

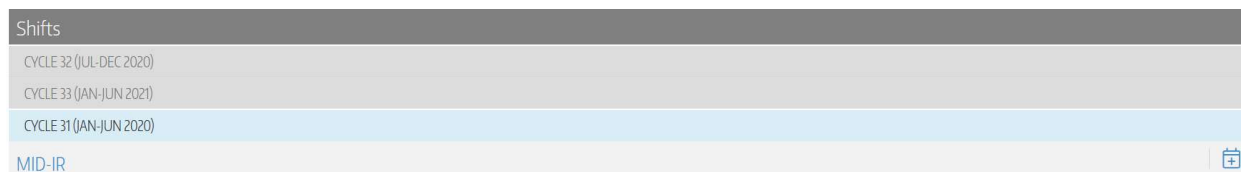
How to Submit a Beamtime Request (BTR)

Who can submit a BTR?

The **spokesperson** or **delegate** on the project can submit the BTR.

How do I submit a BTR?

On the Project page, you will see a section in grey called Shifts.



Under the section for the current Cycle (Cycle 31), there will be an icon that looks like this:



When you click on that icon, it will take you to a new screen titled Allocation Request.

Fill in all the fields marked with an asterisk (*). Please ensure you enter the number of shifts you are requesting for this Cycle only.

You can also enter your preferred / undesirable dates if you have any, but these are not required fields.

Once you are satisfied with the information you have entered, click Submit. Once submitted, you will no longer see the button to submit a BTR.

How do I know the BTR was submitted?

You will see an icon in the top, right corner that looks like this:



Clicking on this will bring up the details of the BTR you submitted.

What if I have a multi-beamline proposal?

You will see the icon to submit a BTR for each of the facilities listed on your project page. Once you have submitted the BTR for one facility, you can no longer submit to that one but you can still submit to the remaining facilities you had previously selected.

CYCLE 31 (JAN-JUN 2020)	
SGM	
NO ALLOCATIONS FOR THIS CYCLE	
SXRMB	
NO ALLOCATIONS FOR THIS CYCLE	