

PARTICIPANTS DECLARATION

DEADLINES AND SUBMISSION GUIDELINES

► [Participants declaration web page](#)

IMPORTANT INFORMATION ABOUT PARTICIPANTS DECLARATION

- The Main Proposer (MP) or BAG Coordinator must confirm the requirements with each participant before submitting the list (dates of stay, funding, accommodation dates).
- Participants' dates may differ from those of the project (within the experiment period + 1 day if necessary) but must be specified in the declaration and correspond to their actual presence at SOLEIL.
- The badge issued on entry to SOLEIL is programmed according to the declared dates and funding arrangements.

! Collected and verified information = submission of the participants' declaration

After the submission of a participants' declaration, any request for modification must be sent by the MP or BAG Coordinator to the User Office in a single email including all requested modifications (*changes such as dates of stay modifications involving the rescheduling of badges and accommodation, addition of participants, cancellation or reorganisation of travel, etc.*) generate a significant workload and increase the risk of errors.

The User Office assesses the requests for changes on a case-by-case basis.

The badge issued at the SOLEIL entrance is programmed based on the declared dates.

Thank you in advance for your cooperation.

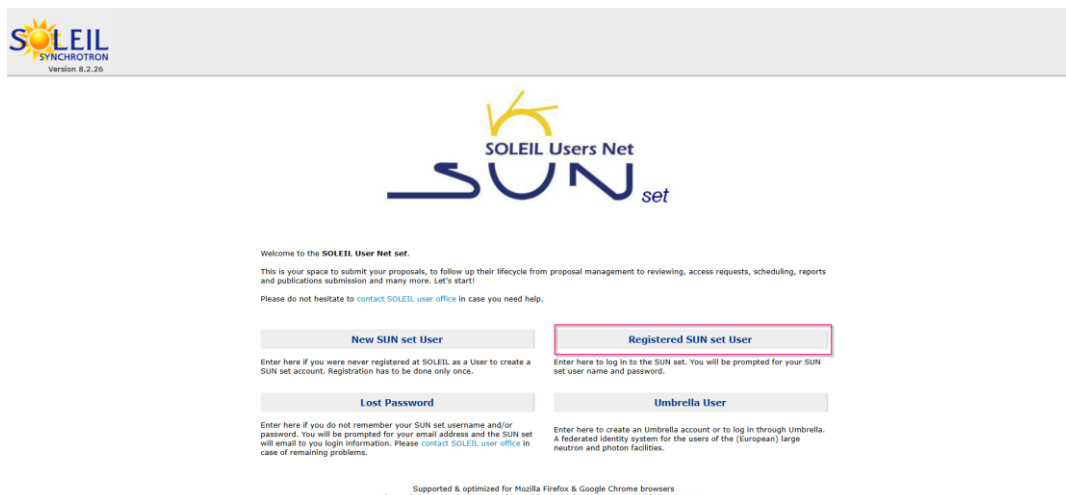
The list of participants must be submitted in the SUN set no later than:

Proposal type	Submission deadlines (before the experimental session)
Standard Proposal	at the latest 3 weeks
BAG Proposal	at the latest 2 weeks
Rolling Proposal	at the latest 2 weeks

SUBMISSION GUIDE

Connect yourself in the [SUN set](#)

Click on the “Registered SUN set User” with your login and password.



SOLEIL
SYNCHROTRON
Version 8.2.26

SOLEIL Users Net
SUN set

Welcome to the SOLEIL User Net set.

This is your space to submit your proposals, to follow up their lifecycle from proposal management to reviewing, access requests, scheduling, reports and publications submission and many more. Let's start!

Please do not hesitate to [contact SOLEIL user office](#) in case you need help.

New SUN set User
Enter here if you were never registered at SOLEIL as a User to create a SUN set account. Registration has to be done only once.

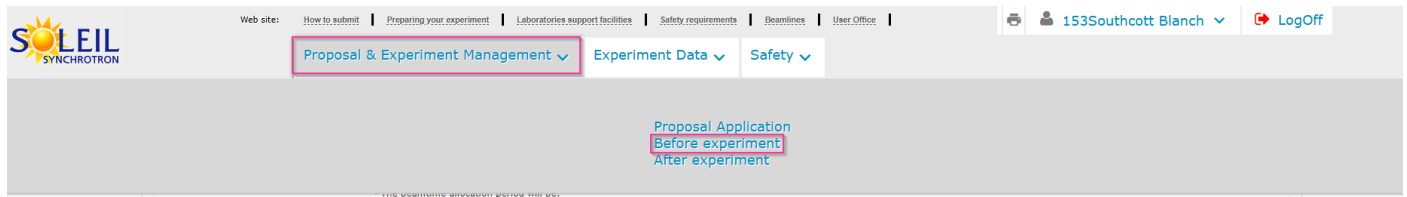
Registered SUN set User
Enter here to log in to the SUN set. You will be prompted for your SUN set user name and password.


Lost Password
Enter here if you do not remember your SUN set username and/or password. You will be prompted for your email address and the SUN set will email to you login information. Please [contact SOLEIL user office](#) in case of remaining problems.

Umbrella User
Enter here to create an Umbrella account or to log in through Umbrella. A federated identity system for the users of the (European) large neutron and photon facilities.

Supported & optimized for Mozilla Firefox & Google Chrome browsers
Please **do not use** the back and forward buttons of your browsers inside the SUN set.

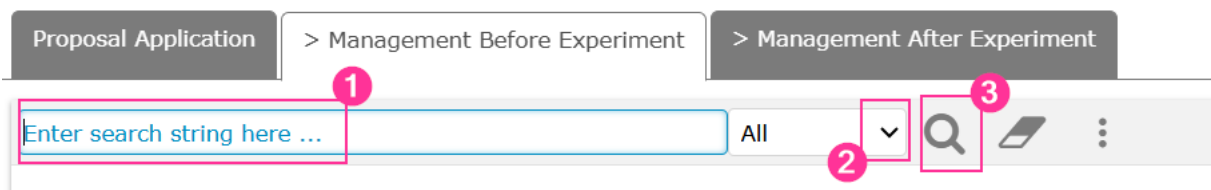
Click on “**Proposal & Experiment Management**” and select “**Before experiment**”.



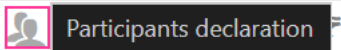
1. Enter the number of the proposal in the tab
2. Select “Proposal ID”
3. Search with the: 

Home > [Proposal Management](#)

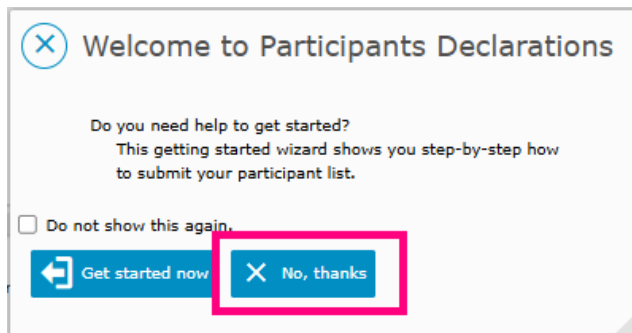
Proposal Management



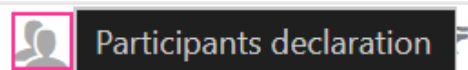
Click on the “**Participant declaration**” button in front of the proposal ID number to select the session.



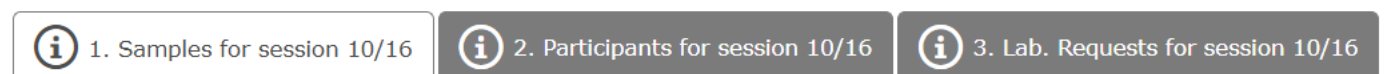
Answer “**No, thanks**” to the question “**Do you need help**”.



Click on the “**Participant declaration**” button in front of the session concerned.



At this stage, you will see **3 windows tabs**



Samples for session

It is mandatory and allows you to select the samples you want to proceed by clicking **on the grey arrow**.

Participants for session

The Main Proposer or the BAG coordinator has the responsibility to check that all participants' information is definitive (arrival / departure dates, guest house, financial support).

Select the participants listed in the proposal by clicking on **“Add from proposal”**.

Or in the data base by clicking on **“More”** and with the name of the participant.

For each participant added to the list

Click on the **pencil button** in front of each name

Edit the “participants form” with the **requested information validated with the participant:**

- Arrival and departure dates (*must reflect the exact presence of participants at SOLEIL*)
- Accommodation requirements (*arrival and departure dates may differ from the proposal dates*)
- [Financial support](#) (*SOLEIL grant / European grant*) for meals/night/travel.

Financial support Standard Proposal	Financial support BAG Proposal	Financial support Rolling Proposal
Maximum of 3 participants per proposal	Maximum 3 participants and/or dry shipper per session	Maximum 3 participants and/or dry shipper per session
Participants from institutions in the Ile-de-France region: Accommodation at the SOLEIL Guest House and meals at SOLEIL restaurant for all sessions.	Participants from institutes in the Ile-de-France region: Accommodation at the SOLEIL Guest House and meals at SOLEIL restaurant for all sessions.	Participants from institutions in the Ile-de-France region: Accommodation at the SOLEIL Guest House and meals at SOLEIL restaurant for all sessions.
Participants from French institutions outside the Ile-de-France region: Round-trip travel (maximum of 3 participants per proposal) Accommodation at the SOLEIL Guest House and meals at SOLEIL restaurant for all sessions.	Participants from French institutes located outside the Ile-de-France region: Round-trip travel, accommodation at the SOLEIL Guest House and meals at SOLEIL restaurant (maximum of 3 participants per session).	Participants from French institutions located outside the Ile-de-France region: Round-trip travel, accommodation at the SOLEIL Guest House and meals at SOLEIL restaurant (maximum of 3 participants per session).
Financial support for preparation: 7 man-days can be covered, if necessary.	Financial support for preparation: 7 man-days can be covered, if necessary.	Financial support for preparation: 7 man-days can be covered, if necessary.

Lab. Requests for session

If you need access to a laboratory (*not mandatory*), you must confirm your request for laboratory access in this tab by clicking on “**Create**”.

If you do not request the laboratory here, you will not be able to access it during the experiment.

Fill in the laboratory request form and click on “**Create**”.

Request an equipment if necessary and click on **“Update”**.

Edit Laboratory Request
Laboratory Request for lab.: Biology Laboratory 2 (restricted access)

Tab Header: Proposal: **2**

Laboratory Request

Mandatory fields: marked by yellow frame

Equipment Request

Laboratory:

Is the technical support requested ? : No Yes

Precise your activities in the lab :

List of necessary chemical products and materials :

Estimated working time in the lab :

Expected number of users :

1

Equipment Request

+ Add 0 records

<input type="checkbox"/>	Equipment Name	Group Name	+
No results found.			

To submit the declaration, click on **“Submit participants list to the User Office”**

! The lists of participants are validated by the User Office approximately a month to 3 weeks before the users arrive.