

SPring-8 User Information

User Card No. - Password

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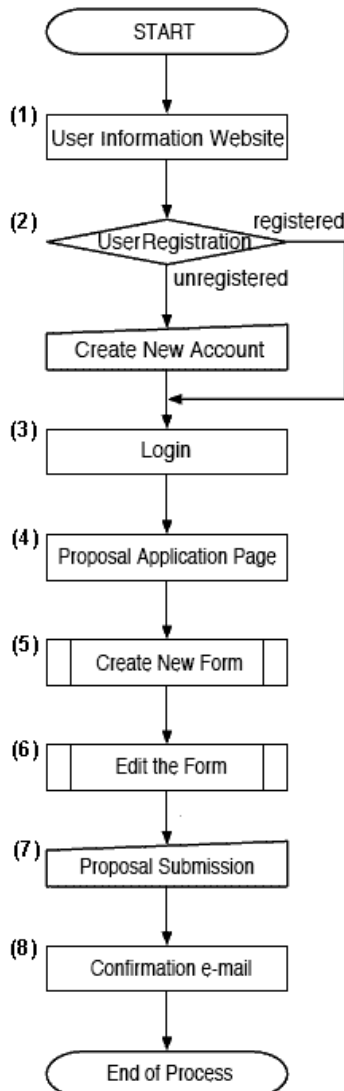
Contract Beamline

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1. Proposal Application Procedure

Users can conduct a variety of experiments at the SPring-8. Please see [the SPring-8 Users' Guide](#) for information regarding SPring-8 beamlines, types of proposals, types of use and beamtime fees, and submit your research proposal online from the "Proposal Application" page by the deadline.

Proposal Application Procedure



Access the SPring-8 User Information Website (<http://user.spring8.or.jp>). (1)

If you are not registered as a SPring-8 user, please proceed to [the User Registration page](#) to complete user registration. (2)

If you already have a user card number, please login with your user card number and password and proceed to the Proposal Application page. (3) (4)

Please note that only project leaders can submit proposals: if a project team member needs to submit a proposal in place of the project leader, the member must login with the project leader's user card number and password.

Using the web-based proposal application system, you can create a new proposal application (5) and save/edit the data (6) just as you did in the paper-based application system. You can also create two or more applications, one at a time. You are advised to use a prepared text/spreadsheet to enter and edit data in order to avoid input errors and just in case your web browser unexpectedly quits.

To submit a proposal, click on the Submit button. (7) Upon successful submission, you will receive a confirmation e-mail. (8)

Operating Environment

The web-based proposal application system supports multiple languages using Unicode; and we recommend the following browsers for best compatibility with our system.

Table 1.1 Recommended Browsers

OS	Browser
Windows	Internet Explorer 6.0 or later
Macintosh or Windows	- Netscape 7.0.2 or later - Firefox 1.0 or later
Macintosh	Safari 1.1 or later

The SPring-8 User Information Website (UI Site) is a new website

to replace the For Users Website (http://4users.spring8.or.jp). On some pages, you are required to login with your user card number and password: for example, proposal application page, process status page, etc. To avoid material errors such as duplicate registration or damage or loss of data, please use the links, NOT the Back button.

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2. Login

To use the web-based proposal application system, you need to login first with your user card number and password. Please enter your user card number and password and click on the Login button to be able to enter the Proposal Application page.



Before Login



After Login

If successful, your name and user card number will appear in the login banner.

If you are inactive for one hour or more, your session will be timed out and you will have to login again. Also when you quit your browser, you have to login again.

When you finish your session or leave a computer for a short or extended period of time, either log out or lock the machine to prevent spoofing.

Note: You need to agree to the "Terms of Service" the first time you login: you cannot start the proposal process unless you agree.

Account Settings

Logged in as
You are logged in as 0000001
Tarou Koukido

Go to
[Logout](#)

Please complete the settings below before accessing to User Information.

Would you wish your information to be included in the match result wh

Allow.

Do not allow.

Conditions of Use

These Terms of Service applies to the Web-based Proposal Application Administration Division of Japan Synchrotron Radiation Research Institute. Please be sure to read through and agree to these Terms of Service. By using the Service, you agree to these Terms of Service.

DEFINITION
Under these Terms of Service, any individuals who register their personal information (Users of the For Users Page) are defined as Users.

ID, PASSWORD AND SECURITY
JASRI issues a User Card Number (ID) to identify Users and to offer responsible for maintaining the confidentiality of their ID and password security of their ID and password. Users agree to notify JASRI immediately in the event of a password, or any other breach of security.

UNAUTHORIZED ACTIVITIES
Users agree not to do any of the following while using the Service:
 - infringe intellectual property rights, privacy and any other rights of others;
 - violate any applicable law or regulation;
 - interfere with the use of the Service;
 - unauthorized use of ID and password

I Agree (In order to access User Information conditions.)

[Submit](#)

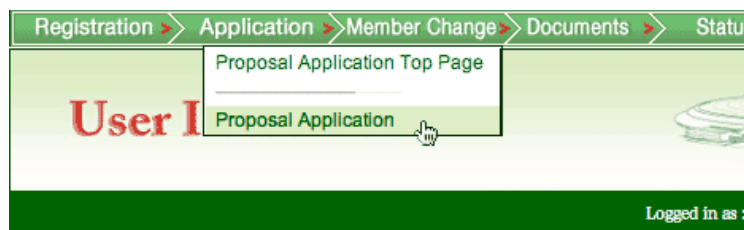
Terms of Service

The Terms of Service includes the "UNAUTHORIZED ACTIVITIES" and "DISCLAIMER OF WARRANTIES AND LIMITATION OF LIABILITY." Please read carefully and click "I agree" to accept the Terms of Service. Otherwise, you cannot use the web-based proposal application system. If you do not want to get your user card number displayed when others conduct search by name and/or affiliation, choose "Do not allow." In this case, your project leader cannot find your user card number; so please contact your project leader.

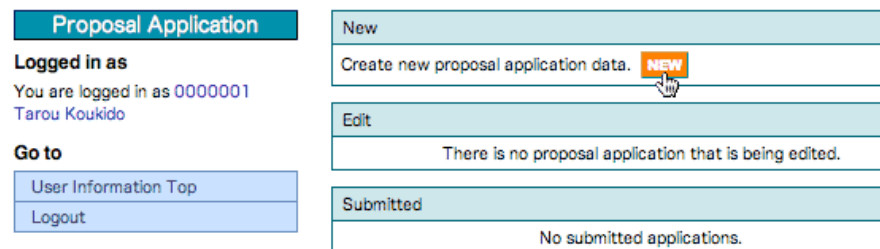
[Page Top](#)

3. Start Page

After logging in, you can have access to the Proposal Application Page and start preparing proposals.

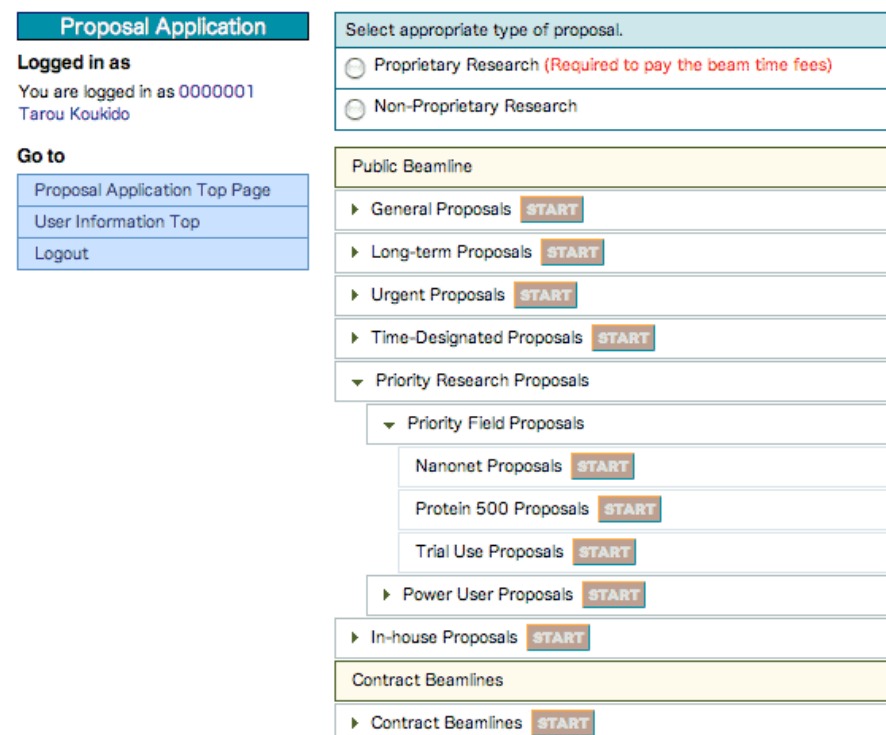


On this page, select New to create a new proposal application, Edit to reedit your application temporarily saved, or Submitted to confirm the details of proposal(s) that you submitted.



SPring-8 Users Office

To create a new application, click New, and the forms of research (proprietary or non-proprietary) and the types of proposals will display. When either Proprietary Research or Non-Proprietary Research is selected, the START buttons of available types of proposals will turn orange. (The types of proposals that you can choose vary depending on the form of research.) Click the START button for the Contract Beamline to proceed to the next page.



As for the START buttons that do not turn orange whether you choose either form of research, only designated users can select those types of proposals.

Proposal Application

Logged in as
 You are logged in as 0000001
 Tarou Koukido

Go to

- Proposal Application Top Page
- User Information Top
- Logout

Select appropriate type of proposal.

Proprietary Research (Required to pay the beam time fees)

Non-Proprietary Research

Public Beamline

- ▶ General Proposals START
- ▶ Long-term Proposals START
- ▶ Urgent Proposals START
- ▶ Time-Designated Proposals START
- ▼ Priority Research Proposals
 - ▼ Priority Field Proposals
 - Nanonet Proposals START
 - Protein 500 Proposals START
 - Trial Use Proposals START
 - ▶ Power User Proposals START
- ▶ In-house Proposals START

Contract Beamlines

- ▶ Contract Beamlines START



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Proposal Application

Logged in as
 You are logged in as 0000001
 Tarou Koukido

Go to

- Proposal Application Top Page
- User Information Top
- Logout

Select appropriate type of proposal.

Proprietary Research (Required to pay the beam time fees)

Non-Proprietary Research

Public Beamline

- ▶ General Proposals START
- ▶ Long-term Proposals START
- ▶ Urgent Proposals START
- ▶ Time-Designated Proposals START
- ▼ Priority Research Proposals
 - ▼ Priority Field Proposals
 - Nanonet Proposals START
 - Protein 500 Proposals START
 - Trial Use Proposals START
 - ▶ Power User Proposals START
- ▶ In-house Proposals START

Contract Beamlines

- ▶ Contract Beamlines START



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4. Application Data Entry: Basic Information (non-proprietary)

This is the first page of data entry pages. On these data entry pages, you can stop and resume editing data anytime you want before the deadline. The data entry pages consist of menus on the left and data entry boxes on the right.

On this first page, you are required to enter such basic information as the last four digits of the proposal number (assigned by each contract beamline office), title of experiment, research area and method, and the beamline, etc. As

for the review field and research areas, please be sure to choose from both main and sub categories.

Proposal Application

Logged in as

You are logged in as 0000001
Tarou Koukido

Information

Application No. : Not Saved /
Contract Beamlines / Non-
Proprietary Research

Move to

- Basic Informations
- Project Team Members
- Details of Potential Hazards and Associated Safety Measures
- Purpose and Significance
- Method and Layout
- Attachments

Save

- Save
- Confirm / Submit
- Remove

Go to

- Proposal Application Top Page
- User Information Top
- Logout

Proposal Number (4 digits from the right)	<input type="text" value="0000"/>
Title of Experiment	<input type="text"/>
Research Areas	Group : <input type="text"/> Subgroup : <input type="text"/>
Research Areas Keywords	<input type="text"/>
Research Methods	Group : <input type="text"/> Subgroup : <input type="text"/>
Research Methods Keywords	<input type="text"/>
Using Beamline Number	<input type="text"/>

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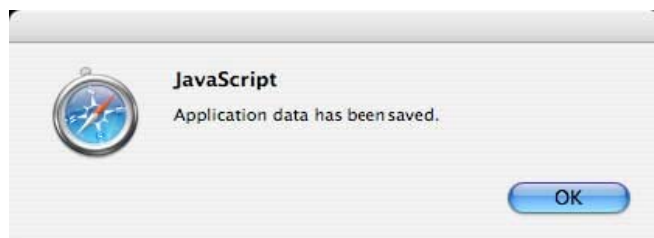
To travel through the pages, use the menus. Information required for each page is listed below.

Page	Required Information
Basic Information	title of experiment, review field, research areas, desired beamline, the number of required shifts
Project Team Members	list of all project team members (Enter user card numbers and click on the Lookup User Information button.)
Details of Potential Hazards and Associated Safety Measures	experimental samples, instrument/equipment to be brought to the SPring-8
Purpose and Significance	purpose and significance of experiment
Method and Layout	method and layout of experiment
Attachments	files* to be included in the "Method and Layout "
Molecules & Crystals**	details of molecules and crystals

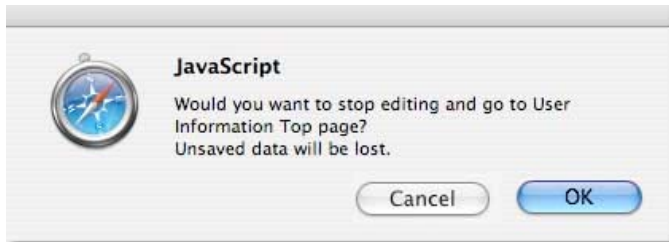
*You can upload up to three image files.

**Biocrystallography applicants only

You can start anywhere you want. Please be sure to save any work in progress frequently by clicking on the Save button, so you can have your data stored in our server and resume where you left off.



When you finish your session or leave a computer for a short or extended period of time, either log out or lock the machine for security purposes.



Since the web-based proposal application system supports multiple languages using Unicode, you can enter any Unicode characters on the data entry pages. To input special characters that cannot be typed directly from the keyboard, please refer to the OS/input manuals.

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Proposal Application

Logged in as

You are logged in as 0000001
Tarou Koukido

Information

Application No. : Not Saved /
Contract Beamlines / Non-Proprietary Research

Move to

- Basic Informations
- Project Team Members
- Details of Potential Hazards and Associated Safety Measures
- Purpose and Significance
- Method and Layout
- Attachments

Save

- Save
- Confirm / Submit
- Remove

Go to

- Proposal Application Top Page
- User Information Top
- Logout

Proposal Number (4 digits from the right)	<input type="text" value="0000"/>
Title of Experiment	<input type="text" value="How to use the Web-based Submiss"/>
Research Areas	Group: Life Science Subgroup: <ul style="list-style-type: none">Structural Biology (crystal)Structural Biology (hard-cBiophysicsAnalyses of Medicinal EffeCell BiologyRadiobiologyBiological ImagingOther
Research Areas Keywords	<input type="text"/>
Research Methods	Group: <input type="text"/> Subgroup: <input type="text"/>
Research Methods Keywords	<input type="text"/>
Using Beamline Number	<input type="text"/>

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5. Project Team Members

Enter the user card number of all project team members who will be involved in experimental work at the SPring-8, and click on the "Lookup User Information" button at the bottom of the page or in the menu. Then the name and affiliation of the members will be automatically entered.

Proposal Application

Logged in as

You are logged in as 0000001
Tarou Koukido

Information

Application No. : Not Saved /
General Proposals / Non-Proprietary Research / 2005B

Move to

- Basic Informations
- Project Team Members
- Details of Potential Hazards and Associated Safety Measures

User Card Number	Name	Project Team
<input type="text" value="0000512"/>		
<input type="text" value="000384"/>		
<input type="text" value="2115"/>		
<input type="text"/>		
<input type="text"/>		

Please enter User Card No. and click Lookup User Information button.

Lookup User Inform

Purpose and Significance
Method and Layout

Proposal Application

Logged in as
You are logged in as 0000001
Tarou Koukido

Information
Application No. : Not Saved /
General Proposals / Non-Proprietary
Research / 2005B

Move to

- Basic Informations
- Project Team Members**
- Details of Potential Hazards and Associated Safety Measures
- Purpose and Significance
- Method and Layout

		Project Team
User Card Number	Name	
0000384	Wataru Matsumoto	(財)
0000512	Keiichi Shinbe	JASRI
0002115	Masahiko Hanada	兵庫県立
<input type="text"/>		
<input type="text"/>		

Please enter User Card No. and click Lookup User Information button.

Lookup User Inform

If you need to register more than five members, click "Add Row" in the menu. When you do not know the user card number of the member(s), click "Search Window" to find the number(s) by last/first name or affiliation.

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6. Details of Potential Hazards and Associated Safety Measures

When you plan to use uranium/thorium or sealed radioactive materials, or conduct a macroorganism experiment or a recombinant DNA experiment, choose one that applies from the pop-up menu.

The experiment which needs procedure.[1]	<input checked="" type="checkbox"/> None <input type="checkbox"/> Uranium & Thorium <input type="checkbox"/> Sealed Radioactive Materials <input type="checkbox"/> Microorganism Experiments <input type="checkbox"/> Recombinant DNA Experiments
Live Animals (Mammals, Birds and / or Reptiles)	
Equipment / Instruments needed to be provided by SPring-8	

In case you plan to bring in live animals, check the box provided for "Live Animals (Mammals, Birds and/or Reptiles)."

As for "Experimental samples and their characteristics," provide the name, shape, quantity, hazards, purpose, handling and disposal method, and safety measures of up to five materials. If you need to provide details of more than five materials, click "Add Row (experimental samples and their characteristics)." (Menu > Tool)

In the boxes provided for "Instruments that users plan to bring to SPring-8," enter the name, specifications, and safety measures of instrument/device/equipment that you plan to bring to the SPring-8. In case you need to bring more than five items, click "Add Row (Instruments that users plan to bring to SPring-8)." (Menu > Tool)

The provided boxes may seem too small to enter data due to your screen resolution. We recommend that you use a prepared text/spreadsheet to enter and edit data in order to avoid input errors and just in case your web browser unexpectedly quits.

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7. Purpose and Significance/Method and Layout

On the Abstract page, you are required to enter the significance, purpose, characteristics, expected research results, preparation status, and publications list of your proposed research. As for the Experimental Details page, provide experimental details, reasons for selecting the beamline, energy/wave length, and how you estimated the number of required shifts.

For system-related reasons, there is a word limit for each free-text field as specified below.

Required Information	Word Limit
- Purpose and Significance	900
- Method and Layout	680

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8. File Upload

To provide details about your experiment, you can upload up to three image files.

Click "Attachments" in the menu to go to the file upload page. To select the file(s) that you want to upload, click "Choose File."

Please note that uploadable file formats are JPEG (.jpg/.jpeg), GIF(.gif), PNG (.png) only; that you cannot upload files without file extensions; and that each file should be no larger than 1MB in file size.


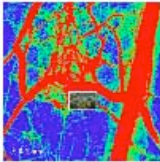
When the file is chosen, the file name will display. Confirm the file name and click "Upload."

Upload image files (up to 3 files).

Fig. 1	Fig. 2	Fig. 3
Not attached.	Not attached.	Not attached.
<input type="button" value="Choose File"/> 2.1	<input type="button" value="Choose File"/> no file selected	<input type="button" value="Choose File"/> no file selected

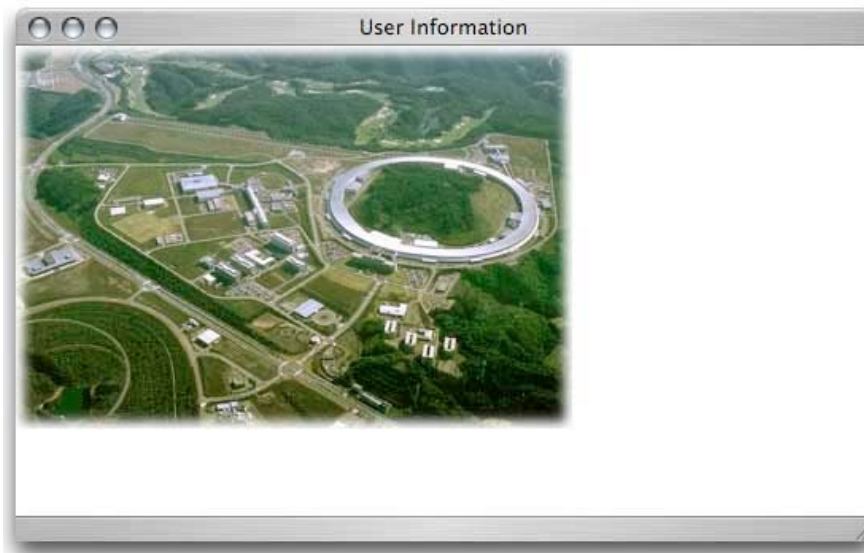
After your file has been successfully uploaded, a thumbnail of the image is created.

Upload image files (up to 3 files).

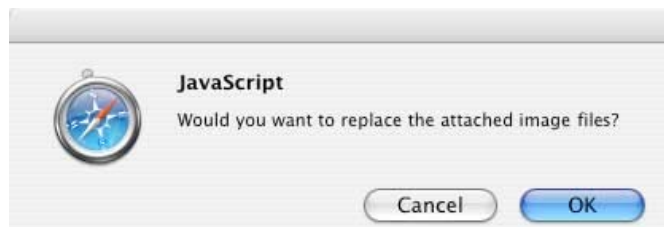
Fig. 1	Fig. 2	Fig. 3
 <input type="button" value="Remove"/>	 <input type="button" value="Remove"/>	Not attached.
<input type="button" value="Choose File"/> ove1V.jpg	<input type="button" value="Choose File"/> no file selected	<input type="button" value="Choose File"/> no file selected

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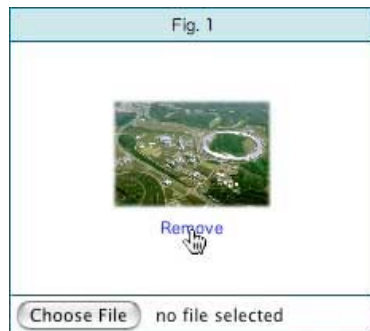
To see the full-size version of the graphic in a new window, click the thumbnail.



To replace the uploaded file, click inside the frame, choose another file, and click on the Upload button. Then a confirmation message will appear. Click OK to replace the file.



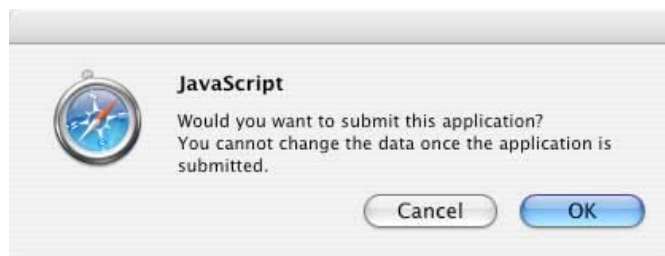
To delete the file, click on the Remove button.



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9. Submission of Use Plan

To submit a use plan, click on the Confirm/Submit button, and the details of your application data will display. Please check the data and click Submit. Then a confirmation message will appear.



Please be forewarned that you cannot edit the use plan after submission. The submitted data can be viewed by clicking on the View button (Proposal Application > Submitted).

Upon successful submission, you will receive a confirmation e-mail.

Proposal Application	New
Logged in as You are logged in as 0000001 Tarou Koukido	Create new proposal application data. NEW
Go to User Information Top Logout	Edit There is no proposal application that is being edited.
	Submitted [35] YYYY XXXX (Contract Beamlines / Non-Proprietary Research) VIEW

Submitted Use Plan

Note: This is our first time to invite proposals/use plans through the web-based proposal application system, and unexpected system irregularities or problems may occur. Applicants are advised to prepare use plans well in advance. If you find any errors, please let us know.

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