	Last Name	Affiliation	Delete Row
First Author	0000001	Tarou	Koukido	JASRI	
Coauthor 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete
Coauthor 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete
Coauthor 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete
Coauthor 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete
Coauthor 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete

[Lookup User Information]

If authors have their SPring-8 User Cards, enter only the user card numbers; otherwise, enter both names and affiliations.
When the user card numbers are entered, you can display the authors' names and affiliations just by clicking "Look up User Information." To add rows, click "Add Coauthor."

Body (about one A4 page long)

- Purpose of the experiment and summary of the result.
- Experimental method and key experimental data
- Conclusion, examination and reference list.

[A^α] [A_n] [I] [B] [U] [HELP]

Attachment (JPG, PNG or GIF format only/maximum file size limit is 1MB/file)

<p>Fig. 1</p> <p>Not attached.</p> <p><input type="button" value="Choose File"/> no file selected</p>	<p>Fig. 2</p> <p>Not attached.</p> <p><input type="button" value="Choose File"/> no file selected</p>
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Note: The information below is for office use only.

Publication Schedule

- Type of Publication: If you choose "Other," please specify in the text box on the right.
- Journal Title: Click the "Display List," and select from the list. If the journal is not found in the list, enter the journal title in the text box.
- Conference Title: If the conference is not found in the list, please enter the title in the text box for "Conference Title/Other."

- If it is not clear when you publish your results, check the box for "No Planned Publication Date" and provide the reason and/or the tentative year in the text box provided below. (Example 1: We failed to obtain publishable results. Example 2: Our research requires a series of experiments and we plan to publish our results after our next proposal is completed.)

Type of Publication:

Expected Date of Publication:

Journal Title:

Conference Title:

Conference Title (Other):

No Planned Publication Date

Comments and Suggestions

Fig. 2 Online Form

SUBMISSION GUIDE

Report Title: You can use special characters as well.

Authors: For the first author, the project leader's name and affiliation will appear by default. If the project leader is not the first author, modify the first author information. If authors have their SPring-8 User Cards, enter only the user card ID numbers; otherwise, enter both names and affiliations. When the user card numbers are entered, you can display the authors' names and affiliations just by clicking "Look up User Information." To add rows, click "Add Coauthor."

Body: The body should be about one A4 page long. Please be sure to include the following information.

- Purpose of the experiment and summary of the results
- Experimental method and key experimental data
- Conclusion, examination and reference list

Attachment: Acceptable file formats are JPG/JPEG, GIF, and PNG.

Publication Schedule:

Choose the type of publication from the pop-up list displaying several options: Refereed Journals, Review Articles, Proceedings, Books, Awards, Patent, Other, Invited Talks, and Oral/Poster. If you choose "Other," please specify in the text box on the right.

For the Expected Date of Publication, choose when you plan to publish your results from the pop-up list displaying several options: Within 3 months, Within 6 months, Within a year, Within 2 years, and Over 2 years.

To enter the journal title, click the "Display List," and select from the list. If the journal is not found in the list, enter the journal title in the text box. In the case of a conference, choose the title of conference from the pop-up list. If the title is not found in the list, please enter the title in the text box for "Conference Title (Other)." Please note that if this box is left blank, the report cannot be submitted.

If it is not clear when you publish your results, check the box for "No Planned Publication Date" and specify the reason(s) and publication plan in the text box provided below.

Comments and Suggestions:

We are interested in your comments and suggestions on improvements to our service so that we may better serve the user community. Please take a few moments to let us know how we are doing.



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