User Office System

Help documentation for Users

The User Office System (also referred to as "UOS") allows users to submit proposals for future experiments at ELI – The Extreme Light Infrastructure. The ELI facilities, ALPS, Beamlines and NP accept proposal submissions within certain time windows called "calls"; all the proposals submitted to a call will be reviewed and some proposals will be allocated time. The UOS collects the information the reviewers and decision-making bodies require to consider your experiment idea.

This document has detailed information for users of the UOS, to give you context and step-by-step guidance on using the system. Please use the contents table below to find the information you require.

Contents

If you are struggling to submit a proposal, or have any feedback on this document, please contact the ELI User Office at user-office@eli-laser.eu .

Accessing the User Office System

There are two ways of accessing the system: either directly through its web address, or from the ELI User Portal. The first lets you access the system faster, especially if you bookmark the address in your web browser. The second may be more convenient if you also need to access some of our other applications, or for people who do not know the system's address.

Accessing the system directly

1. Open **https://uos.eli-laser.eu** in any supported web browser. Our supported browsers are up-to-date versions of Firefox, Chrome, Edge, Safari and Opera. Internet Explorer is not supported, and the UOS will not work correctly while using it. Once you have opened the URL, you may be redirected to the UOS login page (as seen in Figure 1).
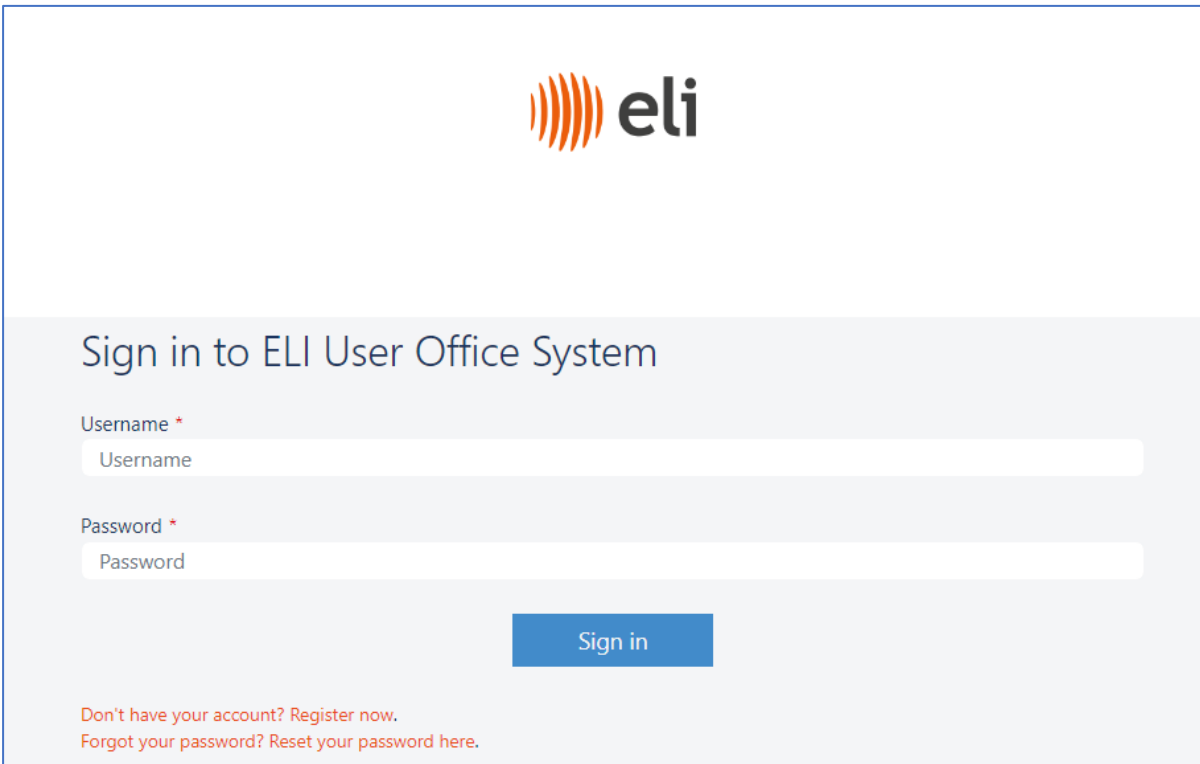

Figure 1: Login page

2. If you already have an account, enter your user name and password. Your user name was sent in the automatic notification email after registration. If you do not have an

account, create one using the "Don't have your account? Register now." link. You should be redirected to the Registration Form (as seen in Figure 2).
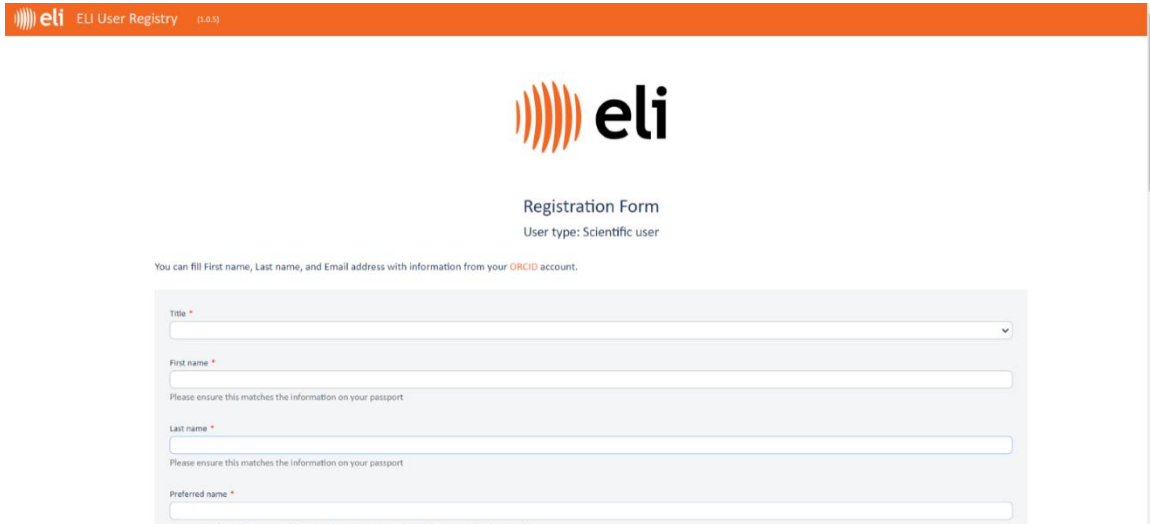

Figure 2: Registration Form

3. Fill in the form, then push the Register button at the bottom. If the button won't take you further, it means that you might have forgotten to fill in a mandatory field. (These fields are marked with red asterisk)
4. After successful registration, you will receive an email notification to the email address you have entered.
5. Open the UOS page again (https://uos.eli-laser.eu) and login with the user name that was sent to you in the email notification, and the password that you have registered.
6. If needed, you can go back to the ELI ERIC User Registry (https://ureg.eli-laser.eu), where you can check and/or modify details of your user profile.
7. In case you experience any technical difficulties, please contact us at uos-request@eli-laser.eu.
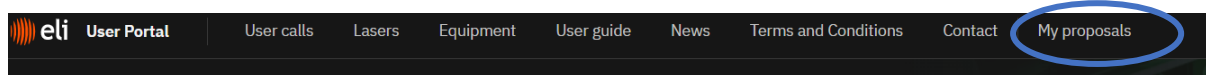
Accessing the system through the User Portal

Figure 3: Menu bar of the ELI User Portal

1. Open https://up.eli-laser.eu in any supported web browser. Our supported browsers are up-to-date versions of Firefox, Chrome, Edge, and Opera. Internet Explorer, Safari is not supported, and the proposal system will not work correctly while using

it. Once you have opened the URL, choose the 'My proposals' menu item on the right side of the top menu bar. You should be redirected to the UOS login page (as seen in Figure 1 above).

2. If you already have an account, enter your user name and password. Your user name was sent in the automatic notification email after registration. If you do not have an account, create one using the "Don't have your account? Register now." link. You should be redirected to the Registration Form (as seen in Figure 2).

3. Once you have entered your login details, you should see the main UOS dashboard (Figure 4 below).
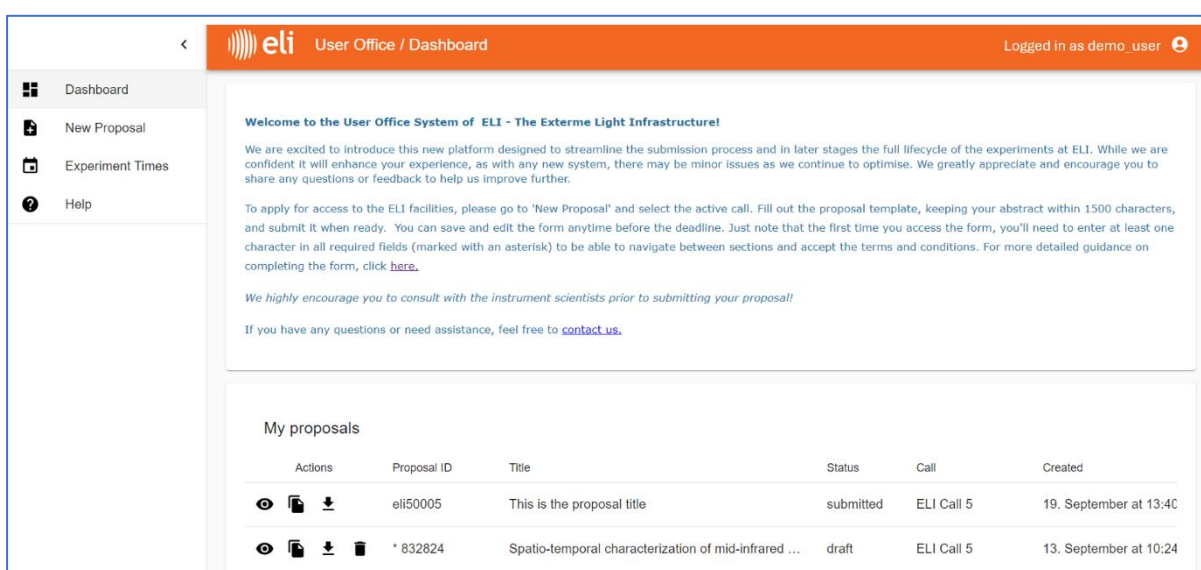

Figure 4: Dashboard view of the UOS

4. For quicker access, you can also add a bookmark for **uos.eli-laser.hu**. This will take you directly to the UOS if you're already logged in, but if you are not or your session has expired, you will first be redirected to the login page.

Looking at your proposals

To view your proposal(s), you must be logged in to the UOS. When you are logged in, you will see the dashboard (Figure 4), with three key areas to be aware of:

- In the main area of the screen, you will see any proposals you have started to work on or previously submitted. These proposals may be ones you created (making you the principal investigator), or ones where you were added as a co-proposer.

- **Please note that this submission system is used since Call 5, you will not see information from Calls 1-4. If you need access to any historical proposals, please contact** user-office@eli-laser.eu

- Across the top of the screen, you will see an orange bar. To the right-hand side of the orange bar, you can see the account you're currently logged in with, and the person icon allows you to log out.
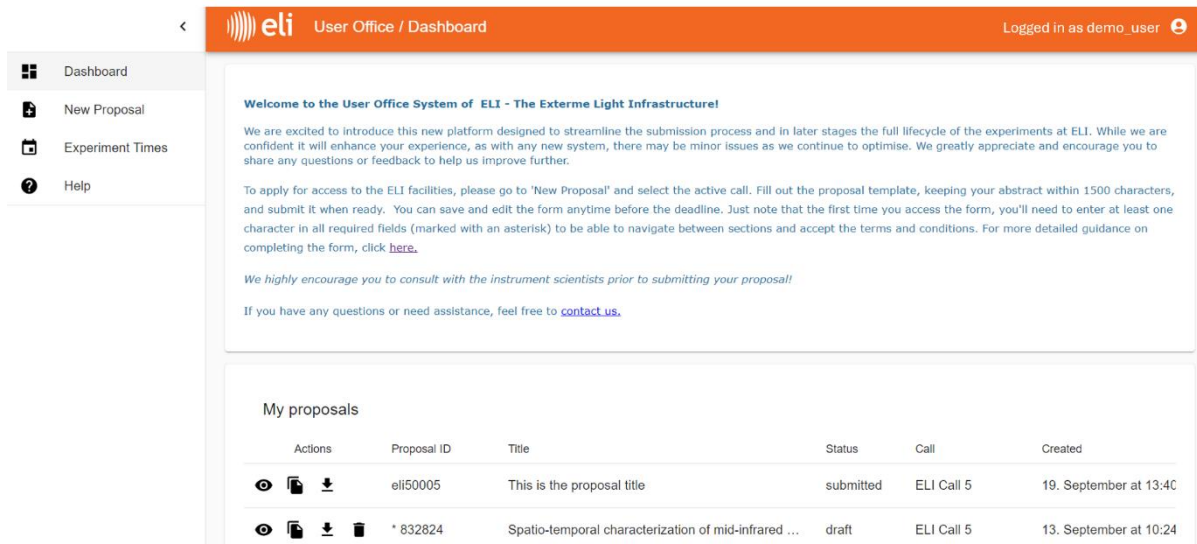- To the left of the screen, you see menu items or icons (if the sidebar is minimized).

Figure 5: Dashboard for UOS

The left sidebar can be maximised (showing words and icons) or minimised (showing only icons). To maximise the left sidebar, click on the hamburger icon (stack of three horizontal lines to the far left of the orange bar, see Figure 6). To make the left sidebar smaller again, click on the arrow (highlighted in blue in Figure 7).
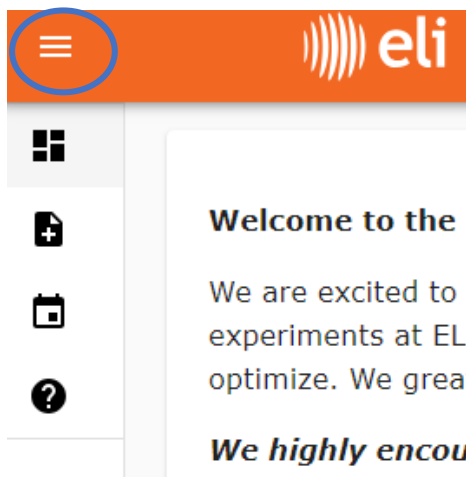

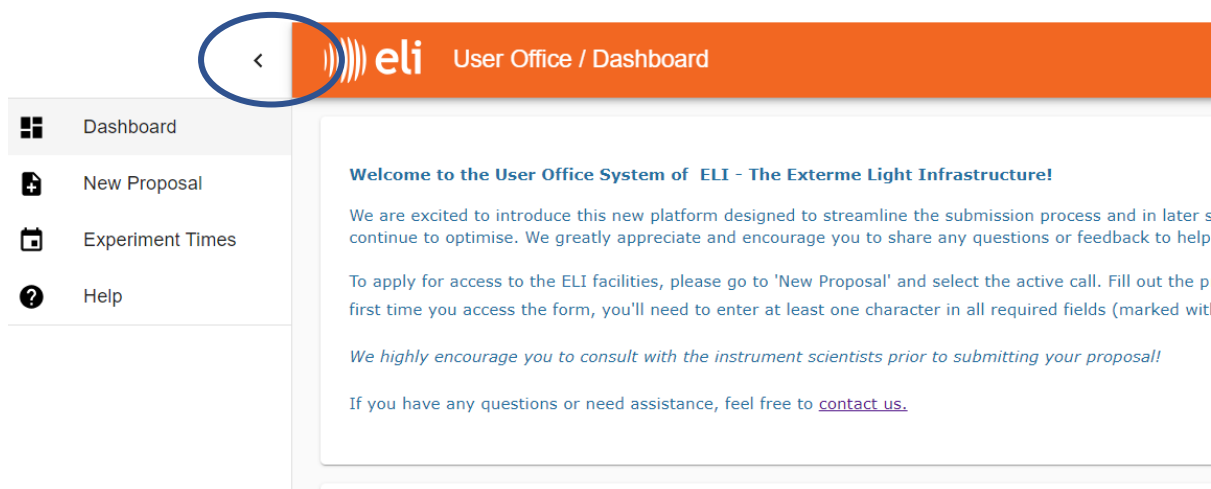*Figure 6: The hamburger icon - this maximises the left sidebar*

Figure 7: Maximised left sidebar can be minimised with sideways arrow

Creating a proposal

To create a proposal, you must go to the UOS. Once you log in to the UOS, you will automatically be looking at your dashboard. You will be able to see any draft or submitted proposals you are associated with.

1. Expand the side bar by clicking on the hamburger icon (three lines to the left of the ELI logo).
2. Click on "New Proposal" button
3. Select the call that you wish to submit to.
4. You can then start filling out the proposal.

Adding information to a proposal

Filling in a proposal is an essential part of the proposal submission process. It provides the panel with the information they need to rate your proposal and if successful, it provides the instrument scientists and support staff with key information required to set up and conduct your experiment. The following information appears later in this section, but you may wish to jump to these:

- [Preparation to fill out a proposal](#)
- [Looking ahead in the proposal](#)
- [Questions in a proposal](#)

Filling in a proposal

Please remember, the questions and how these appear on different steps (pages), is different for each call, so these instructions may not match exactly with what you see. Please answer the questions that you see on the system.

1. Find your proposal on the dashboard and click 'Edit proposal'

2. Ensure that the principal investigator is set to the appropriate person and add any co-proposers (additional users involved with an experiment) by clicking the edit icon, and searching for them by typing a few letters from their names. A list pops up with results containing the typed text. If you cannot find someone you expect to find, please send them these instructions and ask them to register to the UOS. If issues persist, please contact our support team.

3. Enter any other information required on the first step (see the numbered steps at the top, as in Figure 8). This first step is going to ask for Title, Abstract and other basic information about your proposal.

4. Click "SAVE AND CONTINUE".

5. The second step is "Experiment description" – allowing you to give further details about experiment type. There are dropdown fields, and you may need to enter values. If it is unclear what information is required, please contact the User Office.

6. Click "SAVE AND CONTINUE".

7. The third step is "Samples, targets and materials", allowing you to identify materials, chemicals, samples, and targets you intend to bring to the site or request samples, targets and material from ELI.

8. Click "SAVE AND CONTINUE".

9. In the fourth step, you can agree to the terms of access. You should be able to click to read these and then tick a box to accept. Click "SAVE AND CONTINUE".

10. Once you have completed all the steps (there may be more or less than described here), you will see a review page and can review the details of your proposal. If you notice an error, use the steps at the top of the screen to navigate back to the relevant section. Remember to click "SAVE" after making any edits.

11. If the proposal is correct and complete, you are ready to submit your proposal.

Preparation to fill out a proposal

While the questions for each call may vary slightly, in general, in order to fill out a proposal, you will require the following information. Please note you can look ahead in the questions to check if any additional information will be required.

- All Co-Proposers must register to the UOS or must be invited to register
- Supporting information for your proposal
  - Abstract
  - Publications
  - Sample information

Looking ahead in the proposal

Note that when you are filling out the proposal, the questions are not all visible at once, but spread across multiple steps; you see the titles of these steps at the top of the screen. You can look ahead to the next step(s) and view the questions if you click on the name of the step. (Figure 8). You can **NOT** fill out these questions until you have completed the previous questions (i.e. questions must be filled out in order, but you can check what information will

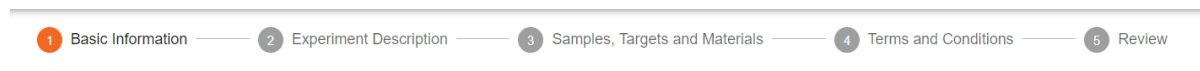be required before starting the process). To look ahead, click on the buttons at the top of the screen.

Figure 8: Steps for a proposal

Questions in a proposal

Each call can have a different set of questions, so the instructions for filling out a proposal can only be general and do not give step-by-step guidance on each question. If you have questions about a specific question (e.g. how much detail is required, or what a term means), please contact the user office. Some questions are considered particularly important; essential fields in the UOS are denoted by the * icon next to the relevant field. You will be unable to progress past a page without filling in all fields with this feature. You can look ahead to see all the questions that you will be asked.

There are a few types of questions, most of which should be clear how to answer (e.g. for choices, you will see drop down options, for values, you will be able to enter numbers, etc.).

You can add co-proposers and edit the principal investigator (which defaults to the proposal creator). To change the PI click the pencil icon (figure 9)
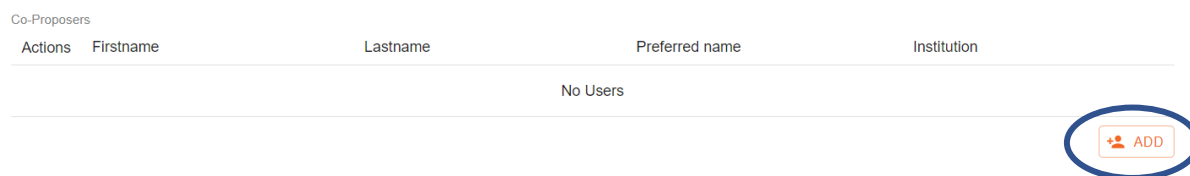

Figure 9: Changing the Principal Investigator

To add a co-proposer, use the ADD button and then search for a person by typing a few letters from the name in the pop-up window search field (figure 10)
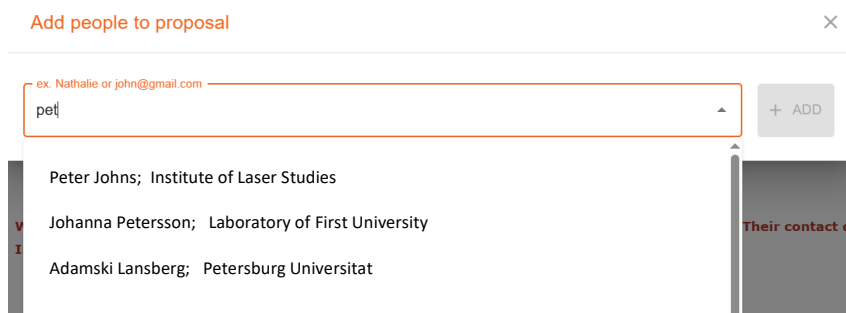
Figure 10: Adding co-proposers

If you cannot find the person, please enter the email address.

After saving the proposal, the invitee will receive an automated message referring to your proposal, with an invitation to register in the ELI User Registry.

If you are having issues, please contact our support team.

Saving a proposal

To save a proposal you can either click the 'SAVE' button which will save your changes, or you can click the 'SAVE AND CONTINUE' button which will save your changes and take you to the next step of the proposal to fill out.

Figure 11: On each step (page) of filling out a proposal, you will see two buttons to save

If the save is successful, you will see a pop up on the top of your screen, indicating your changes have been saved.

Figure 12: A green pop up to the top of the screen confirms a successful save

If you do not submit your proposal, the proposal will appear in your dashboard as a draft. You can go back and submit this proposal at any point **before** the call deadline. You will not

be able to submit the proposal after the deadline. If you miss to fill in the required date at the asterisked question you will not be able to save, and a red notification will appear however you will need to go back and look for the red framed question and fill in the field.

Proposals can be edited at any point up until submission; they can also be edited and submitted by anyone assigned to the proposal (both principal investigators and co-proposers).

Submit your proposal

What happens when a proposal is submitted

Submitting a proposal indicates that it is the final version of the document and is ready for review. The pre-submission Proposal ID is NOT the final ID for the proposal; the number will change once submitted. The proposal then moves to the next stage in its workflow (which can be different for different calls but is likely to be making it available for review). After a proposal is submitted, it can no longer be edited or deleted. If you need it to be deleted, please contact the User Office to request the deletion. You can clone a proposal that has been submitted; the proposal that is generated will be in the draft phrase.

Email notifications

As it is expected that an experimental team discusses and agrees upon their proposal, the system does not generate email notifications as people edit proposals. When a proposal is submitted, an email is sent to everyone assigned to the proposal to notify them of the submission.

Steps to submitting a proposal

1. Following the instructions to Create a proposal and then fill in a proposal, you will have gone through all the steps (pages of questions, navigable at the top of the screen, see Figure 8 above), and the final step is likely to be called Review and show you the information for your Proposal (see Figure 13 below).
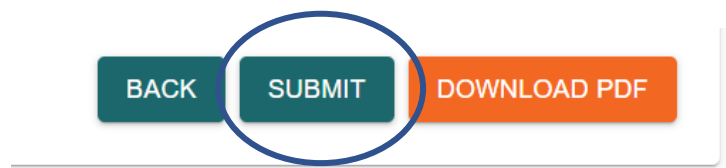

Figure 13: The final step is Review, which presents a summary of the information you have filled in

2. Click the "SUBMIT" button (at the bottom)
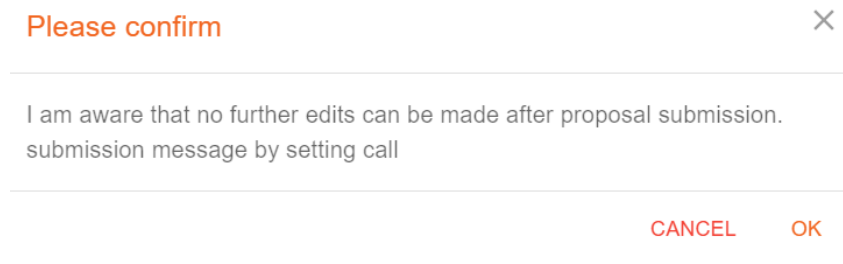
3. A confirmation dialogue appears. Click "OK"

4. A green pop-up box confirming the submission will appear at the top of the screen. The submit button will be greyed out and instead will show a tick and say SUBMITTED
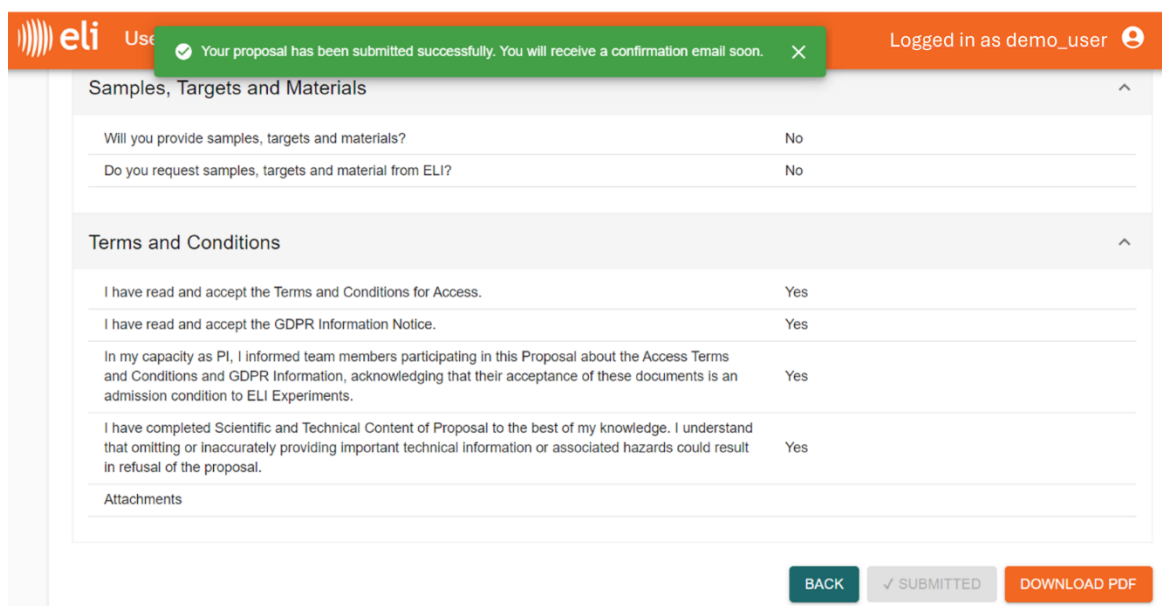
5. In the case that you see an error or do not see the Saved pop-up, you can check if the proposal was successfully submitted by returning to the dashboard (see Figure 16 below) and checking the status. If it wasn't submitted (i.e. still says draft in the Status

column), try again later or after logging out and in again. If the issue persists, contact our support team.

Figure 16: You can see on the dashboard if a proposal has been submitted by looking at the Status column

6. Once successfully submitted, you can view your proposal on the dashboard (homepage), which you can navigate to using the left sidebar. Remember if the sidebar is minimised that you can maximise it by using the Hamburger icon (three lines) in the top left corner.

Figure 17: Hamburger icon indicated to left will maximise the sidebar, so you can select Dashboard (shown on right image)

Visibility of proposals

When a proposal is in the draft stage, it is visible to:

- Principal investigator (the person who created the proposal)
- Instrument Scientists (generally these are scientific staff at ELI, but may include some administrative ELI staff)
- Co-proposers (people added by the principal investigator – this can be anyone with an ELI User account)
- User Office team members

The same set of people can see proposals when they are submitted. The proposal will also be made available to the Peer Review Panel.

Please note that a proposal can be edited by the principal investigator AND by anyone added as a co-proposer. Any changes they make will be visible to anyone else named on the proposal. Edits to proposals are notified to the Principal Investigator via email only if the proposal has been submitted. Before submission proposal editing is not notified. A co-

proposer is unable to remove themselves from a proposal and must request someone else removes them. This can be another co-proposer, the principal investigator, or the User Office.

Finding, editing, cloning, and deleting proposals

In order to edit, clone or delete a proposal, you need to be logged into the UOS.
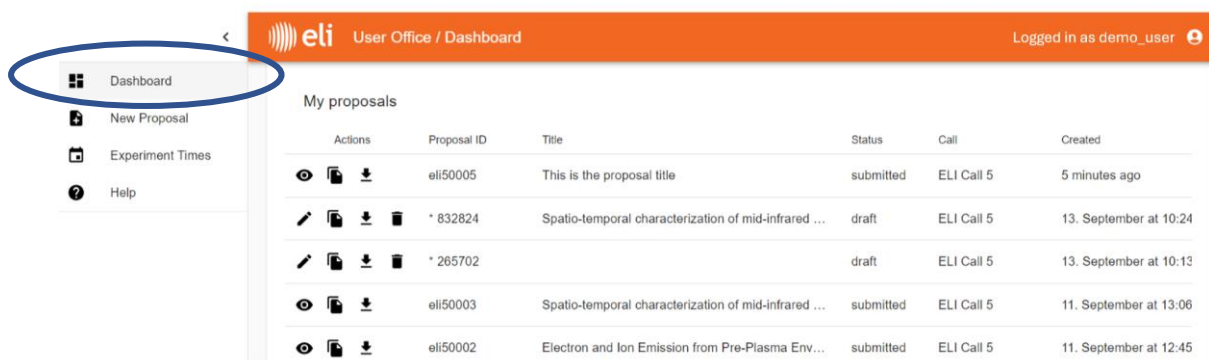
1. Click on dashboard at the left sidebar

Figure 18: UOS dashboard

2. You will see all your proposals. For each you see:
   - Action buttons – a selection of icons showing the available actions for that proposal
   - Proposal ID – a number
   - Title – what you called your proposal
   - Status – draft (not yet submitted) or submitted
   - Call – which call the proposal was/will be submitted to (please note, each call can have different questions)
   - Created – the date the proposal was created
3. To edit a proposal which is not yet submitted, click the "Edit proposal" pencil icon (green in image below). You can then make your desired changes (remembering to save or save and continue).
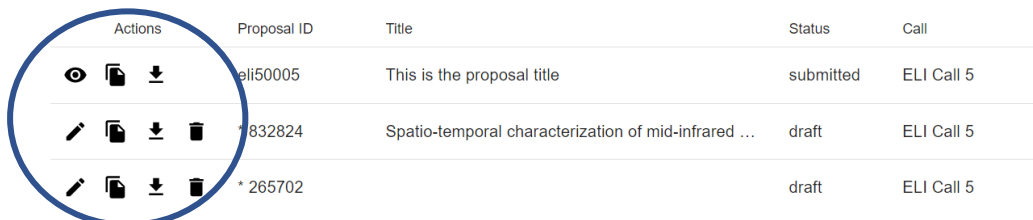

Figure 19: Action buttons - what you can do with your proposals

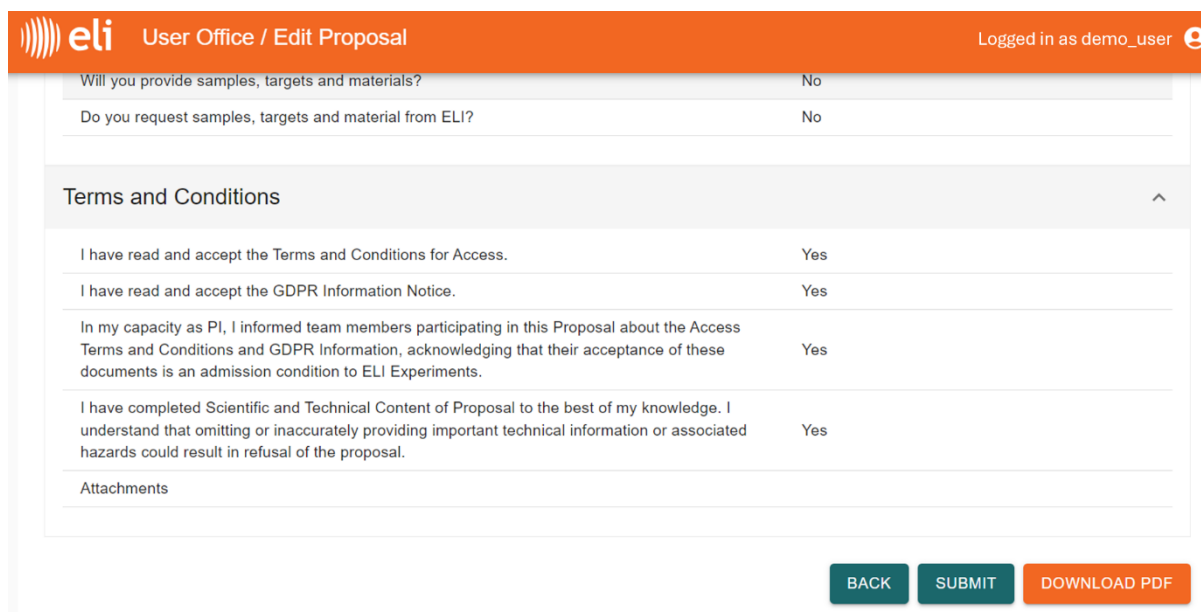4. To view a submitted proposal, click on the "View proposal" eye icon (👁).

5. To download a proposal, click the download icon (⬇)
6. To delete a proposal, click the "Delete proposal" bin icon (🗑). Note that this is only possible for draft proposals. A submitted proposal cannot be deleted.
7. You can create a copy of a proposal by clicking on the "clone proposal" copy icon (🗐). You will be prompted to select the call to which you want to clone the proposal. After choosing the appropriate call, click the "CLONE TO CALL" button. The proposal should now appear in the dashboard with the correct call showing in the Call column. Please note that different calls may have different questions, so check this carefully.

Downloading your proposal

You can download your proposal before you submit or at any point. This will create a PDF. Please note that the words "Left blank" will appear if you have not answered a question.

Download just before you submit

You can download a PDF when you submit your proposal; when you are filling in the proposal, the final step (page of questions) is Review, and next to the "SUBMIT" button is a "DOWNLOAD PROPOSAL" button.

Figure 20: DOWNLOAD PDF is available on the Review page next to the SUBMIT option

Download at any point

Alternatively, you can download a PDF copy of your proposal at any point from the dashboard. You can download both draft and submitted proposals. While looking at the dashboard which shows your proposals, in the Actions area to the left, you will see the download icon. It is available for proposals in draft stage and submitted proposals. Click the

download icon in the correct row.

My proposals

Actions			Proposal ID	Title	Status	Call
👁 📄 ⬇			eli50005	This is the proposal title	submitted	ELI Call 5
✏ 📄 ⬇ 🗑			* 832824	Spatio-temporal characterization of mid-infrared …	draft	ELI Call 5

Figure 21: All proposals will have a download icon, whether draft or submitted

Updating your details

At any point you may wish to update the information we hold about you; while filling out a proposal, you see the institution we believe you are associated with, and you may need to update this. You also have the option to add other people to your proposal and can see their institutions. If any information about a person is incorrect, that person needs to log in to the user system and update their information. If you are unable to add a person to a proposal, please check they have created an account, and have made themselves searchable.

Changing the information we hold about you

The user registration platform of ELI ureg.eli-laser.eu is linked to the User Office System and to other online services of ELI.

1. Open ureg.eli-laser.eu in any supported web browser. Our supported browsers are up-to-date versions of Firefox, Chrome, Edge, and Opera. Internet Explorer and Safari is not supported, and the UOS will not work correctly while using it. Unless you are already logged in, you will be redirected to the login page, where you need to enter your user name and password.

ELI User Registry (1.0.1)

Sign in to ELI user registry

Sign in

Don't have your scientific account? Register now.
Forgot your password? Reset your password here.

Figure 22: Login page for ELI User Registry

Logging out

1. To log out, click on the person icon to the right hand side of the orange bar at the top

Figure 23: Logout using the person icon to the right of the orange bar at the top

2. Select "Logout". This will log you out of the proposals system and redirect you to the main login page.
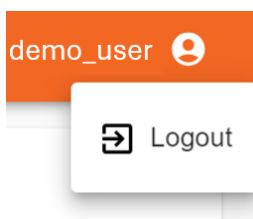

Figure 24: Logout option seen when clicking on person icon

Glossary

call	The time window within which proposals are accepted. All proposals submitted to the same call will generally be reviewed at the same time.
Co-I	A shortened form of co-investigator or co-proposer
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
hamburger icon	Stack of three horizontal lines used to maximise the left sidebar. See Figure 6 in Looking at your proposals
instrument scientist	An ELI staff member, generally scientific staff
Peer Review 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.
PI	A shortened form of principal investigator
principal investigator	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	Word used interchangeably with call
user	generally means someone from outside of ELI coming and making use of the facilities (carrying out an experiment), however within this documentation, user refers to anyone with a UOS account
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 UOS, enabling ELI staff to support the proposal submission process.

Further help

There are three possible routes for help. If in doubt, please contact the user office (Practical), who will be able to redirect your query if required.

- **Scientific**
  E.g. What is the capability of equipment x at the facility?
  Please look on up.eli-laser.eu, contact ELI staff contacts you already have, or if you cannot find an answer, contact the User Office to be put in touch with someone who can help

- **Practical**
  E.g. Which call should I submit to? What information is required for question x? How do I arrange a visit from place y?
  Please contact the User Office user-office@eli-laser.eu

- **Software**
  E.g. Why do I see an error message? Why can't I follow these instructions?
  Please contact our support team via email: uos-request@eli-laser.eu