TECHNICAL NOTE

UPEX: Experiment Registration Guide

July 2017

S. Bertini
for the User Office
at the European XFEL

Revisions

Version	Date	Description
1.0	12 July 2017	First draft

Contents

Preface

The European XFEL (XFEL.EU) is a research facility open to scientists worldwide. Beamtime is free of charge, but experiment proposals must go through a review process. Proposal must be submitted through the User Portal to the European XFEL (UPEX). As an important condition for access, after the experiments, the authors must strive to publish the results in peer-reviewed journals.

Before you start using UPEX, please be aware of some basic features depending on database criteria:

- Fields in the registration and proposal form should be completed in English. Names should be transcribed into standard Latin characters.

- Please be aware that symbols may not be saved if imported into a form field[1]. In this case, we recommend a transcription into Latin script (e.g. α = alpha, β = beta).

---

[1] Following the ISO/IEC 8859-1 standard.

1   Registering in UPEX

At the present stage, external users need a valid account in UPEX to be involved in any of the following tasks:

- Submitting a proposal (Main Proposer)

- Appearing on a proposal as Principal Investigator or Co-Proposer

- Reviewing proposals as a member of a PRP or as an external referee

- After a proposal has been allocated beamtime, being assigned to the experiment as a member of the user team (in case there is no perfect match with the list of proposers)

These different tasks are possible in the normal user role. None of the above is possible if registration in UPEX has not been correctly completed at a previous stage. Please allow some time for processing if your affiliation is not yet in our database and needs to be added by the XFEL.EU User Office. In the future, more access functionality is planned: registration for the experiment, submission of feedback forms, submission of experiment reports, and information on publications.

1.1   How to register

To register in UPEX, follow these steps.

1   From the XFEL.EU website, and click on the link to UPEX:

https://in.xfel.eu/upex

2   At the bottom of the UPEX log-on page, click **Create New Account** to open the registration form.

3   Fill in all fields, as requested.

Fields marked with an asterisk (*) are mandatory.

1.1.1 Registration rules

When registering in UPEX, follow these rules:

- **Username**

  Usernames can have only 4 to 8 lower-case alphabetic characters (a–z). They are case-sensitive and must be unique.

- **Password**

  Passwords are case-sensitive and must have at least 6 characters.

- **Email address**

  An existing unique email address is required to register. All correspondence relevant to the project and other important information will be sent to the email address you indicate. Please make sure you enter this information correctly.

- **Position**

  When attributing the Principal Investigator responsibility in your proposal, make sure that the relevant UPEX user has a staff position and that this information is stated in the appropriate field.

- **Affiliation**

  Select an affiliation from the existing database by clicking Select My Institute and searching by the name of the organization (mostly full name, abbreviation, or both) or town. If you do not find your affiliation, or if the name, address, or department is not correct, click the appropriate link at the bottom of the form to request support from the XFEL.EU User Office by email and give the correct information.

The same applies if your department is not listed for an organization that is already in our database.

1.1.2 Email verification

After you have registered, a validation email is sent to your email address.

⚠ **CAUTION:** This does not apply to XFEL.EU or DESY staff.

To validate your email, click the validation link in the body of the message. Before you do this, make sure that the complete validation link is fully marked

as such. If it is not, you can copy and paste the link in the body of the validation email into the location bar of your browser.

⚠ **CAUTION:** The validation must be completed within 24 hours from the time of registration. Failure to complete the validation in this timeframe will result in removal of the account.

1.2 Icons used in UPEX

In the UPEX graphical user interface (GUI), you can hover your mouse over any icon to get context-sensitive help. Clicking the icon executes the action.

Table 1: Definitions of UPEX icons

Icon	Name	Action
	View	View a proposal in the UPEX GUI.
	Download	Download the PDF file of a proposal in which you are Main Proposer, PI, or Co-Proposer at any stage.
	Edit (green)	Edit the document/section of a form—including edit requests of support for specific areas in the A-form (travel funding, accommodation, and invitations for visa purposes).
	Edit (grey)	Editing function is not available. For example, if this icon appears in the proposal overview on your dashboard, either you are not the Main Proposer who initiated submission and you do not have the corresponding privileges or the proposal was already submitted. For details, see Section 2.1, "A-form: General information".
	Delete	Delete a specific form section or a record from the A-form.
	Clone	Clone the current section (e.g. a sample sheet) and edit the copy to produce a new section.
	Team coordinator (grey)	Main Proposer or other user team member attributed team coordination responsibility.
	Select new team coordinator (green)	Select a new team coordinator among the members of the team (e.g. if Main Proposer will not attend the experiment).

2 Registering for experiments in UPEX

Over the first calls for proposals, our facility and the scope of operation will gradually develop. Updates on the status of the facility can be found on our website (www.xfel.eu). Information on instruments available to users is found in each specific call for proposals. If you need further information and support, contact the scientific teams of the instruments you are interested in or the XFEL.EU User Office well before submitting your proposal. Useful contacts are provided in Appendix A, "Useful email contacts".

2.1 A-form: General information

The electronic form used for registering the experiment team and confirming samples and substances used in the experiment is called an Arrival Form (A-form).

- All prospective members of the experiment team must have registered on UPEX before the Main Proposer can add their records to the A-form.

- It is the responsibility of the Main Proposers to make sure that all prospective members of the team create their personal accounts in UPEX in time and accept the latest versions of the policies detailed on UPEX. Main Proposers should also make their team members aware that they need to take the online general safety training (available soon).

- A maximum of 10 participants in each user experiment is recommended. This is due to access restrictions in the experiment hall and instrument hutches for safety reasons.

- Please note that registration for remote access to user experiment data is possible through the A-form also at any other later stage.

A link to the active A-form can be found by the Main Proposer on UPEX next to the name of the scheduled proposal and on the dashboard.

In addition to the registration of the experiment team, the A-form includes the following:

- Confirmation of samples/substances to be used during experiments, chosen within the samples/substances included in the original proposal.

  More information:

  http://www.xfel.eu/users/experiment_support/policies

- Designation of funded users in case of eligibility.

  More information:

  http://www.xfel.eu/users/user_guide/funded_user_travel

- Optional requests for support for practical arrangements (travel, accommodation, invitations for visa purposes, etc.).

  More information:

  http://www.xfel.eu/users/user_guide

The A-form must be completed and submitted by the Main Proposer at least 4 weeks before the start date of the experiment. Timely submission is in the interest of the user team. This is particularly crucial for practical arrangements (access, accommodation, and travel support) as well as for computing accounts and other aspects of the experiment support. If submissions are late, the User Office will not be in a position to ensure high-quality service to users.

2.2 Attribution of responsibilities within the user team

Please note that the attribution of functions in the proposal submission and allocation process within the user team has to be done through the selection of the relevant scientist at the proposal stage. Each scientist mentioned in a

proposal with the role of Principal Investigator, Main Proposer, or Co-Proposer receives an email confirmation from UPEX on proposal submission.

2.2.1 Principal Investigator

Besides being in most cases the lead researcher or one of the lead researchers of the project addressed in the proposal, for the purpose of access to the XFEL.EU facility, the Principal Investigator is specifically identified among the authors of the proposal and bears exclusive long-term responsibility for experiment, especially for the data generated by the experiment.

For more information, refer to our Scientific Data Policy:

https://in.xfel.eu/upex/docs/upex-scientific-data-policy.pdf.

2.2.2 Main Proposer

For the same purpose, the Main Proposer is the scientist actually submitting the initial proposal and may differ from the Principal Investigator. If this is the case, the Main Proposer will have the responsibility of acting as the contact person for proposal authors (including communication of the outcome of the reviews) and the practical preparations for the experiment in case the proposal is awarded beamtime, including registration of participants in the experiment and confirmation of samples and substances used in the experiment.

2.2.3 Co-Proposers

The Co-Proposers are all scientists identified as authors in the proposal.

2.2.4 Participants in the experiment

The Participants are the scientists designated to take part in the actual measurements at the XFEL.EU facility. They may differ from the authors of the proposal although this is not recommended.

2.3 A-form generation

Once a proposal has been scheduled, the yellow A-form icon appears on the dashboard of the Main Proposer of the relevant proposal with the text:

1 proposal(s) is scheduled—please submit the A-form at least 4 weeks before the start date of experiment

A link to the A-form in UPEX will also reach the Main Proposer with the notification about the scheduled experiment and the instructions for registration of the user team.

Figure 1: Dashboard access to the A-form generation

Clicking the icon or the link will generate the electronic A-Form.

Figure 2: First step of A-form: Registration of user group

By default, all scientists mentioned in the original proposal are already listed in the A-form. The Main Proposer can edit the list by adding new UPEX users

by clicking on the green Add Team Member button or by deleting some of the names already included by clicking the red recycle bin icon (🗑) at the right of each record. By default, the Main Proposer has responsibility as Group Coordinator for the experiment. If, for serious reasons, this responsibility needs to be delegated to another member of the team, this is possible by selecting this function for the corresponding record already in the list by clicking on the green graduation cap icon (🎓).

⚠ **CAUTION:** Only scientists registered in UPEX can be added to the A-form.

The A-form cannot be submitted if the users listed have not accepted all required policies and their updates. These users must log on to UPEX once and accept the pending requirements so as to enable the Main Proposer to submit the document.

No other registration procedure is foreseen; it is the responsibility of the Main Proposers to make sure that all prospective members of the team create their personal accounts in UPEX in time and accept the latest versions of the policies detailed on UPEX.

Independently of services and support requested, all scientists appearing in the A-form will receive an email notification and will be able to access the original proposal after A-form submission.

Clicking the green Edit icon (🖉) will enable the requesting of specific services for each member of the user team by generating an individual checklist.

ⓘ **TIP:** The A-form can be saved as often as needed before submission.

Figure 3: *Sample service request form: Experiment team*

Figure 4: *Sample service request form: A-form—Edit member*

2.3.1 Selection of services in the A-form

The services described in this section can be selected for each member of the team.

2.3.1.1 Remote access to data

This should be selected only for team members who are not going to travel to XFEL.EU and attend the experiment. Selecting this option disables all other service requests.

2.3.1.2 Travel funding

This request applies to a maximum of 6 users from shareholder and associate countries of XFEL.EU. Please note that users from the Hamburg/Schenefeld area are not eligible for funding.

For further information, refer to the User Travel Regulations on our homepage:

http://www.xfel.eu/users/user_guide/funded_user_travel

ⓘ **TIP:** Selection of this option will trigger an automatic email to the user requesting to provide our Travel Office with more detailed information to deal with the travel arrangements and funding.

2.3.1.3 Accommodation assistance

Assistance for finding accommodation in the neighbourhood of the XFEL.EU can be requested for users travelling to Schenefeld/Hamburg for experiments.

(i) **TIP:** The User Office will contact the selected user directly about arrangements and information.

2.3.1.4 Arrival / departure dates

By default, the start and end dates of the actual measurements are indicated. The Main Proposer should modify these dates for each team member as required.

2.3.1.5 Invitations for visa applications

The User Office can provide official invitations for the experiment as support documentation for a German visa application on request.
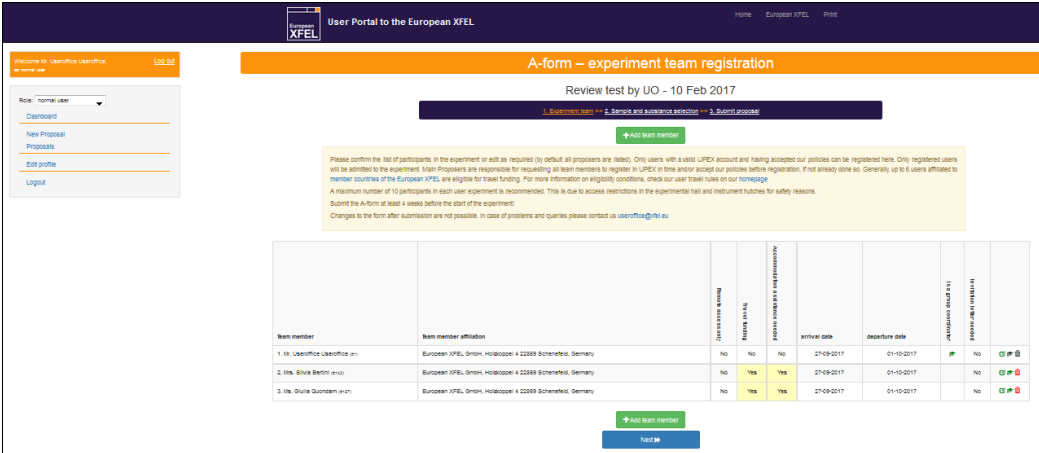
(i) **TIP:** Selection of this option will trigger an automatic email to the user requesting the detailed information for issuing the invitation.

Figure 5: *Edited A-form*

Once the list of experiment participants is complete and all services have been requested, the form can be saved and it is possible to switch to the second part of the A-form completion by clicking the blue Next button at the bottom of the list.

2.3.2 Confirmation of samples and substances used in the experiment

The form shown in Figure 5 enables the confirmation of the samples and substances used in the experiment among the ones listed in the original proposal.

To confirm a sample or a substance, select the checkbox above the name with the caption "Use for experiment". Once a green "Yes" appears after the name of the sample or substance, the item is confirmed.

Figure 6: *Sample/substance list*

After the list is complete, you can go back to the list of experiment participants for further editing through the breadcrumb navigation at the top of the sample/substance list, as shown in Figure 7 or proceed to submission by clicking the blue Next button at the bottom of the sample/substance list.

Figure 7: *Breadcrumb navigation*
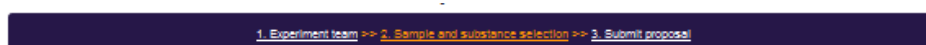
ⓘ **TIP:** Also at this stage, the A-form can be saved as often as needed before final submission.

2.3.3 Submission of A-form

In this case the A-form can be submitted by clicking the blue button at the bottom of the "Submit the A-form" page.

⚠ **CAUTION:** Please review the A-form carefully before submission. After submission, it cannot be edited. All members of the team appearing in A-orm will be notified by email. If corrections are necessary after submission, please contact the XFEL User Office at useroffice@xfel.eu before the deadline. After the deadline, changes are not permitted.

A   Useful email contacts

Description		Email address
XFEL.EU User Office:		useroffice@xfel.eu
SASE1 scientific instruments	FXE	christian.bressler@xfel.eu
	SPB/SFX	spb.sfx@xfel.eu
Sample environment group and user labs		sample.environment@xfel.eu