# The title should be written in bold Arial 14 and centered

## Names of principal proposal participants should be in Times New Roman 11 and centered, as e.g.:

## H.B. Good1, R. Better2,3, A. Best3, etc. with proposal lead underlined

### Affiliations should be formatted with Times New Roman 9 and centered as below:

### 1Department/Research Institute, University

### 2Department/Research Institute, University

### 3Department/Research Institute, University

### E-mail: email@proposal lead

Letters of Interest (LOIs) for the integration of large-scale user-supplied instrumentation (e.g. endstations) at LCLS may be considered in exceptional cases, based on prior discussions/negotiations with the LCLS Director. Submission of a full proposal for the integration of large-scale user-supplied instrumentation requires advanced submission approval from the LCLS Director – based on the LOI, and subject to the proposal, justification, review, and equipment integration requirements as specified under [LCLS Policies](https://lcls.slac.stanford.edu/policies).

Proposals for integration of large-scale use-supplied instrumentation are expected to be accompanied with a series of allocated beamtimes for the principal proposal participants. Additional access to the instrumentation (e.g. initiated by other groups that are not principal participants) will follow the establish LCLS process for Regular Proposals as reviewed by the PRP.

All LOI content (except for references) should fit on three pages, written in Times New Roman 11, single-spaced, and aligned in mode “justify”. Please make sure to set the following margins: top, bottom, right: 1.0”(2.5 cm); left: 1.0” (2.5 cm).

###### Science Motivation

Note that the projected scientific impact of proposed instrumentation must be significant (and widely recognizable) with a scope that is beyond a Regular PRP Proposal, and with high chance of success.

*Will the proposed sequence of experiments of the principal participants result in a qualitative advance on an important science challenge?*

###### Justification for a Series of Beamtimes and Experimental Plan

Provide a clear justification for a series of beamtimes for the principal participants, with well-defined scope and objectives. Outline the milestones to be accomplished in each beamtime, and how this advances the larger scientific goals of the proposal. Note that allocation of future beamtimes will be contingent on regular assessment of previous beamtime, and appropriate progress toward proposal objectives.

*What scientific advance will be accomplished, how, by whom, and over what period of time?*

*Could this be accomplished through a Regular Proposal?*

###### LCLS Partnership

Outline the unique capabilities and expertise of LCLS that are required. Successful proposals should represent a close partnership with the LCLS facility as evidenced by strong involvement of LCLS/SLAC staff. Outline other essential needs for a successful scientific effort, and how these needs will be met (e.g. other facilities, personnel, expertise, resources etc.)

*Why is LCLS essential for the proposed research program?*

*Why is this in the strategic interest (scientific and/or technical) of LCLS?*

*Who will be the main LCLS (or SLAC) staff contributing to this effort?*

*Are all the other essential elements for success identified and arranged?*

###### Technical Capabilities of the Proposed Instrumentation and Link to Science Impact

Provide a brief summary of the distinguishing capabilities of the proposed instrumentation, and a clear justification of the technical need. Link this to the broader scientific impact of the instrumentation, i.e.:

*Why is this instrumentation essential for the proposed science?*

*Why is this not possible with existing (even augmented) LCLS instrumentation?*

*Why is this in the strategic scientific interest of LCLS?*

*What is the anticipated broader scientific impact of having this instrument at LCLS?*

**Plan for Installation, Commissioning and Ongoing Support**

Indicate a proposed period during which the instrumentation will reside at LCLS. Outline a proposed plan for installation, commissioning, and ongoing support of the instrument over the proposed period. This should include a summary of the resources required (financial, technical, personnel etc.), and the proposed source(s) of the required resources.

Please note the LCLS expectation that the provided instrumentation will be available for beam time over the entire scheduled run period, or over the period during which the instrument will reside at LCLS. Plans for transferring some technical expertise to enable LCLS support for users of the instrumentation is preferred. However, this may need to be supplemented with expertise from the original providers of the instrument (with appropriate credit given).

Please formulate an appropriate plan for acknowledgement and/or authorship on any future publications that make use of the equipment, keeping in mind that use of the instrument by other LCLS user groups (e.g. through the regular PRP proposal process) must not be contingent on collaboration with (or approval of) the original providers of the equipment. These issues may be further clarified through discussions with LCLS and captured in an eventual full proposal.

**Additional User Groups or Science Programs**

Indicate the potential additional users or groups or science programs who may be interested to exploit the unique capabilities of this instrument at LCLS (e.g. through the submission of Regular Proposals).

###### Additional Information

You have the option to provide any additional information you think may be useful to assess the case for a full proposal. You are encouraged to suggest the names of potential reviewers in the event that a full proposal is encouraged by the LCLS Director. LCLS will of course not be constrained to select reviewers from those suggested. You may also indicate any potential reviewers that you think may have a significant conflict of interest.

**References**

All references should be included in a single page (page 4 of the LOI)