



Chandele Montgomery &lt;1349460@students.wits.ac.za&gt;

## Invitation for proposal LS-3108 on 07-Oct-2022

1 message

useroff@esrf.fr &lt;useroff@esrf.fr&gt;

27 June 2022 at 09:10

Reply-To: useroff@esrf.fr

To: 1349460@students.wits.ac.za

Cc: jonah.choiniere@wits.ac.za, dollman@esrf.fr

Dear Miss MONTGOMERY,

You are invited to the ESRF for your experiment **LS-3108** on:

- Beamline: BM18
- Scheduled shifts: 6
- Start date and time: 07 October 2022 at 08:00
- End date and time: 09 October 2022 at 08:00
- This is a **Green** proposal
- Max reimbursed days/user: 5
- Local contact(s)
  - DOLLMAN Kathleen  
Tel: +33 753287602  
Email: [dollman@esrf.fr](mailto:dollman@esrf.fr)
  - FERNANDEZ Vincent  
Tel: 0695576896  
Email: [vfernand@esrf.fr](mailto:vfernand@esrf.fr)

Detailed **instructions for Main Proposers** can be found in the document attached to this email. Please read them carefully and do not hesitate to contact us if you have any questions.

### **NEW - Travel request procedures for reimbursed users :**

Travel requests for reimbursed users listed on your A Form **must now be made by each user individually via the new ESRF 'SAP Concur' travel application**. The link will be sent to each user on submission of the A Form. Please be aware that there are financial penalties for late submission of a travel request. Please read the detailed information, including deadlines, [here](#).

### **Onsite users :**

Whether the experiment should be carried out remotely or with onsite users (or in a mixed mode) must be discussed and agreed with the Local Contact.

In all cases, you will need to:

- Complete the A Form indicating the users who will be involved both onsite and remotely in the experiment (as quickly as possible and at least 2 weeks before your experiment, or at least 4 weeks before if your experiment involves reimbursed onsite users) via the [ESRF User Portal](#),
- Create and submit Sample Sheets for your proposal (at least 1 month before you wish to send or bring the samples to the ESRF) via the [ESRF User Portal](#) and declare them in the A Form,
- Prepare and send your samples to the ESRF **using our ICAT Sample Tracking system and via a recognised courier (Fedex, DHL, etc), NOT via the regular postal service.**

*Even if you are bringing your samples with you, you must use ICAT to create a "virtual" parcel.*

### **For remote experiments only, you also need to:**

- Complete and send the attached "Mail-in and Remote Experiment Protocol" document (instructions within) before the start of your experiment.

Detailed instructions for remote experiment on non-MX beamlines can be found [here](#).

ESRF User Office

Tel +33 (0)4 76 88 25 52 / 23 58 /28 80

Email: [useroff@esrf.fr](mailto:useroff@esrf.fr)

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**2 attachments**



**Mail-in and Remote Experiment Protocol.docx**

20K



**PUBLIC\_InfoForMPs.pdf**

596K