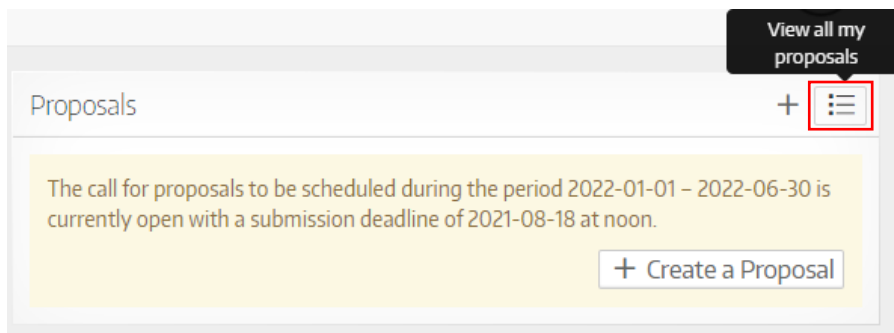


How to Clone a Proposal

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

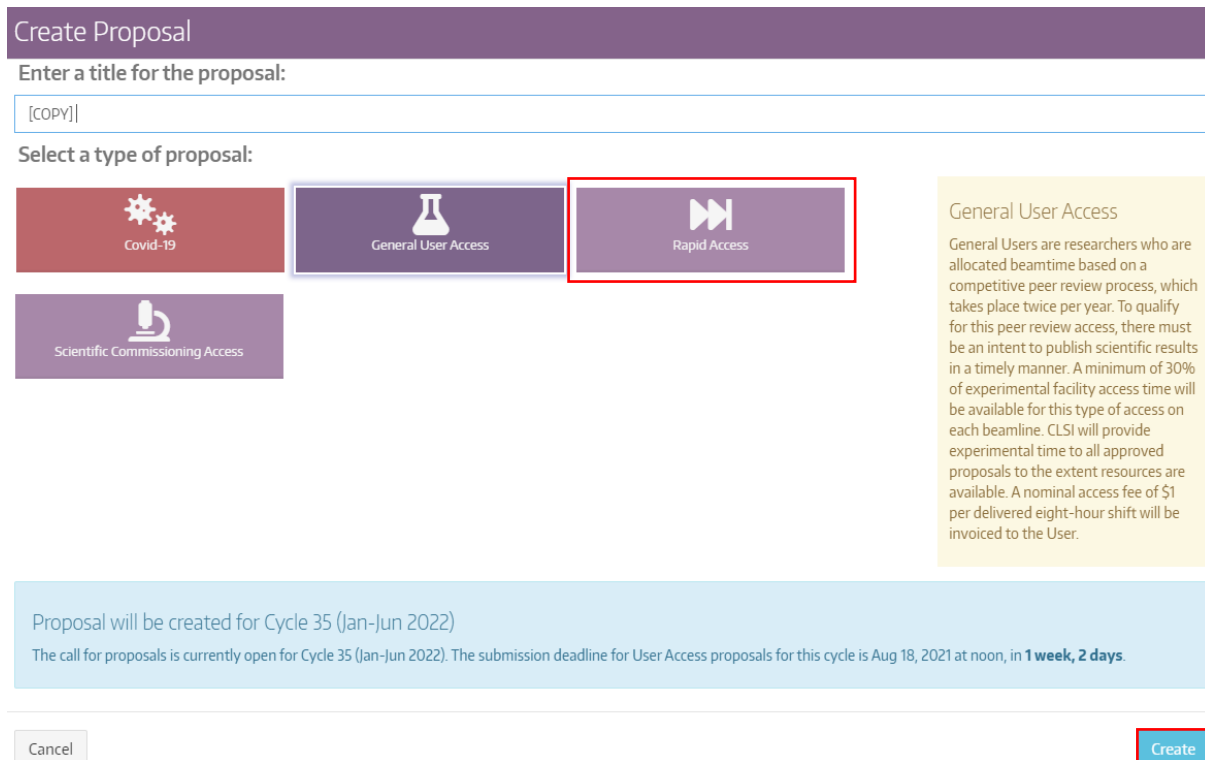


A list of your proposals will display. Click on the proposal you wish to clone. Once the proposal has opened, you will see a **Clone** icon in the top, right corner of the screen.




A new window will pop up. Select the proposal type (**Rapid Access**) then click **Create**.

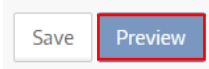
Note that the title of your proposal will copy over and will automatically include [COPY] at the beginning. You can edit the proposal title as necessary.



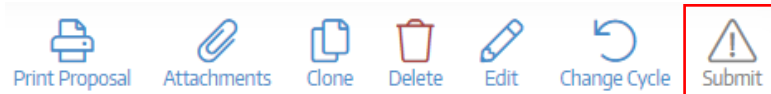
A new proposal form will appear that has all the information of the original proposal. You can now edit as needed and submit when completed. Be sure to save many times throughout the editing process so that you do not lose your information.

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.