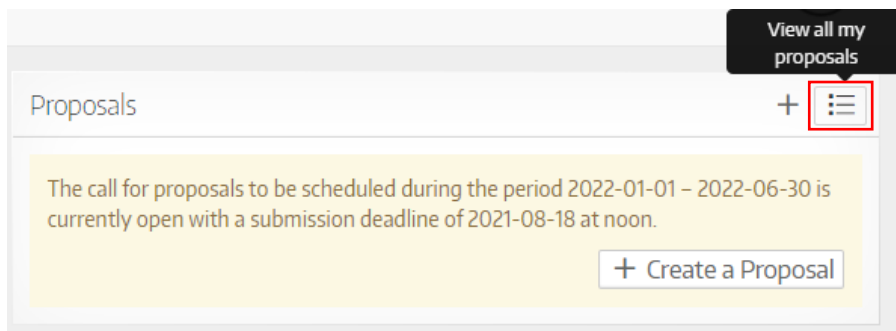


# How to Clone a Proposal

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 (**General User Access**) 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:

  
Covid-19

  
General User Access

  
Rapid Access

  
Scientific Commissioning Access


#### General User Access

General Users are researchers who are allocated beamtime based on a competitive peer review process, which takes place twice per year. To qualify for this peer review access, there must be an intent to publish scientific results in a timely manner. A minimum of 30% of experimental facility access time will be available for this type of access on each beamline. CLSI will provide experimental time to all approved proposals to the extent resources are available. A nominal access fee of \$1 per delivered eight-hour shift will be invoiced to the User.

Proposal will be created for Cycle 35 (Jan-Jun 2022)

The call for proposals is currently open for Cycle 35 (Jan-Jun 2022). The submission deadline for User Access proposals for this cycle is Aug 18, 2021 at noon, in **1 week, 2 days**.

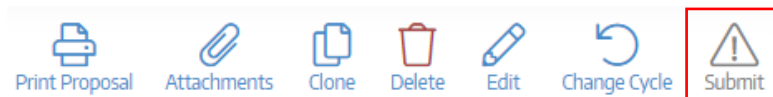
A new proposal form will appear that has all the information of the original proposal. You can now edit as needed and submit when completed. Be sure to save many times throughout the editing process so that you do not lose your information.

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.

Reminder that to add an attachment (for references, figures, etc. if applicable), click on **Preview** at the bottom, right corner of the screen.

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. Once the Call for Proposals is closed, the proposal will be sent out for peer review. The allocation of beamtime occurs after the peer review is complete. Users will be notified if their project was allocated beamtime or not.