

## IN THIS DOCUMENT

[PROCESS OVERVIEW](#)

[CAP MEMBER ROLES](#)

[ROLE OF THE CAP COORDINATOR](#)

[CAP COORDINATION STRATEGIES](#)

[WHO CAN ATTEND YOUR BEAMTIME VISITS?](#)

[TRAVEL ARRANGEMENTS \(for CAPs with non-local researchers only\)](#)

[ONSITE ACCOMMODATION ARRANGEMENTS \(for CAPs with non-local researchers only\)](#)

[DEWAR SHIPPING ARRANGEMENTS \(for CAPs with non-local researchers only\)](#)

[SUBMISSION OF EXPERIMENT AUTHORISATION FORM](#)

[ONLINE SAFETY TRAINING ARRANGEMENTS](#)

[RESCHEDULING OF LOST BEAMTIME](#)

[MANAGEMENT OF CAP TRAVEL BUDGET \(for CAPs with non-local researchers only\)](#)

[INVOICING AND AQUITTAL PROCEDURE \(for CAPs comprised of NZ researchers only\)](#)

## PROCESS OVERVIEW

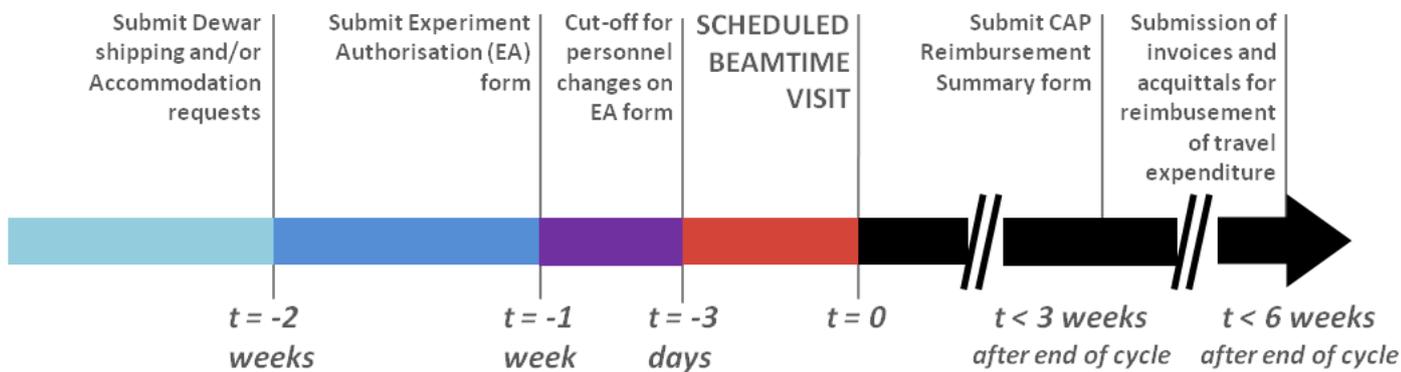


Figure 1. Timeline for submission of paperwork

Document:	Beamtime Planning Guidelines for NZ CAP Coordinators	Date:	09/12/2013
Revision no:	0.2	Page:	1 of 9

## CAP MEMBER ROLES

**Lead PI** – The lead PI is like the ‘Chief Executive Officer’ or ‘Director’ of the CAP and is responsible for submitting the proposal and integrating all of the projects in the CAP into a cohesive and functional program.

**Primary CAP Coordinator** – The primary CAP coordinator is like the ‘Chief Operating Officer’ and ‘Chief Financial Officer’ of the CAP. They are responsible for coordinating the beamtime visits, including personnel and samples, and the submission of pre-beamtime paperwork to the User Office. Further to this, the primary CAP coordinator has control over any travel funds allocated to the CAP and has ultimate responsibility for reconciling the reimbursement of travel expenses to each organisation affiliated with the CAP.

**Assistant CAP Coordinator(s)** – The assistant CAP coordinators are like the ‘Operations Managers’ of the CAP. The primary CAP coordinator delegates responsibilities to the assistant coordinators to assist in coordinating beamtime visits, including the submission of pre-beamtime paperwork. All communications with the User Office must come via the primary or assistant CAP coordinators. Only CAPs allocated six or more shifts per cycle are eligible to appoint assistant coordinators.

**CAP PIs** – The CAP PIs are the individual project and/or group leaders within the CAP and are responsible for submitting their own project details in the CAP proposal.

**CAP Staff** – The CAP staff members are the research assistants, post-doctoral researcher associates, students and administrative staff that encompass the groups of the CAP PIs.

## ROLE OF THE CAP COORDINATORS

Each CAP must elect a CAP coordinator for each experimental cycle; the User Office will contact the CAP coordinators at the end of each cycle in order to update the coordinator details for the following round.

The CAP coordinator(s) will act as the point of contact with the User Office for all communications. This will ensure that the information transfer chain remains consistent and efficient. The CAP coordinator(s) will be responsible for the management and submission of all paperwork and documentation, including:

- Applications for accommodation
- Applications for Dewar shipping
- Submission of the Experiment Authorisation forms

We recognize that the role of CAP coordinator can be a lot of work. Owing to this the CAPs that are allocated a larger quantity of beamtime in each cycle will have the option of assigning assistant CAP coordinators within their CAP. All correspondence from the User Office (i.e. notifications, reminders for paperwork) will be directed to both the primary CAP coordinator and the assistant coordinator(s) and both primary and assistant coordinators can submit pre-beamtime paperwork on behalf of the CAP. We hope that this will help to spread the workload and facilitate effective communications.

Document:	Beamtime Planning Guidelines for NZ CAP Coordinators	Date:	09/12/2013
Revision no:	0.2	Page:	2 of 9

The maximum number of CAP coordinators per CAP will be dependent on the number of shifts allocated to the CAP as follows:

Total CAP shifts per cycle (MX1 + MX2)	No. of Primary CAP Coordinators	No. of Assistant CAP Coordinators	Maximum No. of Coordinators
< 6 shifts	1	0	1
6 – 15 shifts	1	1	2
≥ 16 shifts	1	2	3

**Table 1. No. of CAP coordinators allowed per CAP**

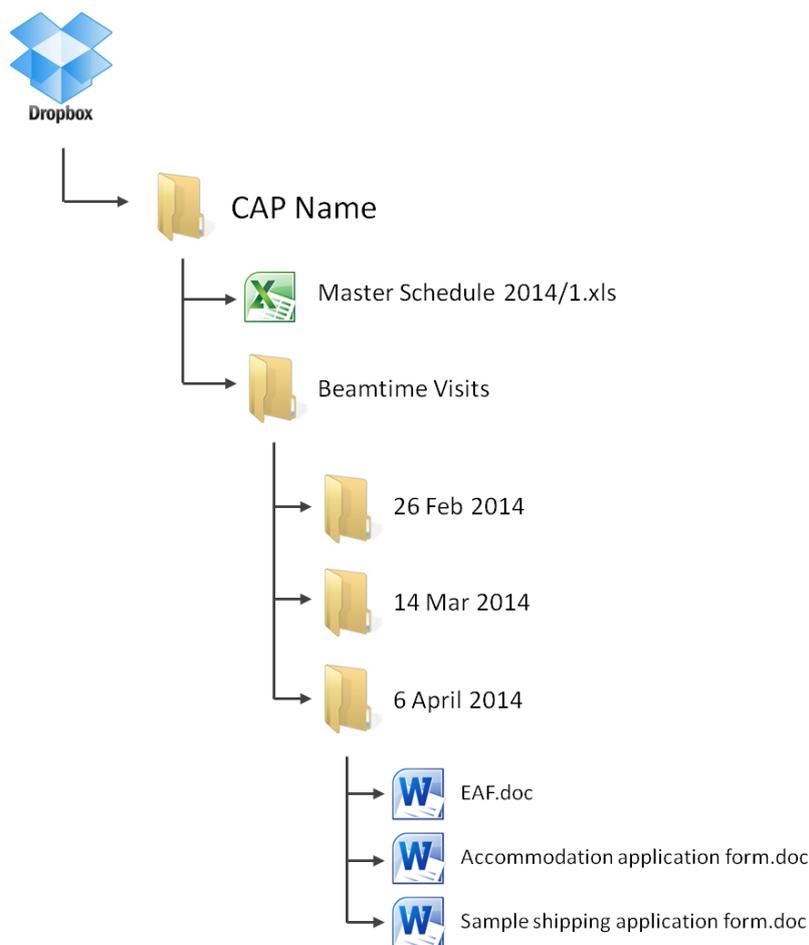
Note that in the interest of maintaining User Office efficiency, the User Office will accept and process only ONE instance of all pre-beamtime paperwork (although, of course, any amendments will be accepted if notified prior to cut-off dates). Please ensure that the forms submitted to [user.office@synchrotron.org.au](mailto:user.office@synchrotron.org.au), regardless of which CAP coordinator emails them, are final and representative of the requirements of the entire CAP. The User Office will treat the first submission as final; any subsequent submissions from a different CAP coordinator will be disregarded.

If your CAP has only a single coordinator, this role can be reassigned to another CAP member during the lifetime of the CAP. The User Office must be informed of the change by the current CAP coordinator with two clear weeks' notice of the change taking effect. CAPs with more than one CAP coordinator will not be able to reassign these responsibilities during the experimental cycle.

## CAP Coordination Strategies

In order to facilitate the organisation of beamtime visits, you may wish to set up a shared folder, accessible to all CAP PIs in your CAP, which contains all of the scheduling information and pre-beamtime paperwork. This can be achieved straightforwardly using free tools such as Google Docs (<https://docs.google.com/>), Windows SkyDrive (<http://windows.microsoft.com/en-au/skydrive/download>) and DropBox (<https://www.dropbox.com/>). An example file structure is shown below.

Such an approach will allow all PIs to view beamtime information and make their contributions to relevant EA, accommodation request and sample shipping request forms, prior to these documents being submitted to the User Office by the CAP coordinator(s).



**Figure 2. Example file structure for shared folder with access for all CAP PIs.**

Intention to utilise scheduled beamtime by CAP PIs and the time required to analyse each sample set can be captured in a master schedule spreadsheet; an example is shown below.

Beamline	Scheduled Visit	No. Shifts Available	Time Requested (h)	Scientists included on EA	Contact Number	Lab Head	Travel Required	Remote Access	Remote Data	Sample Shipping Required?	Beam Energy	Time Slot
MX1	26 Feb	3	8h	Kendall Popov	xxxxxxx	Harland Devlin	No	Yes	Yes	Yes	10 KeV	9am-5pm
			15h		xxxxxxx		Yes	No	Yes	No	12-13KeV	5pm-8am
MX2	14 Mar	2	4h	Costanzo Popov Kendall	xxxxxxx	Cookson Devlin Harland	Yes	No	Yes	No	10 KeV	4pm-8pm
			2h		xxxxxxx		Yes	No	Yes	No	12-13KeV	8pm-10pm
			10h		xxxxxxx		No	Yes	Yes	Yes	10 KeV	10pm-8am

**Figure 3. Example master schedule spreadsheet.**

## WHO CAN ATTEND YOUR BEAMTIME VISITS?

Your CAP notification letter provides a breakdown of the allocation of beamtime to each CAP PI, however, CAPs need not adhere to these allocations. As such, any member of your CAP can travel to the AS for each beamtime visit. Alternatively, samples associated with one or more CAP project(s) can be accompanied to the AS by one or more CAP researchers and/or shipped to the AS via one or more

# BEAMTIME PLANNING GUIDELINES FOR NZ CAP COORDINATORS



shippers (see process below). **No more than 15 researchers may attend each scheduled beamtime visit; multiple sample dewars may be shipped to the AS for each beamtime visit.**

When coordinating attendees for beamtime visits, it is recommended that an expert, or experienced, user be available either onsite or remotely to assist in operating the beamline.

It is the responsibility of the CAP coordinator to decide which researchers/samples will attend each beamtime visit. Should no researchers or samples be available to make use of the beamtime, the User Office must be alerted and the beamtime visit will be withdrawn; withdrawn beamtime visits CANNOT be credited and reclaimed by the CAP at a later date.

Please note that all researchers attending beamtime visits must have valid facility safety training; the CAP coordinator must arrange a time with the User Office to conduct training for all new users and those with expired safety training.

**No changes may be made to the listed personnel attending the experiment less than 3 business days in advance of your scheduled visit.**

## TRAVEL ARRANGEMENTS (for CAPs with non-local researchers only)

If your CAP has been allocated a travel budget for visits to the AS (see your CAP notification letter), there is no need to apply to the User Office for travel funding for flights and ground transport expenses. Individual CAP researchers should book their own flights ahead of their visit; the processes for reimbursement of expenses are detailed below in the section 'Invoicing and Acquittals'.

## ONSITE ACCOMMODATION ARRANGEMENTS (for CAPs with non-local researchers only)

Those CAPs containing one or more non-local PIs will be eligible for complimentary access to two rooms at the AS Guesthouse for each beamtime visit in order to accommodate interstate and international researchers ONLY; CAPs comprised solely of local PIs are ineligible for complimentary accommodation. Any combination of the queen and twin rooms can be requested on the accommodation application form (see below); please note that the allocation of room types will be subject to availability. Any requests for rooms above and beyond these guidelines will be subject to standard accommodation rates, see: <http://www.synchrotron.org.au/index.php/features/australian-synchrotron-guesthouse>.

Where accommodation in the Guesthouse is required, the CAP coordinator must submit an accommodation application form **at least 2 weeks** in advance of your allocated beamtime visit. The accommodation application form can be downloaded here:

<https://www.synchrotron.org.au/images/UserInformation/8628%20as%20accommodation%20application%20form.doc>

**Please note that Guesthouse rooms cannot be banked in credit – usage of only one of the two complimentary rooms available on one beamtime visit does not render the CAP eligible for three rooms on the next visit. There will be strictly two complimentary rooms per beamtime visit; any additional rooms will incur the standard rates.**

Document:	Beamtime Planning Guidelines for NZ CAP Coordinators	Date:	09/12/2013
Revision no:	0.2	Page:	5 of 9

# BEAMTIME PLANNING GUIDELINES FOR NZ CAP COORDINATORS



## DEWAR SHIPPING ARRANGEMENTS (for CAPs with non-local researchers only)

All Dewar shipping funded by the AS must be provided via a preferred service provider, [PAKAIR](#). The cost of shipping Dewars via other providers WILL NOT BE REIMBURSED.

The CAP administrator is required to submit a completed Dewar Shipping Funding Request Form, at least 2 weeks prior to the scheduled beamtime visit. [Click here](#) to download the funding request form.

The User Office will email the CAP coordinator a letter of funding approval for the Dewar shipping within a week of receiving the funding request.

Once funding is approved the CAP coordinator will make all necessary arrangements for transporting their sample Dewar to the Australian Synchrotron directly with PAKAIR via their online booking system. A username and password for this system will be provided by PAKAIR once they receive confirmation from the Australian Synchrotron that Dewar shipping has been approved.

The AS will be invoiced by PAKAIR directly for all Dewar shipments; there will be no upfront, out of pocket expense to the CAP, however, Dewar shipping costs MUST be subtracted from travel support budget allocated to the CAP.

Please see the [sample shipping webpage](#) for further details.

If you are shipping samples to the Australian Synchrotron, a sample information sheet and Dewar shipping label **MUST** be completed prior to dispatch and must accompany the Dewar to the Australian Synchrotron. Please log in to your VBL account to access the online form. The form is available by going to 'Beamline Access' followed by selecting either the MX1 or MX2 beamline link and then 'Sample Shipping'. If you do not have a VBL account, please contact the AS user office.

## SUBMISSION OF EXPERIMENT AUTHORISATION FORM

The experiment authorisation (EA) form and MX additional experimental information form must be returned a **minimum of 5 business days** prior to each scheduled beamtime visit. **No changes may be made to the listed personnel less than 3 business days in advance of your experiment** and only users listed on the authorization form will be permitted access to the beamline and to participate in the experiment. Only people attending the facility for beamtime should be listed on the EA form. Guidelines for completing the experiment authorisation and crystallography additional experimental information forms and a link for downloading the form can be found here:

<http://www.synchrotron.org.au/index.php/features/pre-beamtime-requirements/experiment-authorisation>

**A maximum of 15 researchers can be added to the EA for each scheduled beamtime visit.**

**Please note that your beamtime visit will be automatically withdrawn should you fail to submit your EA at least 5 working days in advance of your scheduled beamtime visit; this is not subject to appeal. Withdrawn beamtime cannot be reclaimed at a later date.**

## ONLINE SAFETY TRAINING ARRANGEMENTS

New users and those with expired safety training must complete an onsite induction upon arrival at the Australian Synchrotron (approx 1-2 hours) which must be arranged **at least one week in advance** of

Document:	Beamtime Planning Guidelines for NZ CAP Coordinators	Date:	09/12/2013
Revision no:	0.2	Page:	6 of 9

# BEAMTIME PLANNING GUIDELINES FOR NZ CAP COORDINATORS

your allocated beamtime. Following the submission of the Experiment Authorisation form, the User Office will contact directly any listed users who require safety training in order to set up an appointment. Safety training is conducted onsite at the User Office between 8am – 4pm Monday to Friday.

For information on the safety training please follow the link below:

<http://www.synchrotron.org.au/index.php/features/pre-beamtime-requirements/safety-training-and-induction>

## RESCHEDULING OF LOST BEAMTIME

Note that any beamtime that is lost due to instrument failure may be considered for rescheduling only if the amount of time lost equates to more than 50% the time allocated to the CAP for the scheduled visit and will be at the discretion of the Australian Synchrotron Head of Science. Experiments that fail owing to the lack of experience of the users attending the beamtime visit will not be considered for rescheduling.

## MANAGEMENT OF CAP TRAVEL BUDGET (for CAPs with non-local researchers only)

CAPs containing one or more non-local PIs will be allocated a travel budget for each experimental cycle. It will be the responsibility of the CAP coordinator to manage this budget. Please note that the AS will only reimburse the CAP for air travel, ground transport and sample shipping up to the budgeted amount; the AS will not be liable for any expenditure above this value. Any under spend on the budget will not roll over into the following cycle. The travel support budget stated on the CAP notification letter **excludes GST**.

The allocated travel support budget can be spent as per the requirements of the CAP for any combination of air travel, ground transport and sample shipping for any scheduled beamtime visit.

Please note that the allocated travel budgets have been calculated based on our [standard flight costings](#); these costings are provided as a guideline only, and actual costs may deviate from these values.

Provisions for the costs of Dewar shipping are incorporated into the allocated travel support budget; Dewar shipping will be invoiced directly to the AS at the following flat rates:

Document:	Beamtime Planning Guidelines for NZ CAP Coordinators	Date:	09/12/2013
Revision no:	0.2	Page:	7 of 9

Location	Total Cost (ex. GST)
Sydney	\$330.00
Adelaide	\$330.00
Brisbane	\$391.60
Perth	\$554.40
ACT	\$330.00
Hobart	\$400.32
Auckland	\$1469.00
Christchurch	\$1469.00
Wellington	\$1469.00
Palmerston Nth	\$1841.00
Hamilton	\$1919.00
Dunedin	\$1773.00

**Table 1: Dewar shipping rates from Australia and New Zealand; the costs indicated are inclusive of both forward and return legs and are exclusive of GST. The cost of each Dewar shipped will be deducted from the travel support budget allocated to your CAP.**

Each time a Dewar is shipped for a scheduled beamtime visit, the relevant cost (as indicated in Table 1) will be deducted from the travel support budget for your CAP; the revised travel support budget will be included in each Dewar shipping approval notification.

A running record of all expenditure should be maintained by the CAP coordinator, deducting from the travel support budget all air travel, ground transport and Dewar shipping expenses as incurred, to ensure that the spend does not exceed the nominal budgeted value. Any expenditure above the budgeted amount cannot be claimed for reimbursement from the AS.

## INVOICING AND ACQUITTAL PROCEDURE (CAPs comprised of NZ researchers ONLY)

The New Zealand Synchrotron Group (NZSG) will accept, at the completion of each cycle, a **single invoice and acquittal for all air travel and ground transport expenses from each organisation associated** with each CAP. For instance, a CAP comprised of PIs from the University of Otago and the University of Canterbury can submit a maximum of two invoices and acquittals at the end of each cycle. In order to ensure that the cumulative invoiced amounts from all organisations does not exceed the total CAP travel allowance, the primary CAP coordinator must first submit a 'CAP Reimbursement Summary' form, outlining the maximum value that can be claimed by each organisation.

The primary CAP coordinator must submit the 'CAP Reimbursement Summary' form to the NZSG within three weeks of the close of the cycle and all invoices and acquittals must be submitted within 6 weeks of close of the cycle, or by the date specified by the User Office. The process for expense reimbursement is illustrated in Figure 4. The 'CAP Reimbursement Summary' form can be downloaded [here](#).

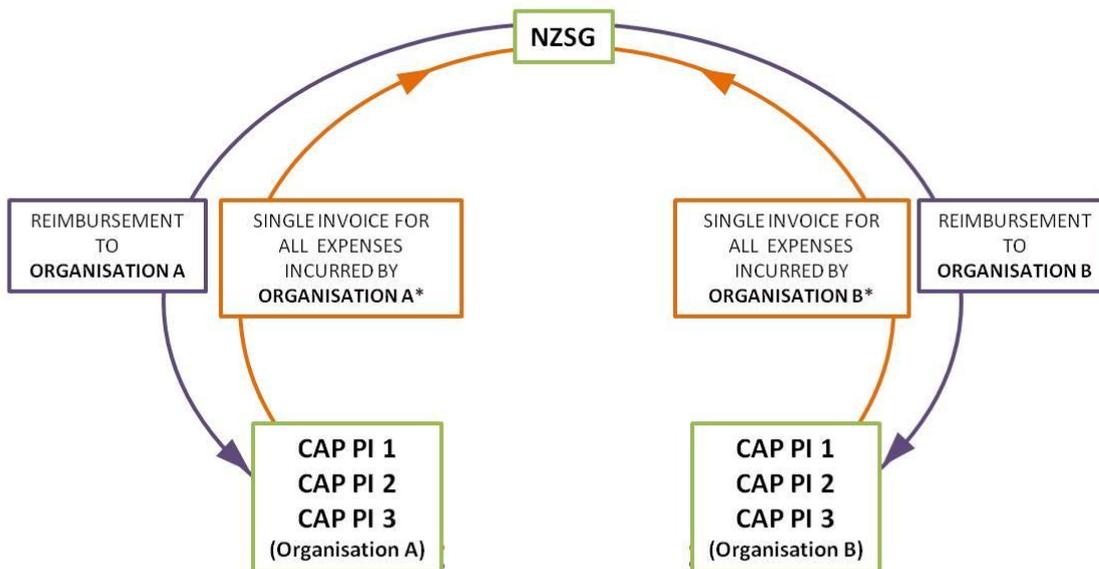
Document:	Beamtime Planning Guidelines for NZ CAP Coordinators	Date:	09/12/2013
Revision no:	0.2	Page:	8 of 9

Please note that as Dewar shipping costs are invoiced to the AS directly by PAKAIR and tracked via the shipping request/approval process (see Dewar Shipping Arrangements) these should not be included your invoice and acquittal.

**Step 1**



**Step 2**



*\* To the maximum indicated in the CAP Reimbursement Summary Form*

**Figure 4. Schematic of travel expense reimbursement process.**

Document:	Beamtime Planning Guidelines for NZ CAP Coordinators	Date:	09/12/2013
Revision no:	0.2	Page:	9 of 9