

Existing Users

Sign in here

Username or E-mail

Password

Sign In

[Forgot your password?](#)

Using a public or shared computer? Be sure to sign out when you've finished and close all windows to end your session.

Update: Adding users to a visit/proposal

Users can now only be added by others to a visit/proposal once their account has been activated. In order for you to be able to add someone to a visit/proposal, they must have:

- Created an account
- Ticked the box to allow others to add them to Proposals and Visits
- Activated their account

If you are unable to add someone to a visit or a proposal, please check in the first instance that they have completed these steps.

No online account?

Register

If this is your first time using this website please read our

[Terms and Conditions](#)

before you

[Create a new facility user account with us](#)



Experimental &
Training Proposals



Visits



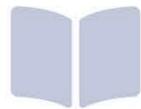
Risk Assesments



Safety Tests



ISIS Beam Status



Data Catalogue



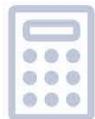
Your Details



IM@IT Status



Experimental
Reports



Data Reduction



SAC Portal



MAP Portal



Direct access

Medium-Range Facilities
(MRFs)

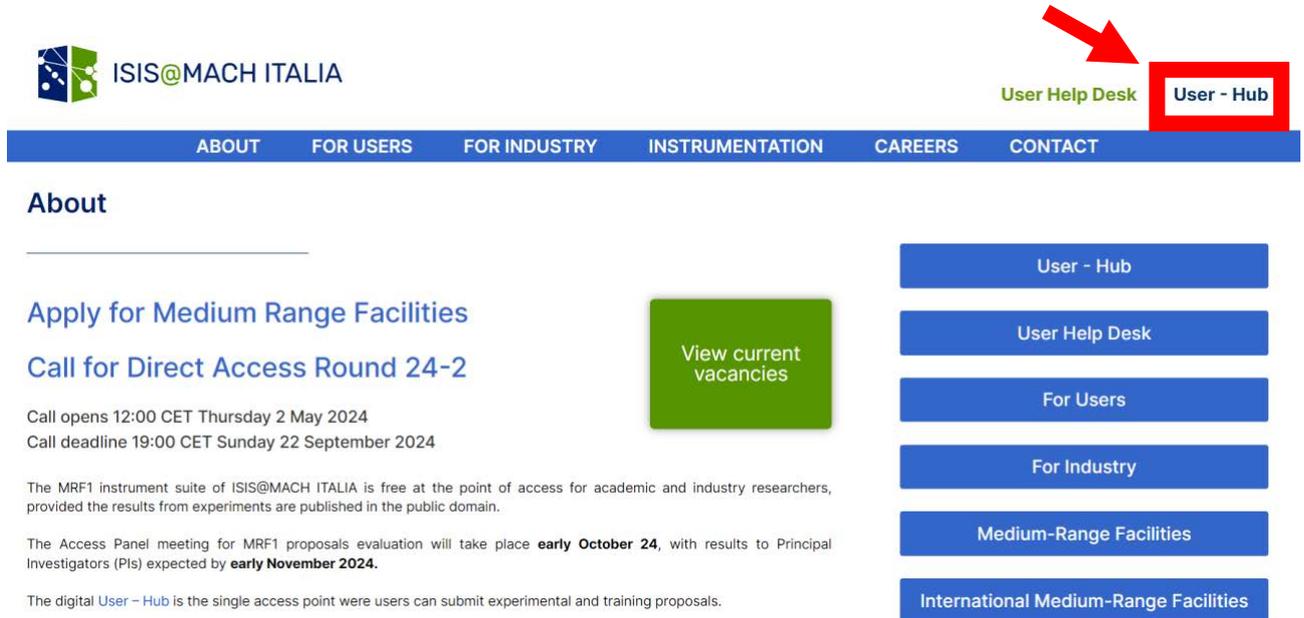
Training

Direct access

ISIS Neutron and Muon
Source

Guide lines to submit a proposal on IM@IT' User @ Hub

1) From the website <https://isismachitalia.eu/> press the link “User-Hub”.



ISIS@MACH ITALIA

User Help Desk **User - Hub**

ABOUT FOR USERS FOR INDUSTRY INSTRUMENTATION CAREERS CONTACT

About

[Apply for Medium Range Facilities](#)

[Call for Direct Access Round 24-2](#)

Call opens 12:00 CET Thursday 2 May 2024
Call deadline 19:00 CET Sunday 22 September 2024

The MRF1 instrument suite of ISIS@MACH ITALIA is free at the point of access for academic and industry researchers, provided the results from experiments are published in the public domain.

The Access Panel meeting for MRF1 proposals evaluation will take place **early October 24**, with results to Principal Investigators (PIs) expected by **early November 2024**.

The digital **User - Hub** is the single access point where users can submit experimental and training proposals.

[View current vacancies](#)

[User - Hub](#)

[User Help Desk](#)

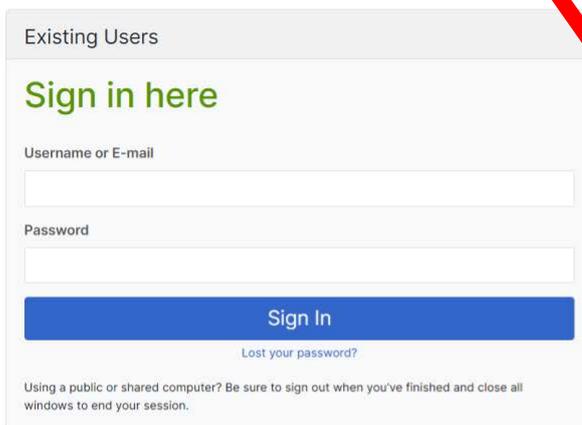
[For Users](#)

[For Industry](#)

[Medium-Range Facilities](#)

[International Medium-Range Facilities](#)

2) Read the “Terms and Conditions”, then register on the ISIS@MACH ITALIA website using “Create a new facility user account with us”.



Existing Users

Sign in here

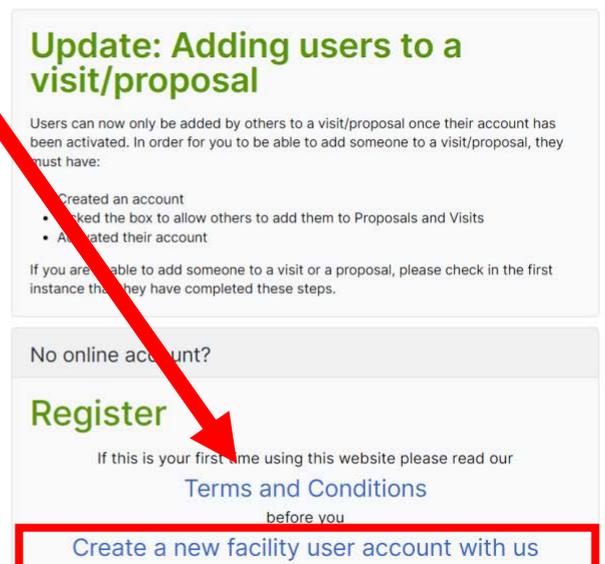
Username or E-mail

Password

[Sign In](#)

[Lost your password?](#)

Using a public or shared computer? Be sure to sign out when you've finished and close all windows to end your session.



Update: Adding users to a visit/proposal

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- Created an account
- Checked the box to allow others to add them to Proposals and Visits
- Activated their account

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No online account?

Register

If this is your first time using this website please read our [Terms and Conditions](#) before you

[Create a new facility user account with us](#)

3) Access with your credentials Username and Password and then, “Sign In”.

Existing Users

Sign in here

Username or E-mail

Password

Sign In

[Lost your password?](#)

Using a public or shared computer? Be sure to sign out when you've finished and close all windows to end your session.

Update: Adding users to a visit/proposal

Users can now only be added by others to a visit/proposal once their account has been activated. In order for you to be able to add someone to a visit/proposal, they must have:

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If you are unable to add someone to a visit or a proposal, please check in the first instance that they have completed these steps.

No online account?

Register

If this is your first time using this website please read our

[Terms and Conditions](#)

before you

[Create a new facility user account with us](#)

4) In your personal page, press the button “Experimental & Proposal Training”

 Experimental & Training Proposals	 Visits	 Risk Assesments	 Safety Tests
 ISIS Beam Status	 Data Catalogue	 Your Details	 IM@IT Status
 Experimental Reports	 Data Reduction		

5) To apply for a medium-range facility select the first button under “Direct Access”



Direct access

Medium-Range Facilities (MRFs)

Training

Direct access

ISIS Neutron and Muon Source

6) Press “Create Proposal”



My Proposals for MRFs

CREATE PROPOSAL

User access to ISIS neutron and muon source and to other Large Scale Facilities (LSFs) to be allocated through the ISIS@MACH ITALIA E-platform.

Search Entries:

Filter by date: Start date End date

Proposal status:

Access Route:

Filter by draft:

SEARCH

Draft Access to Medium Range Facilities (MRFs)

Title 3

Last saved: 21/05/2024 - 14:39:55
PI Dr Name Surname, Unimib, ITALY

Draft

Remove Edit Copy PDF

GP2023002 Access to Medium Range Facilities (MRFs)

Title 2

Submitted on: 12/09/2023 - 14:39:20
PI Dr Name Surname, Unimib, ITALY

Accepted

Copy PDF

GP2023001 Access to Medium Range Facilities (MRFs)

Title 1

Submitted on: 12/09/2023 - 14:31:22
PI Dr Name Surname, Unimib, ITALY

Accepted

Copy PDF

7) Part 1 – Experiment

Proposals

Please note that your information is saved on our server as you enter it.

- 1 Experiment
- 2 Experimenters
- 3 Support
- 4 Instrument
- 5 E-platforms
- 6 Pu
- 9 Final submission

Access to MRFs - Step 1 of 9: Proposed Experiment

Please ensure you have read the proposal writing guidelines and template before submitting your proposal.

Access Route *

Experiment Title *

Is the PI a new user or a experienced user?

* Choose between “New Users” or “Experienced User (with one proposal already submitted).”

Please give a brief non-technical summary of the proposal, suitable for a lay audience including key objectives *

1000 characters max - All carriage returns and line feeds will be removed when abstract is processed.

0 of 1000 max characters

The proposal falls under the following science programmes:

Select multiple, if required (Ctrl/Command + Click)

- energy
- Engineering
- Environment
- ICT
- Materials
- Medicine
- Physics
- Technique Development

Have you a previous GP number related to this proposal? * If you are submitting this proposal for the first time, insert “NO”.

If you are re-submitting a previous proposal, please indicate the associated GP Number reported inside the home page (see point 5 inside the tables of Title 1 and 2).

0 of 50 max characters

Has this or a similar proposal been submitted to another facility recently?

* If you select “Yes”, you must provide details about the other proposal

[View proposal](#)

Press “Save and Next” to continue on the next page.



[Save and Next](#)

8) Part 2 – Experimenters

Proposals

Please note that your information is saved on our server as you enter it.

- ✓ Experiment
- 2 Experimenters
- 3 Support
- 4 Instrument
- 5 E-platforms
- 6 Publications
- 7 Samples
- 8 File upload
- 9 Final submission

Access to MRFs - Step 2 of 9: Experimental Team Menu

Add an experimenter

Enter the email address then press 'Find'

s.cancelli2@campus.unimib.it

Find

Alternatively, here are some suggestions of people you have previously collaborated with:

☐ - No Results -

Experimenters

REMOVE

PI

☐ Yes

Contact

☐ Yes

Proposals

Please note that your information is saved on our server as you enter it.

- ✓ Experiment
- 2 Experimenters
- 3 Support
- 4 Instrument
- 5 E-platforms
- 6 Publications
- 7 Samples
- 8 File upload
- 9 Final submission

Access to MRFs - Step 2 of 9: Experimental Team Menu

Add an experimenter

Enter the email address then press 'Find'

s.cancelli2@campus.unimib.it

Find

Miss Stephanie Cancelli, Università degli Studi Milano-Bicocca, ITALY

ADD

Alternatively, here are some suggestions of people you have previously collaborated with:

☐ - No Results -

It will appear the contact. To select it, press
"ADD"

Experimenters

REMOVE

PI

☐ Yes

Contact

☐ Yes

Proposals

Please note that your information is saved on our server as you enter it.

- Experiment
- 2 Experimenters**
- 3 Support
- 4 Instrument
- 5 E-platforms
- 6 Publications
- 7 Samples
- 8 File upload
- 9 Final submission

Access to MRFs - Step 2 of 9: Experimental Team Menu

Add an experimenter

Enter the email address then press 'Find'

Find

Miss Stephanie Cancelli, Università degli Studi Milano-Bicocca, ITALY **ADD**

Alternatively, here are some suggestions of people you have previously collaborated with:

- No Results -

Experimenters

Miss Stephanie Cancelli Università degli Studi Milano-Bicocca - **REMOVE**

PI

Yes

Contact

Yes

*PI = Principal Investigator (Note: Master and Undergraduate students CANNOT be a PI).

*Contact = Person in your experimental team that ISIS@MACH ITALIA should contact regarding your Proposal.

Only one PI and Contact person is admitted and they can be the same person.

Follow this procedure to insert all experimental members on the proposal then, press the button "Save and Next" for the section 3.

9) Part 3 – Proposal

Proposals

Please note that your information is saved on our server as you enter it.

- Experiment
- Experimenters
- 3 Support**
- 4 Instrument
- 5 E-platforms
- 6 Publications
- 7 Samples
- 8 File upload
- 9 Final submission

Access to MRFs - Step 3 of 9: Support for your research

We would like to understand how your research at IM@IT is supported within your overall research programme. This is so that we can better understand how IM@IT contributes to the programmes of other research councils or research funders, or the programmes of industrial partners.

Support from other Funding Institutions

Do you or a co-investigator on this proposal have one or more Italian Research Council grants and/or funding from a trust which support your research programme?

None

Industrial links

Are there any industrial links related to this proposal (including awards, etc)

No

Other support

Please list other grants or awards which support your research Including fellowships, university funding, etc. If you have no additional grants beyond those mentioned above, put N/A (max 254 characters)

If you select “Yes”, you must provide additional informations:

Access to MRFs - Step 3 of 9: Support for your research

We would like to understand how your research at IM@IT is supported within your overall research programme. This is so that we can better understand how IM@IT contributes to the programmes of other research councils or research funders, or the programmes of industrial partners.

Support from other Funding Institutions

Do you or a co-investigator on this proposal have one or more Italian Research Council grants and/or funding from a trust which support your research programme?

Funding Body
-
Grant title
Grant number
Start date
dd/mm/yyyy
End date
dd/mm/yyyy

Industrial links

Are there any industrial links related to this proposal (including awards, etc)

Please give the industrial partner *

Please say how they are related to this proposal (max 254 characters)

0 of 254 max characters

10) Part 4 – Instrument

- Experiment
- Experimenters
- Support
- 4 Instrument
- 5 E-platforms
- 6 Publications
- 7 Samples
- 8 File upload
- 9 Final submission

Access to MRFs- Step 4 of 9: Instrument

MRFs Instrument name *

Days requested *

Special requirements of MRFs instrument

Have you discussed your proposal with any IM@IT staff?

* If you have done it, please indicate it. It will be helpful for the panel to know if the proposal is of interest for the Instrument Scientist or not.

[View proposal](#)

[Previous](#)

[Save and Next](#)

11) Part 5 – Access to MRFs or LSFs

If you don't need to access to an international Medium Range Facility (MRF), select "No".

If you don't need to access to a Large Scale Facility (LSF), such ISIS or ILL, select "No".

Proposals

User access to ISIS neutron and muon source and to other Large Scale Facilities (LSFs) to be allocated through the ISIS@MACH ITALIA E-platforms
Please note that your information is saved on our server as you enter it.



Access to MRFs - Step 5 of 9: E-platforms

Please ensure that experimental reports have been submitted for experiments that were completed more than 3 months ago. This is expected in accordance with the Terms and Conditions and Responsibilities of the Principal Investigator on ISIS@MACH ITALIA proposals which were agreed to during the previous proposal submission. If experimental reports are missing for experiments that were completed more than 3 months ago, this could prevent us from awarding time to your proposal.

E-platform International MRFs *

E-platform LSFs *

[View proposal](#)

[Previous](#)

[Save and Next](#)

If you want to access to an international MRF, select "Yes" and the experiment.

Access to MRFs - Step 5 of 9: E-platforms

Please ensure that experimental reports have been submitted for experiments that were completed more than 3 months ago. This is expected in accordance with the Terms and Conditions and Responsibilities of the Principal Investigator on ISIS@MACH ITALIA proposals which were agreed to during the previous proposal submission. If experimental reports are missing for experiments that were completed more than 3 months ago, this could prevent us from awarding time to your proposal.

E-platform International MRFs *

E-platform LSFs *

International MRFs Instrument name *

Days requested

[View proposal](#)

[Previous](#)

[Save and Next](#)

If you want to access to an international LSF, select "Yes" and the fill the requested instruction.

Access to MRFs - Step 5 of 9: E-platforms

Please ensure that experimental reports have been submitted for experiments that were completed more than 3 months ago. This is expected in accordance with the Terms and Conditions and Responsibilities of the Principal Investigator on ISIS@MACH ITALIA proposals which were agreed to during the previous proposal submission. If experimental reports are missing for experiments that were completed more than 3 months ago, this could prevent us from awarding time to your proposal.

E-platform International MRFs *

No

E-platform LSFs *

Yes - ISIS Facility

* Select the LSF (ISIS, ILL, ANSTO reactor or other LSF)

ISIS Access Route *

Direct Access

* Select the access mode. If you don't know how to have the access, please contact the Instrument Scientist.

Instrument name

NILE

Number of days requested

The proposal falls under the following science programmes:

Select multiple, if required (Ctrl/Command + Click)

Chemistry
Energy
Engineering
Environment
Materials
Medicine
Physics
Technique Development

Have a RB Number for last related proposal?

Have a DOI reference?

Has this or a similar proposal been submitted to another facility recently?

No

[View proposal](#)

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[Save and Next](#)

11) Part 6 – Publications

If you don't have any publications related to previous ISIS@MACH experiments, press directly "Save and Next".

Access to MRFs - Step 6 of 9: Publications

Please insert publications arising from recent IM@IT experiments in each of the textfields below. A maximum of 3 publications will be allowed.

First publication

0 of 175 max characters

Second publication

0 of 175 max characters

Third publication

0 of 175 max characters

[View proposal](#)

[Previous](#)

[Save and Next](#)

12) Part 7- Samples

Fill the form with all necessary information about your sample (not all are mandatory). If you have more than one, at the end of the page you can select "Yes" in the section "Section Sample" and fill the form.

Access to MRFs - Step 7 of 9: Samples

Please add a sample to your proposal. A maximum of three samples can be added.

Sample material (include all components) *

Sample is

- Friable powder
- Gas
- Liquid
- Single crystal
- Solid

Volume (value)

cc ▾

Weight (value)

mg ▾

Chemical formula, including isotopes

Are specialist storage requirements needed?

Sample holder, container or substrate

Standard IM@IT equipment

Ctrl|Command + Click

None
Do Not Know
Gas Handling
Furnace
Water Bath
Sample Changer

Temperature range

Pressure range

Magnetic field range

Details of any special equipment of user supplied equipment

Are there any Radioactive hazards associated with your sample? Give details

Max 100 characters

0 of 100 max characters

Are there any Biological hazards associated with your sample? Give details

Max 100 characters

0 of 100 max characters

Is your sample sensitive to air?

Is your sample sensitive to water vapour?

Are there any other hazards associated with the sample preparation? Give details

0 of 100 max characters

Are there any other hazards associated with experiment? Give details

0 of 100 max characters

Will you need to use the sample prep labs?

Other special equipment requirements? (max 100 characters)

0 of 100 max characters

After the experiment the sample will be

 * You will need to agree on it with the Instrument Scientist once the proposal will be accepted.

Second sample

Have you a second sample?

No

[View proposal](#)

[Previous](#)

[Save and Next](#)

13) Part 8 – Upload the Proposal pdf file

Access to MRFs - Step 8 of 9: File Upload

We will accept .PDF files only *

For guidance on writing your experiment description please see the [template](#). (**)

Please upload your experiment description file. We will accept .PDF files only. In order to upload your document you must first click the browse button and locate the document on your local file system. You must then click the upload button.

To replace the existing experiment description file, please first delete the existing file, then upload its replacement.

Please ensure that your uploaded document is not more than 2 pages long (A4). Proposals will be copied for FAP panel members in black and white and reduced in size. Please make sure all text, figures and images are clear and legible when viewed at smaller sizes than A4.

Your science case must include:

- Background and Context
- Proposed Experiment
- Summary of previous instrument time or characterisation
- Justification of instrument time request

* Here there are all the requests for the proposal.

File * You must attach the file in this section.

Select File

Experiment description file

I confirm my science case includes: *

- Background and Context
- Proposed Experiment
- Summary of previous instrument time or characterisation
- Justification of instrument time request

Confirm

* If you don't confirm that your Proposal includes all these information, you cannot continue the proposal submitting.

[View proposal](#)

[Previous](#)

[Save and Next](#)

(**) The template has the following form:

General Instructions on format of the Experimental Proposals for a MRF Proposal:

- **Keep the top and bottom margins in this document as there are**
- **The science case must be no longer than two A4 pages, figures and references included, and font must be Helvetica 12 (MAX)- Helvetica 11,5 (MIN) and about a total of max 4000 characters (spaces included)**

Structure of the Science Case:

Please consider the following headings when writing your case. These headings are a guide to what is expected within the case; the MAP will reject proposals which do not have sufficient information. In particular, inclusion of section 4, the justification of time requested, is mandatory.

1. Background and Context

You may wish to include:

- *A short description of the general science area and why it is interesting and timely. What is the wider relevance or impact of your work? Keep in mind that not all review panel members are experts in the field.*
- *How this proposal fits into your wider research programme*
- *How your wider research programme is supported (mention grants, students, links with industry, fellowships, etc.).*

2. Proposed experiment

Please include:

- *The aims of the experiment – what do you hope to learn, what outcomes you expect, why these are important.*
- *Why ISIS@MACH ITALIA instruments are needed – what unique information will they give you that you can't get from other techniques.*
- *Results from any modelling or simulations you have performed.*
- *How you will analyse your data to get the information you need.*

3. Summary of previous experimental proposals or characterisation

- *If this is a continuation experiment, summarise your conclusions from your previous experimental proposals. Proposals should be self-contained – whilst you may have provided results from previous experimental proposals in an Experiment Report, there should be sufficient information within the proposal for panel members to assess how previous time has been used.*
- *If you have used other techniques to characterise your samples, summarise these results. MAP members are keen to see use of other techniques to ensure sample quality and suitability.*

4. Justification of experimental time requested

- *Say why you have requested the specific MRFs instrument.*

Justify the total length of time you have requested – break the experiment down into the measurements you expect to do, the number of samples you will study, the time for each sample and any setup time required.

You MUST wait few seconds to be sure that the file has been uploaded!!

File

Experimental_proposal_GEM_SEM ZEISS GEMINI.pdf Select File
Upload in progress  * You must see this icon

To be sure about the file uploading, wait until you'll see the following confirmation

File

Select File

 Experimental_proposal_GEM_SEM-ZEISS-GEMINI.pdf
REMOVE FILE

Now you can visualize the complete proposal if you press "View Proposal".

You'll find an example of a complete proposal after the end of this guide.

Please, note that the attached proposal has a QR code, thus to check if your pdf file is uploaded you should have a QR code at the end of each page generated from the "View Proposal".

14) Final Submission

Proposals

User access to ISIS neutron and muon source and to other Large Scale Facilities (LSFs) to be allocated through the ISIS@MACH ITALIA E-platforms
Please note that your information is saved on our server as you enter it.

- ✓ Experiment
- ✓ Experimenters
- ✓ Support
- ✓ Instrument
- ✓ E-platforms
- ✓ Publications
- ✓ Samples
- ✓ File upload
- 9 Final submission

Access to MRFs - Step 9 of 9: Final Submission

The Principal Investigator (PI) on an IM@IT proposal has specific responsibilities for the experiment. The PI will be reminded of this in their confirmation email but as the person submitting the proposal you must ensure the PI is aware of these responsibilities.

Terms of Access

By submitting a proposal you agree that you have read and will comply with our [Terms and Conditions](#) and that you will ensure the PI is aware of their experimental and safety responsibilities as detailed on [Responsibilities of the Principal Investigator on IM@IT proposals](#).

I have read and understand the Terms of Access *

[View proposal](#)

[Previous](#)

[Submit](#)