

DUBBLE

Long Term Projects - General Information

AIM

Through Long Term Projects (LTPs) selected user groups are offered beam time at DUBBLE for multiple sessions over a longer period, provided investments are made by the user group in terms of man power or technical attributes. Through the option of LTPs user groups are stimulated to actively participate in developments at DUBBLE. The approval of an LTP requires that the objectives or methodological innovations are relevant to and desired by a reasonable share of the present or future DUBBLE user community. An LTP involves a strong commitment by the DUBBLE staff. Once approved, the objectives of the LTP are integrated within the DUBBLE work plan. The LTP progress is periodically evaluated by the DUBBLE Executive and Steering committee.

PRINCIPLES

Users may request a long-term commitment from the DUBBLE Steering Committee to provide beamtime (typically 15 shifts / scheduling period) during up to six successive scheduling periods (three years). Scientific excellence is the primary criterion for the acceptance of such a LTP proposal. Further criteria are:

(a) a commitment from the proposing user group concerning the contribution of financial, technical and/or human resources during the implementation of the LTP. Given that a typical LTP lasts for three years and considering the cost for beam time, a reasonable investment either involves the placement of a (post)doctoral researcher at DUBBLE for 3 years or the permanent installation of equipment at DUBBLE with a value of about 200 kEUR. Equivalent combinations of human resources and equipment are possible.;

(b) an identifiable benefit to the DUBBLE user community (such as a new technique, a new instrument or new possibilities for the beamline) expected to result from the successful accomplishment of the goals for the LTP. In the proposal it should be made clear that the user interest has successfully been probed by including a list of supportive users and a short description of the research these users envisage with the targeted new options at DUBBLE.;

(c) the involvement of the (post)doctoral researcher at DUBBLE in experiments at other (public) ESRF beamlines through regular experiments or in the context of an ESRF LTP.

FORMAT & SCHEDULE OF A LTP PROPOSAL

For the submission of a LTP proposal the specific LTP beamtime application form must be used. This application form is different from that of the ESRF LTP application form and can be retrieved from: <https://www.esrf.fr/UsersAndScience/Experiments/CRG/BM26/HowToApply>

LTPs can be submitted at any time, for decision on acceptance by the DUBBLE Executive and Steering Committees. In contrast to regular proposals for beamtime, which are submitted through the ESRF User Portal, DUBBLE LTP proposals should be submitted by e-mail directly to the chairman of the DUBBLE Executive Committee, Dr. Sean McMitchell (Sean.McMitchell@imec.be). Beamtime for accepted LTPs becomes available during the following scheduling period. The proposers may request a start delayed by one scheduling period, if this is necessary to prepare properly the experimental sessions.

For a proper registration in the ESRF administrative system and to comply with ESRF safety aspects, the users have to co-submit a proposal for regular beam time via the ESRF User Portal for every experimental session in the framework of the DUBBLE LTP. In the proposal summary of the associated experimental form, it needs to be clearly mentioned that this proposal is part of a DUBBLE LTP to facilitate downstream processing.

SPOKESPERSON (Main-Proposer) and PARTICIPANTS

Each LTP must be identified with a spokesperson. The spokesperson should be affiliated to a scientific Flemish institution. Co-proposers may come from different institutions, even outside Flanders. Since LTPs are meant to stimulate technical evolutions at DUBBLE, a commitment of the DUBBLE staff is required. This means that at least the DUBBLE project leader should be included in the list of co-proposers and preferentially also a beam line scientist.

APPRAISAL PROCEDURE

1. Principle

The LTP will undergo a two-step appraisal procedure, the first step taking place at the project definition by the DUBBLE Project Leader, and the second carried out by the DUBBLE Executive Committee. Ratification follows in the DUBBLE Steering committee.

2. DUBBLE Internal Appraisal

The necessary involvement of the DUBBLE staff at an early stage of the project definition and the consolidation thereof by being co-proposer implies that the following items are properly addressed within the LTP proposal:

- (a) safety issues
- (b) technical feasibility issues,
- (c) the adequateness of the beamtime requested,
- (d) the adequateness of the financial and human resources requested and offered,
- (e) the impact on beamline operation and on normal proposals scheduled for the same beamline.

3. DUBBLE Executive Committee Appraisal

The submitted LTP proposal is sent to the DUBBLE Executive Committee (Sean.McMitchell@imec.be) and forwarded to the external Scientific Evaluation Committee for a scientific assessment.

In its regular meetings, the DUBBLE Executive Committee, in absence of the Project Leader, considers the proposal as well as the external scientific assessment. If the (human, technical or financial) attributes associated with the LTP proposal have been obtained by competitive channels at an earlier stage (such as through FWO, local or European funding agencies), the DUBBLE Executive Committee may take the positive outcome of this earlier competition into account.

The DUBBLE Executive Committee decides on whether or not an LTP proposal should be granted. Competitive LTPs are ranked on the basis of scientific merit and compliance to the LTP principles. The Executive Committee safeguards that from the total beamtime available at DUBBLE, the amount assigned to LTP's does not exceed 15%. When approved, the LTP objectives become an integral part of the DUBBLE work Plan.

LTP REPORTING

The implementation of a LTP requires **yearly reports** and a **final report**. In case of failure to submit a yearly report, the DUBBLE Steering Committee upon advice of the DUBBLE Executive Committee reserves the right to stop the allocation of beamtime to the User group operating the LTP. Failure to submit a final report may affect the acceptance of future LTPs submitted by the User group concerned. Scientific publications and their impact, emerging from the LTP and included in the final report, will be considered a key item in the assessment. In addition the extent to which the technical realization are appreciated by the DUBBLE user committee – as judged by the number of submitted project proposals that want to make use of the new facilities – is crucial.

Given that any LTP is an integral part of the DUBBLE work plan, a half yearly short communication on the progress of the LTP is presented by the DUBBLE project leader at the half yearly DUBBLE Executive Committee meetings. At this meeting, the Executive Committee will also review the yearly reports of active LTPs.

1. General structure of the reports

Both the yearly and the Final Report are submitted by the LTP spokesperson after having been reviewed by the DUBBLE Project Leader.

2. The Yearly Report

2.1. Contents

The Yearly Report should mention to what extent the commitment in terms of manpower and technical attributes has been met and should highlight the project progress in technical and

scientific terms. They must make reference to the applicable milestones as indicated in the original LTP proposal. Any failure, change in strategy, unexpected problems, etc. must be clearly indicated.

2.2. Routing, schedule and evaluation

The Yearly Report from the LTP spokesperson is submitted to the DUBBLE Executive Committee (Sean.McMitchell@imec.be) by the deadlines of regular proposals of each year of activity of the LTP; prior to submission, this report should have been reviewed by the DUBBLE Project Leader.

The DUBBLE Executive Committee will comment on the Yearly Report and will decide on further beamtime for the LTP, or change the allocation if appropriate. Ratification follows in the DUBBLE Steering committee. The DUBBLE Executive Committee will provide the LTP spokesperson with written feedback on the Yearly Report.

2.3. Use for re-submission

The Yearly Reports may contain elements relevant to a possible renewal of the LTP. They can be used as supporting material for a re-submission, in order to avoid time gaps in beamtime allocation between the end of the LTP and its possible renewal.

3. The Final Report

3.1. Contents

The Final Report shall comment on the success of the LTP, report on the main scientific results and provide a list of the scientific publications that emerged from the LTP and a copy of the key publication. It shall set out the technical accomplishments and the benefits resulting from the LTP for both the LTP User group and the DUBBLE User community.

3.2. Routing, schedule and evaluation

The LTP spokesperson submits the Final Report to the DUBBLE Executive Committee (Sean.McMitchell@imec.be) at the latest one year after the last allocation of beamtime. The further routing, schedule, evaluation and feedback is analogous to those of the Yearly Reports.