


# How to Submit a Beamtime Request (BTR)

## Who can submit a BTR?

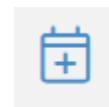
The **spokesperson** or **delegate** on the project can submit the BTR.

## How do I submit a BTR?

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

Shifts
CYCLE 32 (JUL-DEC 2020)
CYCLE 33 (JAN-JUN 2021)
CYCLE 31 (JAN-JUN 2020)
MID-IR 

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





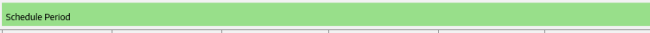
When you click on that icon, it will take you to a new screen titled Allocation Request.


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.



Period of Interest – Cycle Cycle 32 (Jul-Dec 2020)


Call Open  01 Feb 2020 01 Mar 2020 01 Apr 2020  01 May 2020 01 Jun 2020 01 Jul 2020  01 Aug 2020 01 Sep 2020 01 Oct 2020 01 Nov 2020 01 Dec 2020

Number of shifts requested\*  
1 

Justification\*  
  
Please justify the number of shifts requested

Comments\*  
  
Describe specific requirements that might be relevant when scheduling your beamtime.

Preferred Dates  Undesirable Dates 



## 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	