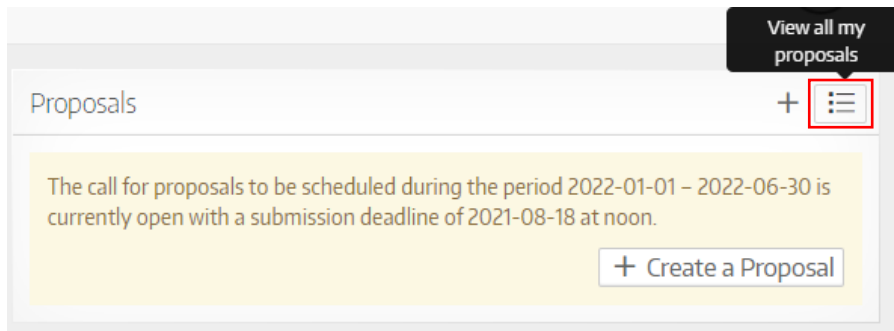


How to Clone a Proposal

On your dashboard, there will be a card titled **Proposals**. Click on the **View all my proposals** icon.



A list of your proposals will display. Click on the proposal you wish to clone. Once the proposal has opened, you will see a **Clone** icon in the top, right corner of the screen.




A new window will pop up. Select the proposal type (**Beamteam Access**) and the **Cycle** you wish it to be valid for, then click **Create**.


Note that the title of your proposal will copy over and will automatically include [COPY] at the beginning. You can edit the proposal title as necessary.

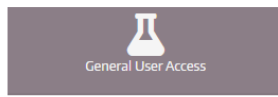
Create Proposal

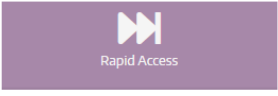
Enter a title for the proposal:


Select a type of proposal:

 Beamteam Access

 Covid-19

 General User Access

 Rapid Access

 Scientific Commissioning Access

Beamteam Access

Beamteam Access based on Beamteam membership is governed by the Beamteam Terms of Reference. Access time for each beamline team ranges from 0% up to a maximum of 25% per respective beamline. Any additional experimental facility access time will be allocated at the discretion of CLSI management.

Select a cycle:

34

Cycle 34 (Jul-Dec 2021)

Active


35

Cycle 35 (Jan-Jun 2022)

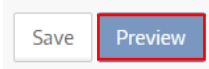
Scheduling

Cancel Create

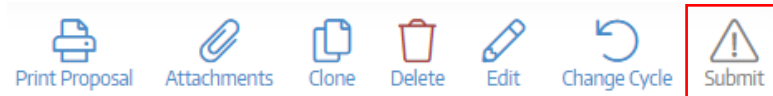
A new proposal form will appear that has all the information of the original proposal. You can now edit as needed and submit when completed. Be sure to save many times throughout the editing process so that you do not lose your information.

It is very important to remove the incorrect beamline (done by clicking on ) , then select your desired beamline from the dropdown selection for facilities and the technique(s) you wish to use.

To preview your proposal, click on **Preview** at the bottom, right corner of the screen.



Once satisfied with your proposal, click **Submit**.



A new proposal number will be associated with this cloned proposal. This proposal will be subject to a technical review and manager approval.