

SUN set - Submit a laboratory request

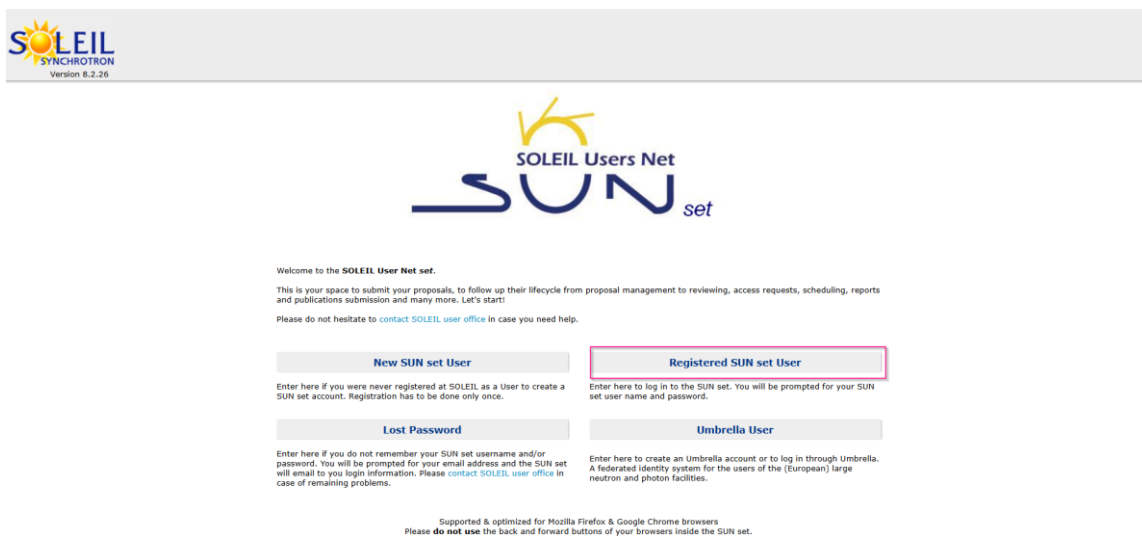
When?

- Before submitting a list of participants.
- After submitting a list of participants.
- During an experiment.

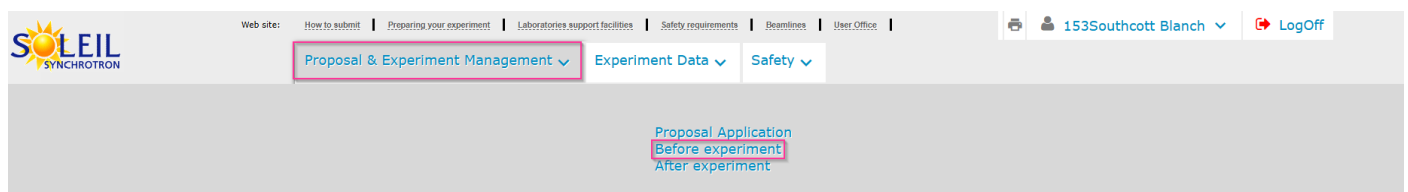
Submission Guide

Connect yourself in the [SUN set](#)

Click on the «**Registered SUN set User**» with your login and password.



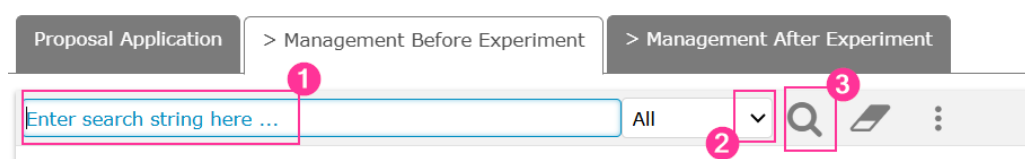
Click on “**Proposal & Experiment Management**” and select “**Before experiment**”.



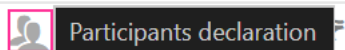
1. Enter the number of the proposal in the tab
2. Select “Proposal ID”
3. Search with the **Q**

Home > [Proposal Management](#)

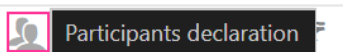
Proposal Management



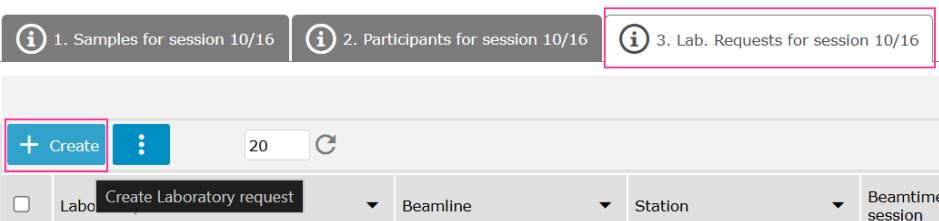
Click on the **“Participant declaration”** button in front of the proposal ID number to select the session.



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



Click on the third tab **“Lab. Request for session”**



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

A screenshot of the "Create Laboratory Request" form. The form has a header "Create Laboratory Request" and a "Create" button. Below the header, there is a "Laboratory Request" field. A yellow box highlights the "Mandatory fields: marked by yellow frame" section, which includes "Equipment Request" (Laboratory, Is the technical support requested?, Precise your activities in the lab, List of necessary chemical products and materials, Estimated working time in the lab, Expected number of users) and a "Create" button.

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

A screenshot of the "Edit Laboratory Request" form. The form has a header "Edit Laboratory Request" and an "Update" button. Below the header, there is a "Laboratory Request" field. A yellow box highlights the "Mandatory fields: marked by yellow frame" section, which includes "Equipment Request" (Laboratory, Is the technical support requested?, Precise your activities in the lab, List of necessary chemical products and materials, Estimated working time in the lab, Expected number of users) and an "Update" button. Below the form, there is a table with columns "Equipment Name" and "Group Name", and a "No results found." message.

**Your request will be sent to the Laboratory Management.
When it will be validated, the access will be given on your badge.**