

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.

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)
Strandard Proposal	at the latest 3 weeks
BAG Proposal	at the latest 2 weeks
Rolling Proposal	at the latest 2 weeks

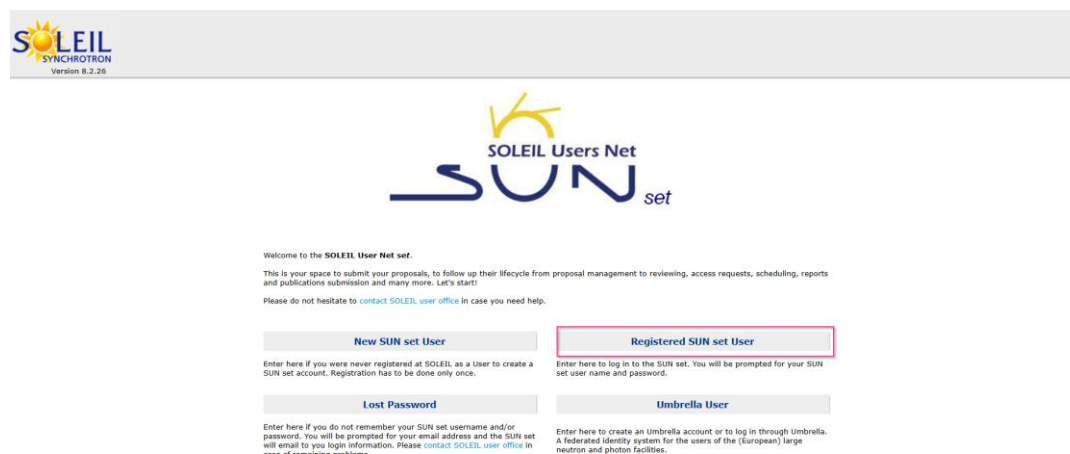
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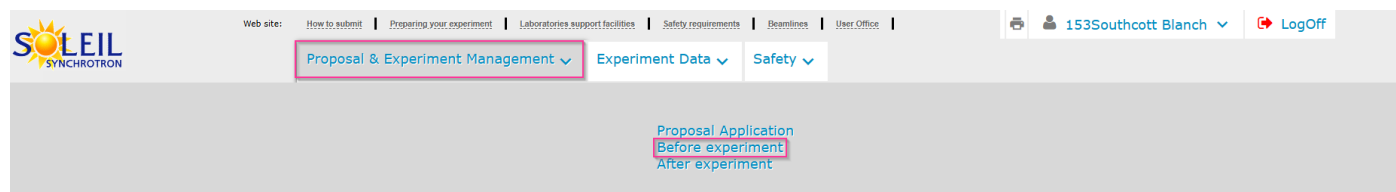
Submission Guide

Connect yourself in the [SUN set](#)

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

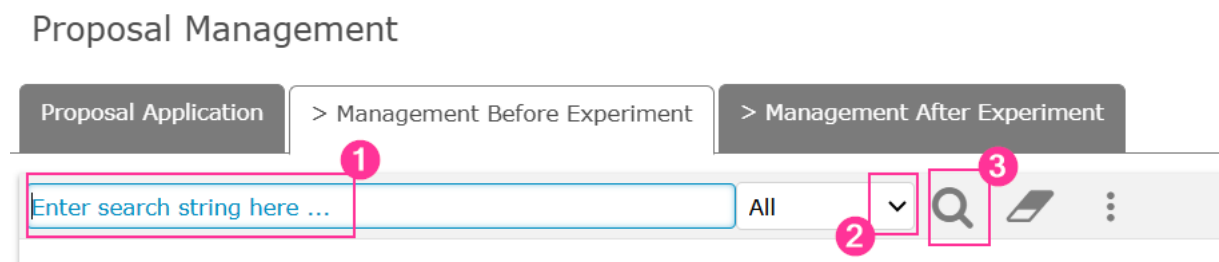


Click on “**Proposal & Experiment Management**” and select “**Before experiment**”.

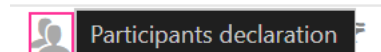


1. Enter the number of the proposal in the tab
2. Select “Proposal ID”
3. Search with the:

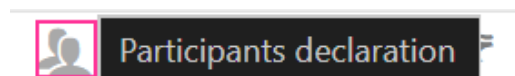
Home > [Proposal Management](#)



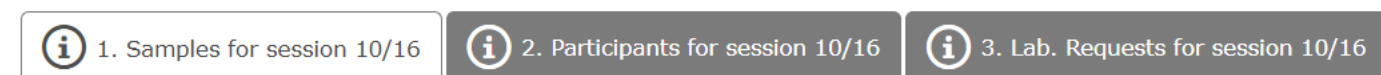
Click on the “**Participant declaration**” button in front of the proposal ID number to select the session.



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

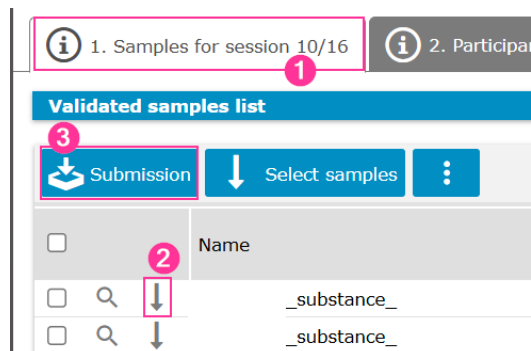


At this stage, you will see **3 windows tabs**



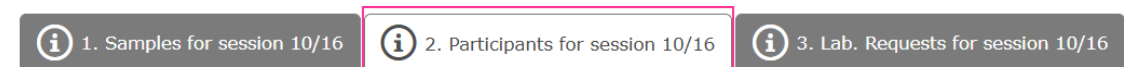
Samples for session

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

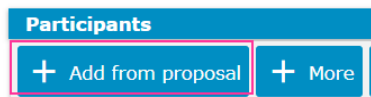


Participants for session

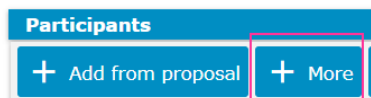
The Main Proposer or the BAG coordinator has the responsibility to check that all participants' information is definitive (arrival / departure dates, guest house, financial support).



Select the co-proposers in the proposal by clicking on **“Add from proposal”**.

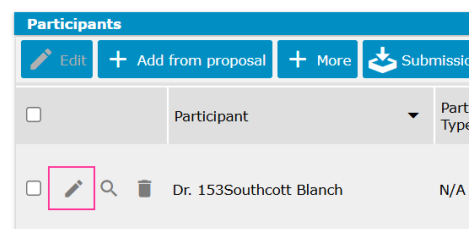


Or in the data base by clicking on **“More”** and with the name of the participant.



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 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. Financial support for preparation: 7 man-days can be covered, if necessary.	Maximum 3 participants and/or dry shipper per session 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 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). Financial support for preparation: 7 man-days can be covered, if necessary.	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 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.

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.

i 1. Samples for session 10/16

i 2. Participants for session 10/16

i 3. Lab. Requests for session 10/16

+ Create

20

↺

☐ Labo

Create Laboratory request

Beamline

Station

Beamtime session

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

X

Create

2

Create Laboratory Request

Tab Header: Create Laboratory Request

Laboratory Request

i Mandatory fields: marked by yellow frame

1

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 :

only numeric value is allowed

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

Update

Edit Laboratory Request

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

Tab Header: Proposal:

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 :

Equipment Request

+ Add

0 records

☐

Equipment Name

Group Name

+

No results found.

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

Not Submitted

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