

Proposal System: Documentation for Users

Proposals overview

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Glossary of terms



Overview

The proposal system allows users to submit proposals for future experiments at CLF (Central Laser Facility) and ISIS Neutron and Muon Source.

CLF and ISIS accept proposals within specific time windows, (“calls” or “rounds”). The proposal system collects the relevant information for each submitted proposal, which is then reviewed by a panel to consider its feasibility, and if selected, allocated time.

This document has detailed information for users of the proposal system, giving you context and step-by-step guidance on using the system.

Please note, this document is updated over time.
The most recent versions can be found at

- **CLF - [Using the Proposal System](#)**
- **ISIS - [Using the Proposal System](#)**

Contact Information – fase-support@stfc.ac.uk

Accessing the proposal system directly

Go to <https://proposal.facilities.rl.ac.uk/> using a supported web browser, Chrome, Edge, Safari and Opera, (Firefox and Internet Explorer are no longer supported).

UKRI Science and Technology Facilities Council

Existing Users

Sign in here

Email or Fed ID:

Password: ⓘ

Sign In

[Need help signing in?](#) [Forgot Password?](#)

No online account?

Register

If this is your first time using this website please read our [Terms and Conditions](#) before you [Create a new facility user account with us](#)

Click to create a new account

Once you have an account enter your Email address and Password and Sign In

You will need to enter some personal details, including your ORCID iD, if you have one.

To report a technical issue please contact:
fase-support@stfc.ac.uk

For other enquiries please contact:

ISIS User Office
Email: isisuo@stfc.ac.uk
Telephone: +44 (0)1235 445592

CLF User Office
Email: clf@stfc.ac.uk
Telephone: +44 (0)1235 445090

Other Sites

[ISIS User Office](#)
[CLF User Area](#)

[ISIS User Feedback Survey](#)

Science and Technology Facilities Council
UK Research and Innovation

Privacy and Legal Policies

[Our Terms and Conditions](#)
[UKRI Terms and Conditions](#)
[Privacy Notice](#)
[Accessibility Statement](#)

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Welcome to the ISIS and CLF proposals

Proposals for the following access calls are s

ISIS: Rapid, Xpress, Direct, Dutch (for ICRD

CLF: Octopus and Ultra (LSF), Gemini and C

Click "New Proposal" on the left tool bar to st

Please see [our guides](#) for more help and sup

For persistent system issues, please cont

My proposals

Actions Proposal ID

Assigned Roles

User roles

Action	Role	Description
IN USE	User	Submit and view your proposals
USE	User Officer	Manage the system
USE	FAP Chair	View your FAP panel and submit and manage your FAP reviews
USE	FAP Secretary	View and manage your FAP panel and submit FAP reviews
USE	FAP Reviewer	Submit and view your FAP reviews
USE	Experiment Scientist	Edit and view your technical feasibility reviews and view proposals for your experimental area

CLOSE

-  Roles
-  Logout

You can change roles, (and Logout), by clicking on the icon.

On logging in you will be asked to confirm or change your Role.
(The available Roles assigned to you may differ from the menu above)



Welcome to the ISIS and CLF proposal submission site

Proposals for the following access calls are submitted via this portal:

ISIS: Rapid, Xpress, Direct, Dutch (for ICRD access, please contact [Chris Frost](#))

CLF: Octopus and Ultra (LSF), Gemini and Orion (HPL), Artemis, Vulcan Shutdown Support

Click "New Proposal" on the left tool bar to start your new proposal via the correct call, or resume completion of a draft proposal from your list below (only available to edit before an access call closure) .

Please see [our guides](#) for more help and support for submitting a proposal.

For persistent system issues, please contact fase-support@stfc.ac.uk

My proposals

Actions	Proposal ID	Title	Status	Call	Created
  	23230013	Coherent Control of Quantum States in Di..	Submitted	LSF 2023_2	01-09-2022
  	22130003	Ultrafast Dynamics of Protein Folding via..	Submitted	LSF 2022_1	17-05-2021
  	19230048	Ultrafast Melting and Recrystallization in..	Submitted	LSF 2019_2	15-02-2019

Previously submitted or draft proposals will appear **here**.

You will also see proposals you have been added to as a co-investigator.

Accessing the proposal system through the Facilities site

Go to <https://users.facilities.rl.ac.uk/> using a supported web browser, Chrome, Edge, Safari and Opera, (Firefox and Internet Explorer are no longer supported).

The screenshot displays the user portal for the UKRI Science and Technology Facilities Council. It features two main sections: 'Existing Users' and 'No online account?'. The 'Existing Users' section includes a 'Sign in here' heading, input fields for 'Email or Fed ID:' and 'Password:', a 'Sign In' button, and links for 'Need help signing in?' and 'Forgot Password?'. The 'No online account?' section includes a 'Register' heading, a prompt to read 'Terms and Conditions' before creating a new account, and a 'Create a new facility user account with us' link. Two green callout boxes with black borders provide instructions: one points to the 'Sign In' button and the other points to the 'Create a new facility user account with us' link. The footer contains contact information for technical issues and enquiries, links to 'Other Sites' (ISIS User Office, CLF User Area, ISIS User Feedback Survey), and links to 'Privacy and Legal Policies' (Our Terms and Conditions, UKRI Terms and Conditions, Privacy Notice, Accessibility Statement). The copyright notice at the bottom reads '© ISIS Facility, Science and Technology Facilities Council'.

UKRI Science and Technology Facilities Council

Existing Users

Sign in here

Email or Fed ID:

Password: ⓘ

Sign In

Need help signing in? Forgot Password?

No online account?

Register

If this is your first time using this website please read our **Terms and Conditions** before you **Create a new facility user account with us**

Once you have an account enter your Email address and Password and Sign In

Click to create a new account Enter your details and follow the instructions on the page

To report a technical issue please contact: fase-support@stfc.ac.uk

For other enquiries please contact:

ISIS User Office
Email: isisuo@stfc.ac.uk
Telephone: +44 (0)1235 445592

CLF User Office
Email: clf@stfc.ac.uk
Telephone: +44 (0)1235 445090

Other Sites

[ISIS User Office](#)
[CLF User Area](#)

[ISIS User Feedback Survey](#)

Science and Technology Facilities Council
UK Research and Innovation

Privacy and Legal Policies

[Our Terms and Conditions](#)
[UKRI Terms and Conditions](#)
[Privacy Notice](#)
[Accessibility Statement](#)

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Select facility: **ISIS** **CLF**

Select CLF

The Central Laser Facility (CLF) at the Rutherford Appleton Laboratory is one of the world's leading laser facilities providing scientists from the UK and Europe with an unparalleled range of state of the art technology to carry out a broad range of experiments in physics, chemistry and biology. Our laser facilities range from advanced, compact tuneable lasers which can pinpoint individual particles to high power laser installations that recreate the conditions inside stars.



Proposals

[Apply For Access »](#)



Visits

[Arrange Your Visit »](#)



Risk Assessments

[Submit An ERA »](#)



Scheduler

[Schedule Experiment »](#)



Feedback

[Provide Feedback »](#)



Data Catalogue

[Get your data »](#)

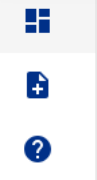


Your

[Update](#)

Click the **Proposals** icon

NOTE, the icons you see may differ from this screenshot



Welcome to the ISIS and CLF proposals system

Proposals for the following access calls are supported:

ISIS: Rapid, Xpress, Direct, Dutch (for ICRD)

CLF: Octopus and Ultra (LSF), Gemini and C

Click "New Proposal" on the left tool bar to start

Please see [our guides](#) for more help and support

For persistent system issues, please contact [support](#)

My proposals

Actions	Proposal ID
	23230013
	22130003
	19230048

Assigned Roles

User roles

Action	Role	Description
IN USE	User	Submit and view your proposals
USE	User Officer	Manage the system
USE	FAP Chair	View your FAP panel and submit and manage your FAP reviews
USE	FAP Secretary	View and manage your FAP panel and submit FAP reviews
USE	FAP Reviewer	Submit and view your FAP reviews
USE	Experiment Scientist	Edit and view your technical feasibility reviews and view proposals for your experimental area

CLOSE

On logging in you will be asked to confirm or change your Role.
(The available Roles assigned to you may differ from the menu above)







Welcome to the ISIS and CLF proposal submission site

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ISIS: Rapid, Xpress, Direct, Dutch (for ICRD access, please contact [Chris Frost](#))

CLF: Octopus and Ultra (LSF), Gemini and Orion (HPL), Artemis, Vulcan Shutdown Support

Click "New Proposal" on the left tool bar to start your new proposal via the correct call, or resume completion of a draft proposal from your list below (only available to edit before an access call closure) .

Please see [our guides](#) for more help and support for submitting a proposal.

For persistent system issues, please

Clicking on a column heading will sort in ascending  or descending  order.

My proposals

Actions	Proposal ID 	Title 	Status 	Call 	Created 
  	23230013	Coherent Control of Quantum States in Di..	Submitted	LSF 2023_2	01-09-2022
  	22130003	Ultrafast Dynamics of Protein Folding via..	Submitted	LSF 2022_1	17-05-2021
  	19230048	Ultrafast Melting and Recrystallization in..	Submitted	LSF 2019_2	15-02-2019

Previously submitted or draft proposals will appear **here**.

You will also see proposals you have been added to as a co-investigator.

Creating a Proposal – Before you start

The information you provide allows the panel to make their judgements and rate the proposal. Once successful, it then supplies the instrument scientists and support staff with the key information they need to setup and conduct your experiment.

In order to fill out a proposal, you will require the following information.

- A digital copy of your science case
- Full contact details of all experimenters
 - Full names
 - Email address
 - Contact details
 - Establishment information

Supporting information for your proposal

- Abstract
- Publications
- Sample information

NOTE: All experimenters need a Facilities account *and* have made themselves 'addable' via their [Privacy settings](#).

Create a new proposal



Dashboard

Logged in as [your.name@co.uk](#) (User) 



Welcome to the ISIS and CLF proposal submission site

Proposals for the following access calls are submitted via this portal:

ISIS: Rapid, Xpress, Direct, Dutch (for ICRD access, please contact [Chris Frost](#))

CLF: Octopus and Ultra (LSF), Gemini and Orion (HPL), Artemis, Vulcan Shutdown Support

Click "New Proposal" on the left tool bar to start your new proposal via the correct call, or resume com

Please see [our guides](#) for more help and support for submitting a proposal.

For persistent system issues, please contact fase-support@stfc.ac.uk



Dashboard



New Proposal

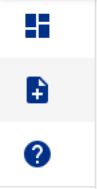


Help

Click the **New Proposal** icon  to create a proposal.

My proposals

Actions	Proposal ID	Title	Status	Call	Created
  	23230013	Coherent Control of Quantum States in Di..	Submitted	LSF 2023_2	01-09-2022
  	22130003	Ultrafast Dynamics of Protein Folding via..	Submitted	LSF 2022_1	17-05-2021
  	19230048	Ultrafast Melting and Recrystallization in..	Submitted	LSF 2019_2	15-02-2019



Select a call

ISIS Rapid Access (ISIS Rapid 2025_0)

Select the call you wish to submit to.

The number of calls available at any time can vary, so you may only have one option.

If you are unsure which to select, please contact the appropriate user office for further information.

- CLF User Office: Tel +44 (0)1235 445090
- ISIS Neutron and Muon Source User Office: +44 (0)1235 445592

- CLF LSF (Octopus & Ultra) Direct and Ongoing Approved Programme call for access (26-1) (LSF 2026_1)

Application deadline: 05-08-2025 17:00 (7 days remaining)

Internal deadline: 05-08-2025 17:00 (7 days remaining)

Proposals are invited for Direct Access and continuation of ongoing, approved programmes. Deadline for submissions is 17:00 BST Tuesday 5 August 2025

LSF 2026_1

>
- ISIS Xpress Access (ISIS Xpress 2025_9)

Application deadline: 31-12-2025 23:55

Internal deadline: 31-12-2025 23:55

Applications for simple sample measurements at the ISIS Facility. All Xpress Access proposals must be discussed with an instrument scientist prior to submission

ISIS Xpress Access

>

Only active calls accepting proposals are displayed.



New Proposal

- 1
- New proposal –
- 2
- Facility –
- 3
- Requirements –
- 4
- Consumables –
- 5
- Publications and Grants –
- 6
- Science Case Upload –
- 7
- Final –
- 8
- Review

THIS CALL IS FOR the CLF LSF Facility - Direct Access and ongoing/approved programme access only

For system issues, please contact: fase-support@stfc.ac.uk

The call is for access to the Ultra and Octopus laser facilities for Direct Access and ongoing/approved programme access only

Please ensure you have read the information on the [call webpage](#) before submitting your proposal.

This system will automatically log out after 30 minutes of inactivity, and any unsaved changes will be lost.

Please note that the following information may be made publicly viewable:

- Title
- Abstract
- PI and Co-I names and institutions
- Facility applied for, and no. weeks applied for and allocated

Proposal Title *

Proposal Abstract *

Only printable ASCII characters are allowed.

Principal Investigator *

Your Name, your Organisation

Co-Proposers

Actions	Firstname	Lastname	Preferred name	Institution
No Users				

 ADD

To add another investigator to your proposal, the investigator must have created an account with us and have their preferences set to searchable. Please encourage your colleague to [create an account](#) and set their [preferences to searchable](#) if you're unable to add them to your proposal.

Who have you contacted at the CLF to discuss your requirements? *

BACK

RESET

SAVE

SAVE AND CONTINUE

Please contact fase-support@stfc.ac.uk if you encounter any technical issues with this system.

[Terms and Conditions and Legal Notices](#) | [STFC](#) | [UK Research and Innovation](#)

[FAQ](#)

This is an example of how the questions and sections appear on the **Create Proposal** page(s). For information and advice on filling out the proposal questions, please see the following pages.

NOTE: The questions you are required to complete will vary depending on the Call.

Completing the proposal questions

1 New proposal – 2 Facility – 3 Requirements – 4 Consumables – 5 Publications and Grants – 6 Science Case Upload – 7 Final – 8 Review

The questions are spread across multiple sections.
(You may have fewer or more sections depending on the route chosen).

- Each section can have multiple questions
- You can only complete each section in order
- You can view the various sections and their associated questions before you start
- Click on the numbered buttons to view each individual section
- There are varying *types* of question, e.g. dropdown choices, number values, text etc..
- You may be required to upload documents to support your proposal

If you have queries about completing your proposal, e.g. how much detail is required, or what a term means, please contact the User Office, clf@stfc.ac.uk or isisuo@stfc.ac.uk.

Notes on the information required

The questions vary for each call, but here are some examples of what information may be required.

1 New proposal – 2 Facility – 3 Requirements – 4 Consumables – 5 Publications and Grants – 6 Science Case Upload – 7 Final – 8 Review

- **New Proposal.** Title, Abstract, PI and CO-I.
Ensure the principal investigator is set to the appropriate person and add any [co-proposers](#), involved with the experiment, (Co-Investigators or Co-Is).
- **Facility.** Questions regarding the facility and area, access route, and any industrial links.
- **Requirements.** Technical requirements, including details of the laser parameters and apparatus.
- **Consumables.** Information regarding consumables, individual cost estimates and a written case, (depending on the cost consumables cost).
- **Publications and Grants.** Publications from your research group and active grants that are relevant to this proposal.

- **Science Case Upload.** This is a **PDF file upload ONLY**, and there are restrictions on this file; a maximum of 2 A4 pages and up to 10MB total size. Files exceeding limits cannot be uploaded.

Please take note of the formatting guidelines and use the [Direct Access](#) template

- The **Final** step, confirms you agree to Terms of Access. Read these, tick the box to accept, click

SAVE AND CONTINUE

Femtosecond Laser-Induced Phase Transitions in Topological Insulators

992636

Pre-submission reference

1 New proposal - 2 Facility - 3 Requirements - 4 Consumables - 5 Publications and Grants - 6 Science Case Upload - 7 Final - 8 Review

The Principal Investigator (PI) on CLF proposals has specific responsibilities for the experiment. The PI will be reminded of this in their confirmation email but as the person submitting the proposal you must ensure the PI is aware of these responsibilities.

Terms of Access

By submitting a proposal you agree that you have read and will comply with our [Terms and Conditions](#).

☒ I have read and understand the Terms of Access*

BACK RESET SAVE SAVE AND CONTINUE

At anytime in the submission process, you can view your new proposal from the Dashboard.

Until it's submitted its Status will be **Draft**.

UKRI
Science and Technology
Facilities Council

Dashboard

Logged in as [your.name@co.uk](#) (User)

Dashboard

New Proposal

Help

proposal submission site

submitted via this portal:

Orion (HPL), Artemis, Vulcan Shutdown Support

Click "New Proposal" on the left tool bar to start your new proposal via the correct call, or resume completion of a draft proposal from your list below (only available to edit before an access call closure) .

Please see [our guides](#) for more help and support for submitting a proposal.

For persistent system issues, please contact fase-support@stfc.ac.uk

The proposal is identified by a temporary reference number which is updated once the proposal is submitted.

My proposals

Actions	Proposal ID	Title	Status	Call	Created
  	*992636	Probing Hydrogen Diffusion in Solid-State..	Draft	ISIS Rapid 2025_0	Today at 13:20
  	23230013	Coherent Control of Quantum States in Di..	Submitted	LSF 2023_2	01-09-2022
  	22130003	Ultrafast Dynamics of Protein Folding via..	Submitted	LSF 2022_1	17-05-2021
* Pre-submission reference. Reference will change upon submission.					
		ization in..	Submitted	LSF 2019_2	15-02-2019

Reviewing your proposal

Once you've added all the information and agreed to the Terms of Access, you can **Review** the details of your proposal.

Femtosecond Laser-Induced Phase Transitions in Topological Insulators

992636
Pre-submission reference

1 New proposal - 2 Facility - 3 Requirements - 4 Consumables - 5 Publications and Grants - 6 Science Case Upload - 7 Final - 8 Review

New proposal

Facility

Requirements

Consumables

Publications and Grants

Science Case Upload

Final

Click on a drop-down arrow to expand a section and inspect its contents.

BACK SUBMIT DOWNLOAD PDF

You can **download** a copy of your proposal.

Femtosecond Laser-Induced Phase Transitions in Topological Insulators

992636

Pre-submission reference

1 New proposal - 2 Facility - 3 Requirements - 4 Consumables - 5 Publications and Grants - 6 Science Case Upload - 7 Final - 8 Review

New proposal



Proposal ID	992636 (Pre-submission)
Title	Femtosecond Laser-Induced Phase Transitions in Topological Insulators
Abstract	Topological insulators (TIs) such as Bi Se and Sb Te exhibit robust surface states protected by time-reversal symmetry, offering a platform for ultrafast spintronic and quantum information technologies. This experiment aims to investigate femtosecond laser-induced phase transitions in these materials using the high-power Ti:Sapphire laser systems at the Central Laser Facility (CLF), Harwell. Utilizing 800 nm pulses with durations of ~35 fs and fluences ranging from 0.1 to 5 mJ/cm , we will perform time-resolved pump-probe reflectivity and time-resolved angle-resolved photoemission spectroscopy (TR-ARPES) to capture the ultrafast dynamics of electronic and

If you spot any errors, navigate back to the relevant section, make the changes, then

SAVE AND CONTINUE

Once the proposal is correct and complete, you're ready to **submit your proposal**.

Submitting your proposal

Submitting a proposal designates that it's the final version of the document and is ready for review by the relevant Facilities Access Panel, (FAP).

When a proposal is submitted, it's visible to:

- **Principal Investigator** – default, 'the person who created the proposal'
- **Co-Investigators** - added by the PI, (providing their [settings](#) allow)
- **Experiment Scientists** - scientific staff and some administrative staff at STFC
- **User Officers** - STFC admin staff supporting the proposal submission process
- **FAP Members** - responsible for reviewing proposals

The proposal then moves to the next stage in its workflow (which varies for different calls).

NOTE:

- Draft proposals are also visible to the same groups
- Once submitted, a proposal cannot be edited
- Once submitted, a proposal can be deleted
- NOTE: If you accidentally delete your proposal, you need to contact FASE-support@stfc.ac.uk to get it reinstated back into the Proposal System



Femtosecond Laser-Induced Phase Transitions in Topological Insulators

992636
Pre-submission reference

1 New proposal

2 Facility

3 Requirements

4 Consumables

5 Publications and Grants

6 Science Case Upload

7 Final

8 Review

New proposal

Facility

Requirements

Consumables

Publications and Grants

Science Case Upload

Final

BACK

SUBMIT

DOWNLOAD PDF

NOTE: The Pre-submission reference is **NOT** the final ID for the proposal. This number will change once submitted.

Click

SUBMIT

Please contact fase-support@stfc.ac.uk if you encounter any technical issues with this system.

[Terms and Conditions and Legal Notices](#) | [STFC](#) | [UK Research and Innovation](#)

[FAQ](#)



Femtosecond Laser-Induced Phase Transition

992636
Submission reference

1 New proposal - 2 Facility - 3 Requirements - 4 Consumables - 5 Publications and Grants - 6 Review

New proposal

Facility

Requirements

Consumables

Publications and Grants

Final

Please confirm

I am aware that no further edits can be made after proposal submission.

CANCEL

OK

BACK

✓ SUBMITTED

DOWNLOAD PDF

Click **OK** to confirm you want to submit the proposal.

✓ Your proposal will be successfully received when "Submit" is selected. You will receive a formal confirmation email in due course. ✕

A pop-up window confirms the successful submission of your proposal.

Successful submission is also confirmed by the button when viewing the proposal.

[FAQ](#)

If you see an error or don't see the confirmation pop-up, check the proposal was successfully submitted by verifying its Status. If Status is still Draft, try again later or logout then login and try submitting again.

If the issue persists, contact fase-support@stfc.ac.uk

UKRI

Science and Technology Facilities Council

Dashboard

Logged in as [your.name@co.uk](#) (User)

Proposal submission site

submitted via this portal:

Orion (HPL), Artemis, Vulcan Shutdown Support

Click "New Proposal" on the left tool bar to start your new proposal via the correct call, or resume completion of a draft proposal from your list below (only available to edit before an access call closure) .

Please see [our guides](#) for more help and support for submitting a proposal.

For persistent system issues, please contact fase-support@stfc.ac.uk

My proposals

Actions	Proposal ID	Title	Status	Call	Created
	26130026	Femtosecond Laser-Induced Phase Trans..	Submitted	LSF 2026_1	Today at 13:20
	23230013	Coherent Control of Quantum States in Di..	Submitted	LSF 2023_2	01-09-2022
	22130003	Ultrafast Dynamics of Protein Folding via..	Submitted	LSF 2022_1	17-05-2021
	19230048	Ultrafast Melting and Recrystallization in..	Submitted	LSF 2019_2	15-02-2019

Editing submitted proposals

Proposals can be edited at any point up *until the call deadline* (APART FROM XPRESS)

They can also be edited and submitted by anyone assigned to the proposal (principal investigators *and* co-investigators).

NOTE: multiple people may have access to the same proposal, so any edits should be discussed with everyone assigned to the proposal.

Email Notifications

When a proposal is submitted, an email is sent to everyone assigned to the proposal to notify them of the submission.

The system does not generate email notifications if and when, people edit submitted proposals. Once a proposal has been submitted, and it is subsequently edited, this does not generate email notifications for co-proposers.

Managing your proposals



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From the **Proposal Dashboard**, you can **View**,
Edit, **Clone** and **Download** your proposals.

Note: The ability to do any of the above will
depend on the proposal's **Status**.

My proposals

Actions	Proposal ID	Title	Status	Call	Created
	26130026	Femtosecond Laser-Induced Phase Trans..	Submitted	LSF 2026_1	Today at 13:20
	23230013	Coherent Control of Quantum States in Di..	Submitted	LSF 2023_2	01-09-2022
	22130003	Ultrafast Dynamics of Protein Folding via..	Submitted	LSF 2022_1	17-05-2021
	19230048	Ultrafast Melting and Recrystallization in..	Submitted	LSF 2019_2	15-02-2019

Action Icons

Edit 	View 	Download 	Clone 	Delete 
View and edit the proposal	View the proposal	Download a .pdf copy of the proposal details	Create a copy of the proposal	Delete the proposal
You can edit a submitted proposal <i>before</i> the call deadline.	The option to edit may be available from here, depending on the proposal Status	Defaults to your PC Downloads, unless otherwise specified.	You will be prompted to select the Call to clone the proposal to. Choose the call, click, “CLONE TO CALL” button. The proposal will appear with the assigned Call showing. Note, other calls may have different questions, so check this carefully.	This is only possible for draft proposals. Submitted proposal cannot be deleted.

Cloning a proposal

 Science and Technology

Dashboard

Logged in as [your.name@co.uk](#) (User) 

To Clone a proposal

- 1 Click the **Clone** icon
- 2 Select the **Call**
- 3 Click **CLONE TO CALL**

can Shutdown Support

a the correct call, or resume completion of a draft proposal from your list below (only available to edit before an access call closure) .

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For persistent system issues, please contact fase-support@stfc.ac.uk

My proposals

Actions	Proposal ID
1 	2500047
  	2420117
  	2110136
  	2020067

Clone proposal/s to call. You will need to review the proposal before it is submitted.

Select call *

2



3

CLONE TO CALL

ISIS Rapid 2025_0

ISIS Dutch 2025_2

LSF 2026_1

ISIS Xpress 2025_9

ISIS Rapid 2020_2

15-02-2020

The cloned proposal is now shown, with Title as “Copy of” and Status as *Draft*.

 **Science and Technology Facilities Council**

Dashboard

Logged in as [your.name@co.uk](#) (User) 

Welcome to the ISIS and CLF proposal submission site

Proposals for the following access calls are submitted via this portal:

ISIS: Rapid, Xpress, Direct, Dutch

CLF: Octopus and Ultra (LSF), Gemini and Orion (HPL), Artemis, Vulcan Shutdown Support

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My proposals

Actions	Proposal ID	Title	Status	Call	Created
   	*343452	Copy of Femtosecond Laser-Induced Pha..	Draft	LSF 2026_1	Today at 10:54
  	26130026	Femtosecond Laser-Induced Phase Trans..	Submitted	LSF 2026_1	Today at 13:20
  	23230013	Coherent Control of Quantum States in Di..	Submitted	LSF 2023_2	01-09-2022
  	22130003	Ultrafast Dynamics of Protein Folding via..	Submitted	LSF 2022_1	17-05-2021
  	19230048	Ultrafast Melting and Recrystallization in..	Submitted	LSF 2019_2	15-02-2019

* Pre-submission reference. Reference will change upon submission.

To submit your cloned proposal, you'll need to go through the same process as described previously.

All the details from the original proposal are included in the copy, but you do need to visit every section, (in order), and click **SAVE AND CONTINUE** for each one until you get to the point where you are ready for submission.

PLEASE CHECK if this is the case.

Edit PI and Co-I

Principal Investigator *

Your Name, your Organisation

Co-Proposers

Actions	Firstname	Lastname	Preferred name	Institution
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No Users

You can edit the Principal Investigator, (which defaults to the proposal creator), by clicking the edit icon, .

To add co-proposers, (Co-Is), click the **ADD** button,  and search for their email address.

Once found click 

Principal Investigator must have created an account with us and have their preferences set to searchable.

and set

your pro

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NOTE:

- to be able to add someone as the PI or a Co-I they must have a **Facility User account** and have made themselves '[addable](#)' via their account settings
- A co-investigator is unable to remove themselves from a proposal. They need to request the PI, another Co-I or FASEsupport@stfc.ac.uk do this for them.

Set Principal Investigator

E-mail

Actions	Firstname	Surname	Preferred name	Institution
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No Previous Collaborators

Rows per page: 10 rows |< < 0-0 of 0 > >|

Co-Proposers

E-mail

☐	Firstname	Surname	Preferred name	Institution
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No Previous Collaborators

Rows per page: 10 rows |< < 0-0 of 0 > >|

0 user(s) selected

Allow users to add me.....

Go to <https://users.facilities.rl.ac.uk/> and login with your account.

Click on **My Details**, or.....



Science and
Technology
Facilities Council

Central Laser Facility

Home | **My Details** | Welcome b. **Your Name** rds | Logout

Staff Site

Select facility: **ISIS** CLF

To View, Edit and Update the information stored in your Facilities User account you need to go to the **Details section** of the application.

At Appleton Laboratory is one of the most advanced laser facilities in the UK and Europe with an unparalleled range of state-of-the-art technology to carry out a broad range of experiments in physics, chemistry and biology. Our laser facilities range from advanced, compact tuneable lasers which can pinpoint individual particles to high power laser installations that recreate the conditions inside stars.



Visits (Office)

[Manage user's visits »](#)



U&E Details

[Manage Users & Establishments »](#)



FAP Booklets
Generator

[FAP Booklets Generator »](#)



Settings

[Modify settings »](#)



Proposals

[Apply For Access »](#)



Visits

[Arrange Your Visit »](#)



Risk Assessments

[Submit An ERA »](#)



Scheduler

[Schedule Experiment »](#)



Safety Tests

[Take A Test »](#)



Feedback

[Provide Feedback »](#)



Your Details

[Update Your Details »](#)



ISIS Beam Status

[View Isis Beam Status »](#)



Taxis

[Book a taxi »](#)



Reporting

[Run reports »](#)



Experiment Reports

[Manage experiment reports »](#)



Reduced Data (FIA)

[See reduced data »](#)



Usercheck

[Check users' test statuses »](#)



IDAaaS

[Access your data »](#)



Approved Experiments

[Upload pre-approved experiments »](#)



Panel Member Manager

[Access the Panel Member Manager »](#)



FAP Reviews

[Access the FAP Reviews Site »](#)

[My Details](#) [Manage Account](#) [Fed ID](#)

- ▶ Summary
- ▶ Details
- ▶ Organisation
- ▶ Facilities
- ▶ RAL Site Access
- ▶ Emergency Contact
- ▶ Mailing Lists

▼ Privacy Settings

In **Privacy Settings** tick **Yes** to allow other users to add you to proposals, visits and FAPs.

- ☒ Yes - Allow users to add me to proposals, visits and facility access panels
- ☐ No - Don't allow users to add me to proposals, visits and facility access panels

NOTE: You cannot be added to a proposal unless you have made yourself 'addable'.

The **Details** page allows you to update personal information such as...

- Name
- Status
- Email
- Phone
- Organisation
- Department
- Emergency Contact
- etc...

On making any amendments to your details, don't forget to click **Save Changes**.

Save Changes

Further Help

There are various routes, depending on what support you require.

Scientific

What is the capability of a specific laser at the facility? What information is required to describe the samples I want to use?

The [facility webpages](#) provides an overview of the laser facilities and contains links where you can view more details, including the relevant science staff contacts.

If you can't find an answer there, contact the [CLF User Office](#) to be put in touch with someone who can help

Practical

Which call should I submit to? How do I arrange a visit from my university?

Please contact the [CLF User Office](#)

Software

I'm having trouble logging in to the Proposal System. I've forgotten my password.

Please contact our support team via: fase-support@stfc.ac.uk

Both CLF and ISIS have staff to support users from applying to use the facility onwards, located at

Reception Building (R75)
Rutherford Appleton Laboratory
Harwell Campus
Didcot, Oxfordshire
OX11 0QX
UK

CLF User Office

Email: clf@stfc.ac.uk

Tel: +44(0)1235 445090 (ext. 5090)

ISIS Neutron and Muon Source User Office

Email: isisuo@stfc.ac.uk

Tel: +44 1235 445592 (ext 5592)

Glossary

Term	Description
Call	The time window within which proposals are accepted. All proposals submitted to the same call will generally be reviewed at the same time by panel(s). Also called rounds.
CLF	Central Laser Facility, a facility at Rutherford Appleton Laboratory, Harwell Campus, near Didcot For more information, see www.clf.stfc.ac.uk
Co-I	A shortened form of co-investigator
Co-investigator	This is a person who is added to a proposal but was not the person who created the proposal (the principal investigator). Being added to a proposal means you can edit the proposal and submit it.
Co-proposer	Used interchangeably with co-investigator
Experiment scientist	An STFC staff member, generally scientific staff
ISIS	ISIS Neutron and Muon Source, a facility at Rutherford Appleton Laboratory, Harwell Campus, near Didcot For more information, see www.isis.stfc.ac.uk
Panel	When a proposal submission deadline is reached, all proposals are reviewed by a group of experts and rated, and then some proposals are successful and can go ahead.
Principle investigator (PI)	The person who creates the proposal becomes the principal investigator by default. They will be the primary contact for the proposal and subsequent experiment (if the proposal is successful).
Proposal	If someone has an idea for an experiment to be carried out at our facilities, they need to answer a series of questions about their idea. The answers to the questions form the proposal.
Round	Used interchangeably with call
User	At both facilities, user generally means someone from outside of STFC coming and making use of the facilities (carrying out an experiment), however within this documentation, user refers to anyone with a Facilities User account (the account required to use the Proposal System)
User office	A group of staff focused on assisting all users of the facilities. Contact details are below
User officer	A permission level within the Proposal System, enabling STFC staff to support the proposal submission process.