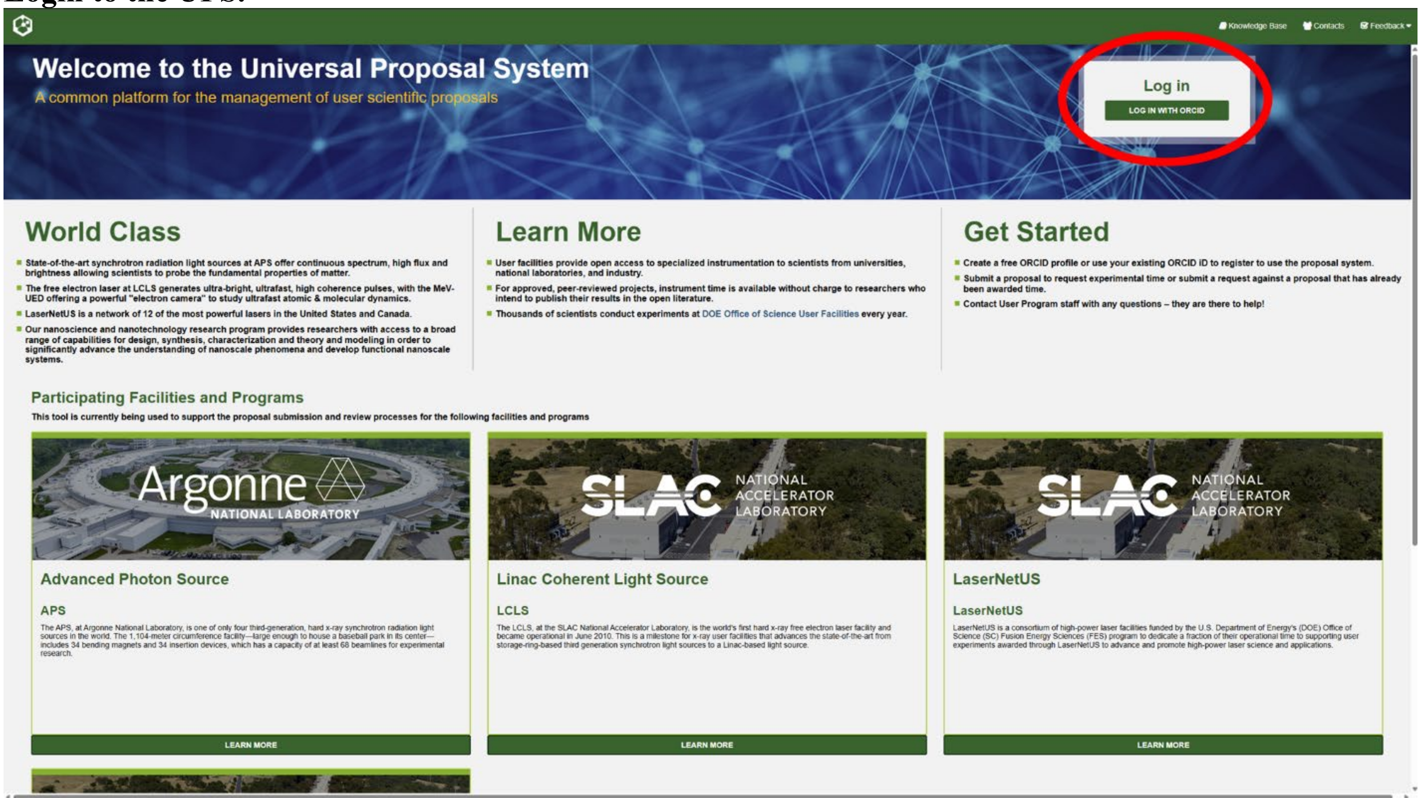
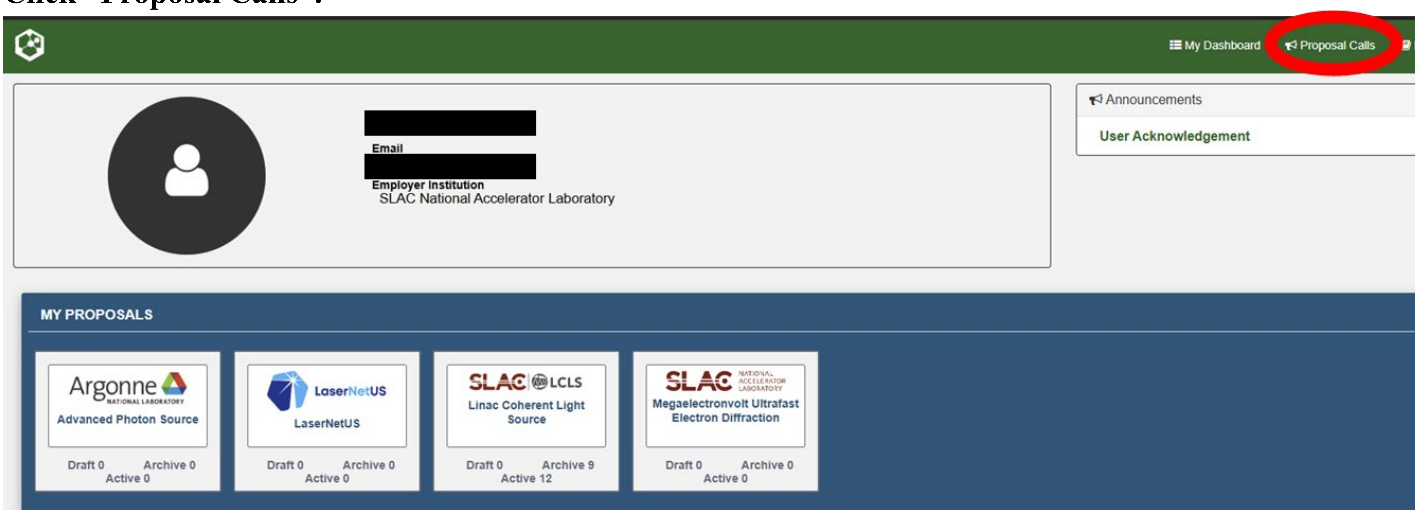
LCLS Mail-in smSFX UPS Submission Step-by-Step Guide
Register each experimenter on the submission to the Universal Proposal System (UPS).
https://lcls.slac.stanford.edu/user-resources/proposals/universal-proposal-system-ups

Submit a mail-in request through the UPS.
https://ups.servicenowservices.com/ups

Login to the UPS.

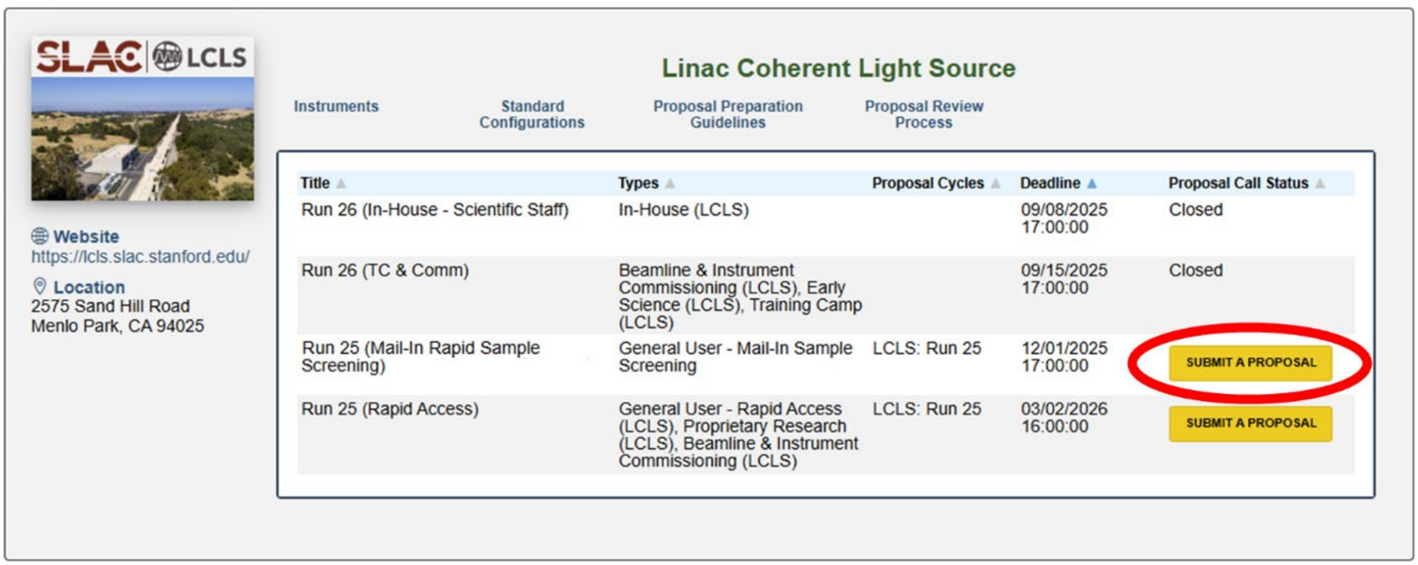


Click "Proposal Calls".



Select “LCLS”.

Click “Submit a Proposal” in the “Mail-In Rapid Sample Screening” Row.

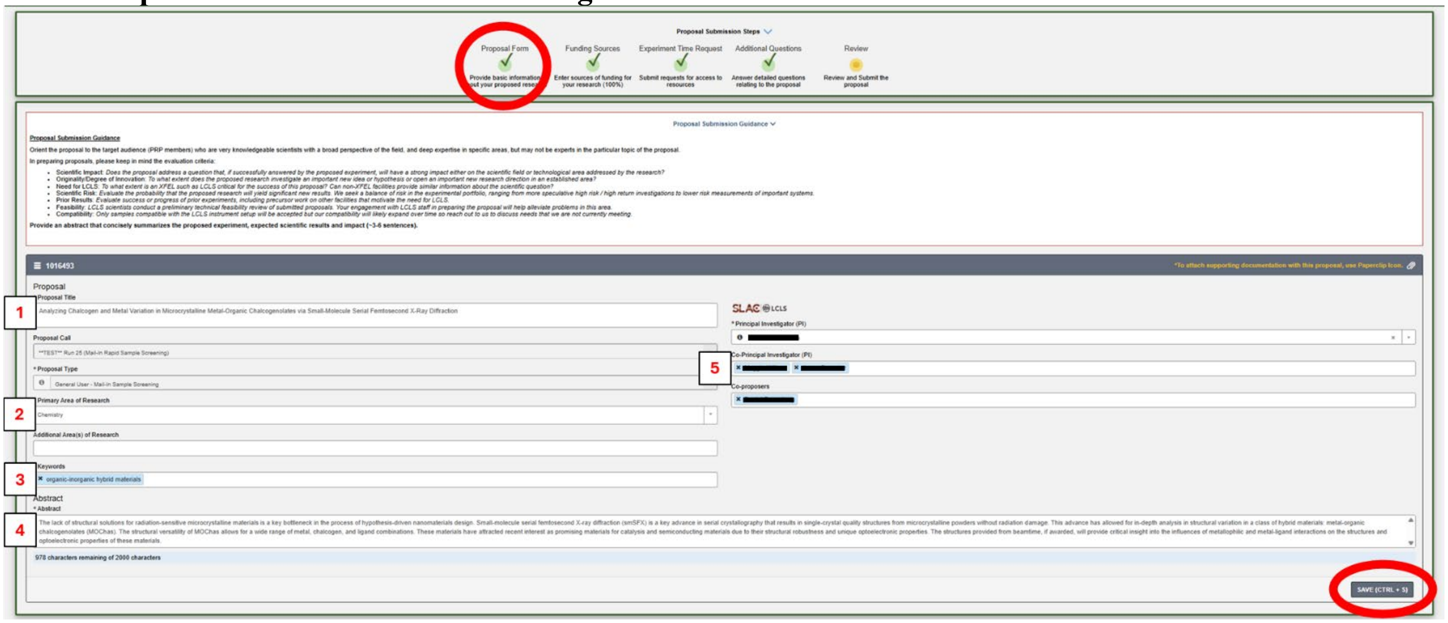


Title	Types	Proposal Cycles	Deadline	Proposal Call Status
Run 26 (In-House - Scientific Staff)	In-House (LCLS)		09/08/2025 17:00:00	Closed
Run 26 (TC & Comm)	Beamline & Instrument Commissioning (LCLS), Early Science (LCLS), Training Camp (LCLS)		09/15/2025 17:00:00	Closed
Run 25 (Mail-In Rapid Sample Screening)	General User - Mail-In Sample Screening	LCLS: Run 25	12/01/2025 17:00:00	SUBMIT A PROPOSAL
Run 25 (Rapid Access)	General User - Rapid Access (LCLS), Proprietary Research (LCLS), Beamline & Instrument Commissioning (LCLS)	LCLS: Run 25	03/02/2026 16:00:00	SUBMIT A PROPOSAL

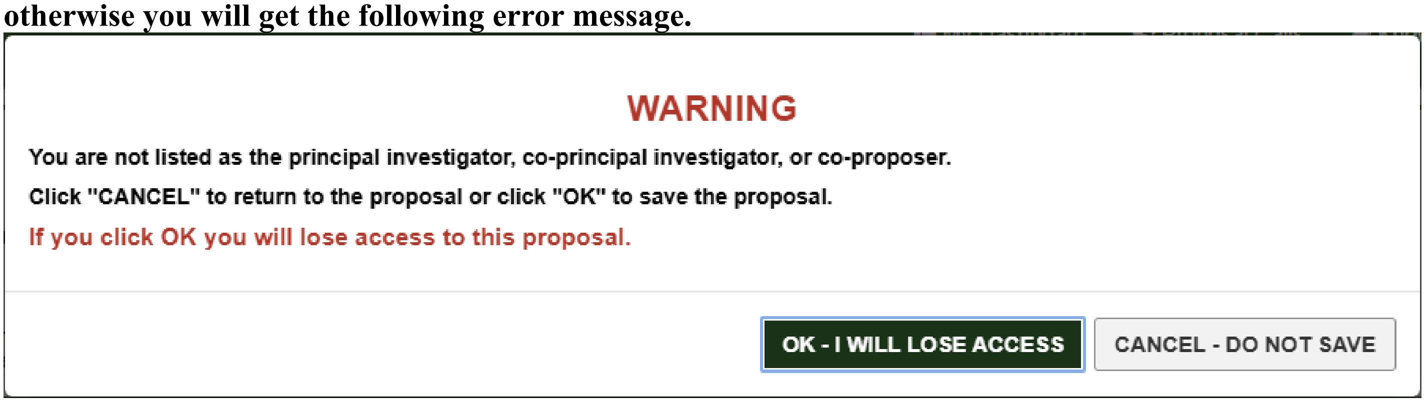
In the "Start Proposal" section, the important fields are (the rest are defaults):

1. **Proposal Title**
2. **Primary Area of Research (just for our meta data)**
3. **Keywords that describe your samples (just for our meta data)**
4. **Abstract: Provide an abstract that concisely summarizes the proposed experiment, expected scientific results and impact (~3-6 sentences).**
5. **Experimental Team: Required to have one PIs name but may have as many Co-PIs or Co-Proposer as desired. Note that every person listed must be signed up for the UPS as directed at the beginning of this guide.**

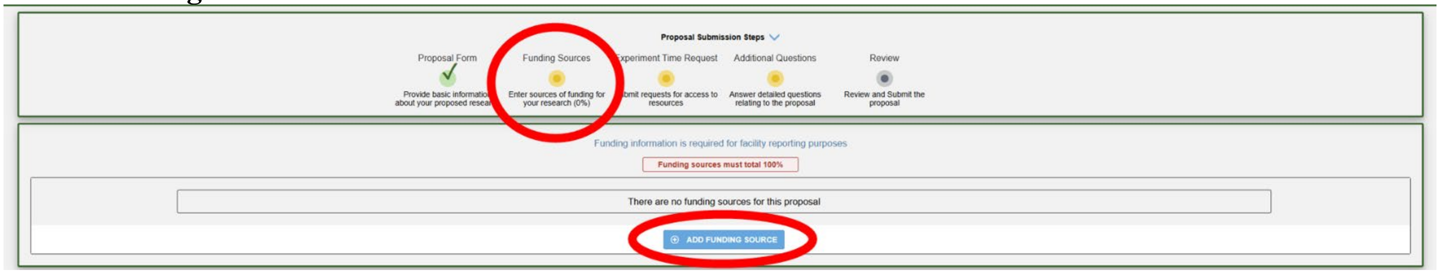
Once complete hit "Save" in the bottom right.



Note that the proposal submitter must be one of the names listed in the "#5 Experimental Team" otherwise you will get the following error message.



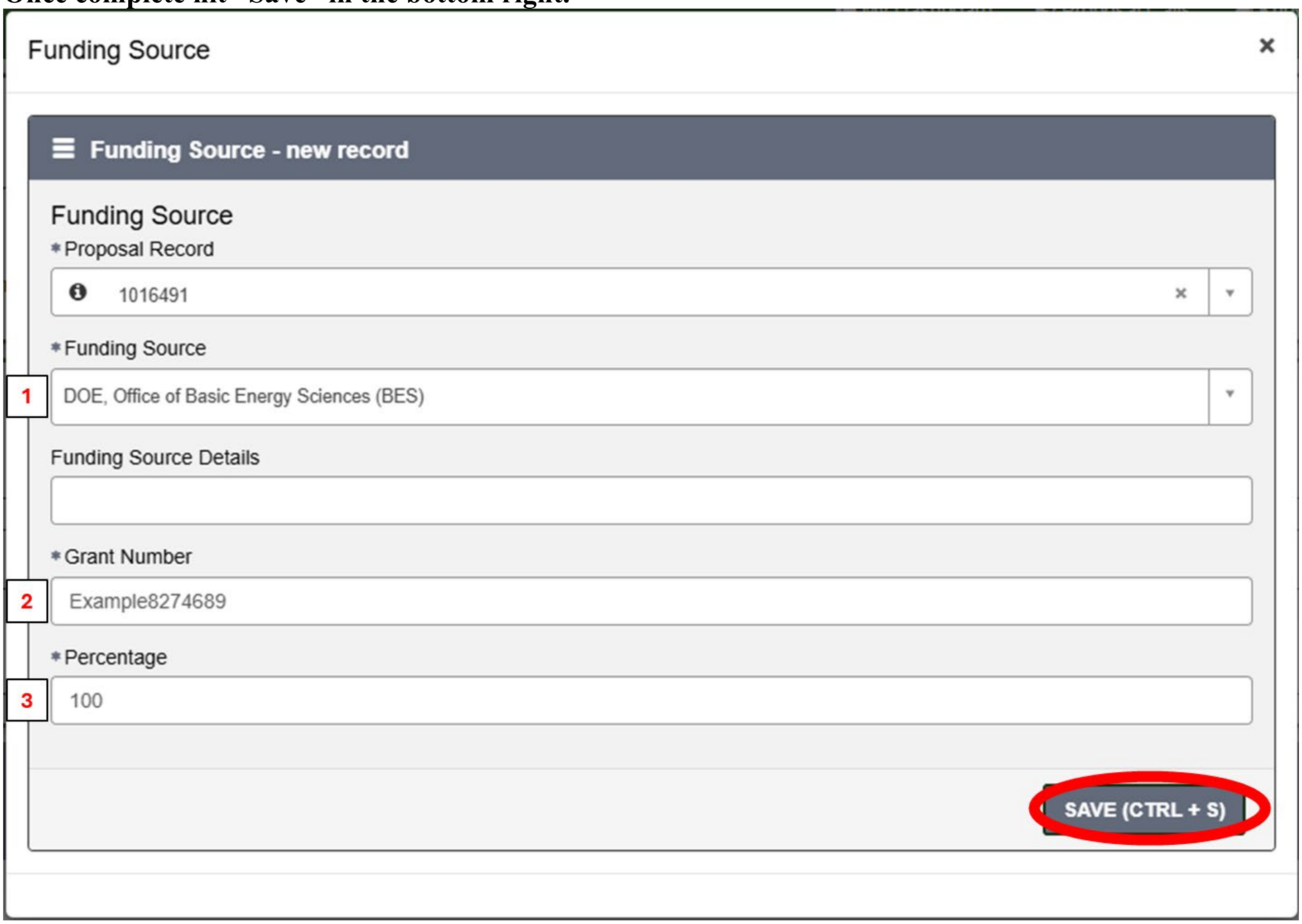
Add “Funding Sources” in the next section.



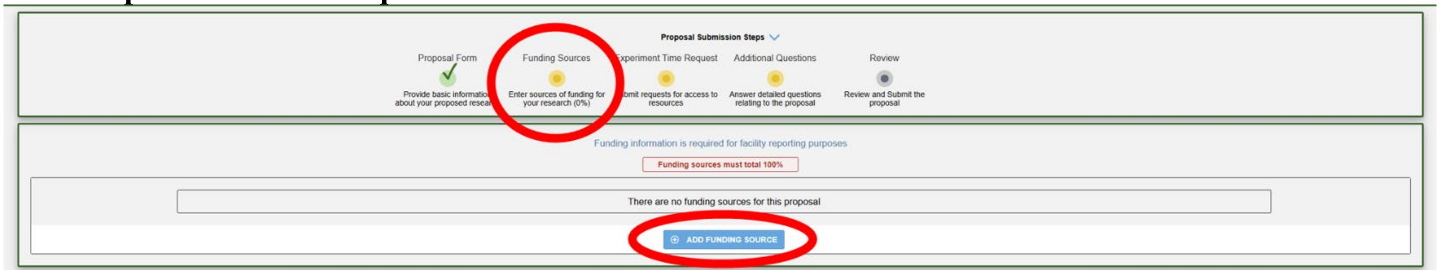
In the “Funding Source” section, the important fields are (the rest are defaults):

1. Funding Source
2. Grant Number
3. Percentage

Once complete hit “Save” in the bottom right.



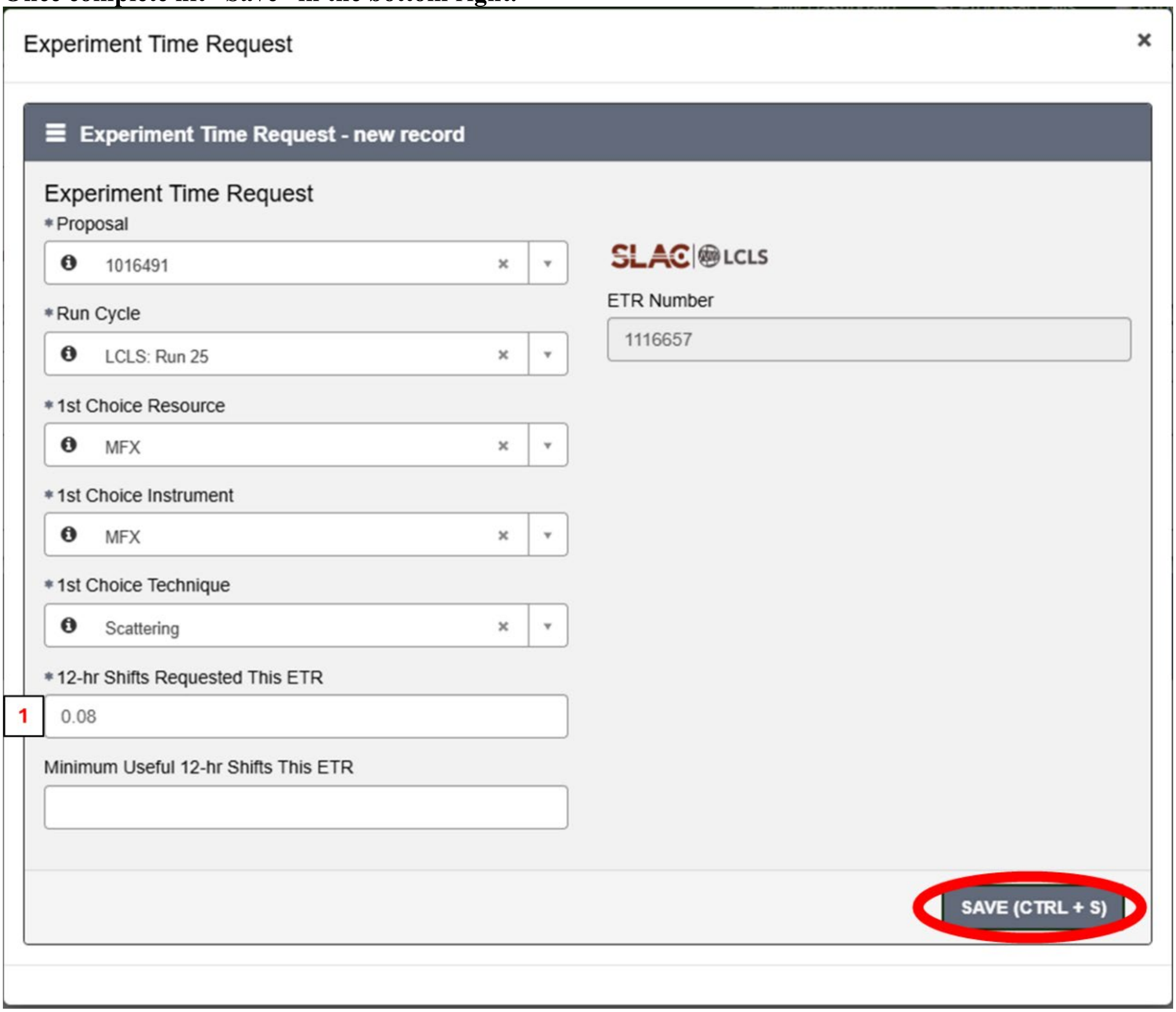
Add “Experiment Time Request” in the next section.



In the “Experiment Time Request” section, the important field is (the rest are defaults):

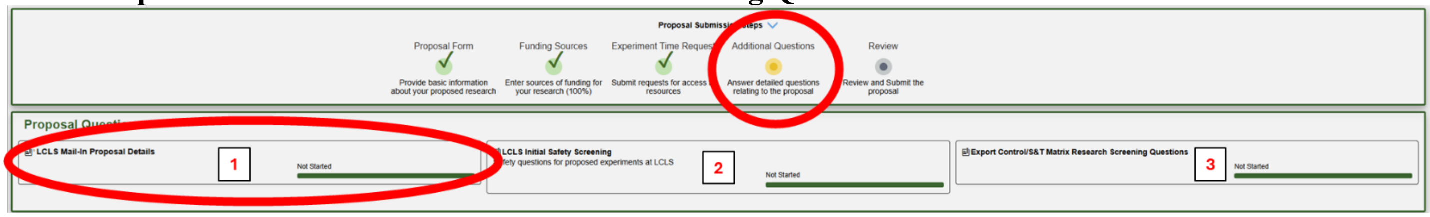
1. **12-hr Shifts Requested This ETR: Here please estimate how much time you will need for your samples. Note that we can run about 4 samples per hour or about 0.08 shifts (i.e. 10 samples = 0.2 shifts).**

Once complete hit “Save” in the bottom right.



In the “Additional Questions” section, there are three subsections:

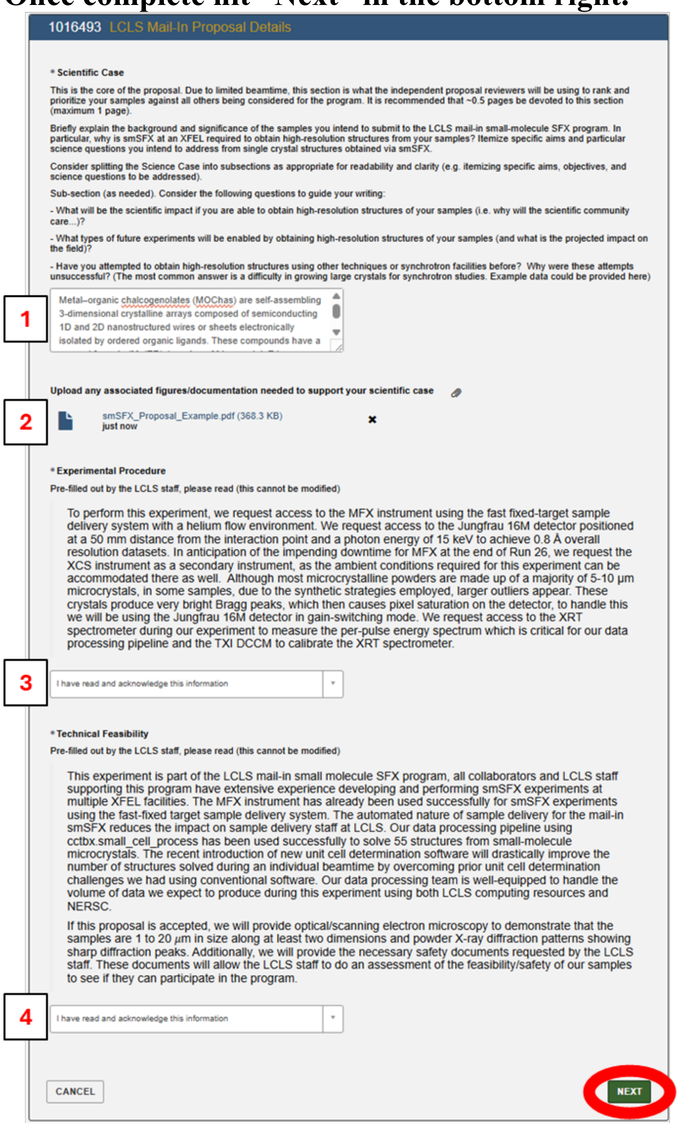
1. **LCLS Mail-In Proposal Details (Most Critical Section for Peer Review)**
2. **LCLS Initial Safety Screening**
3. **Export Control/S&T Matrix Research Screening Questions**



In the “LCLS Mail-In Proposal Details” section, page 1, the important fields are:

1. **Scientific Case: This is the core of the proposal. Due to limited beamtime, this section is what the independent proposal reviewers will be using to rank and prioritize your samples against all others being considered for the program. It is recommended that ~0.5 pages be devoted to this section (maximum 1 page).**
2. **Upload Section (optional): Upload any associated figures/documentation needed to support your scientific case.**
3. **Experimental Procedure (Filled out by the LCLS staff): Please Read and Acknowledge this section**
4. **Technical Feasibility (Filled out by the LCLS staff): Please Read and Acknowledge this section**

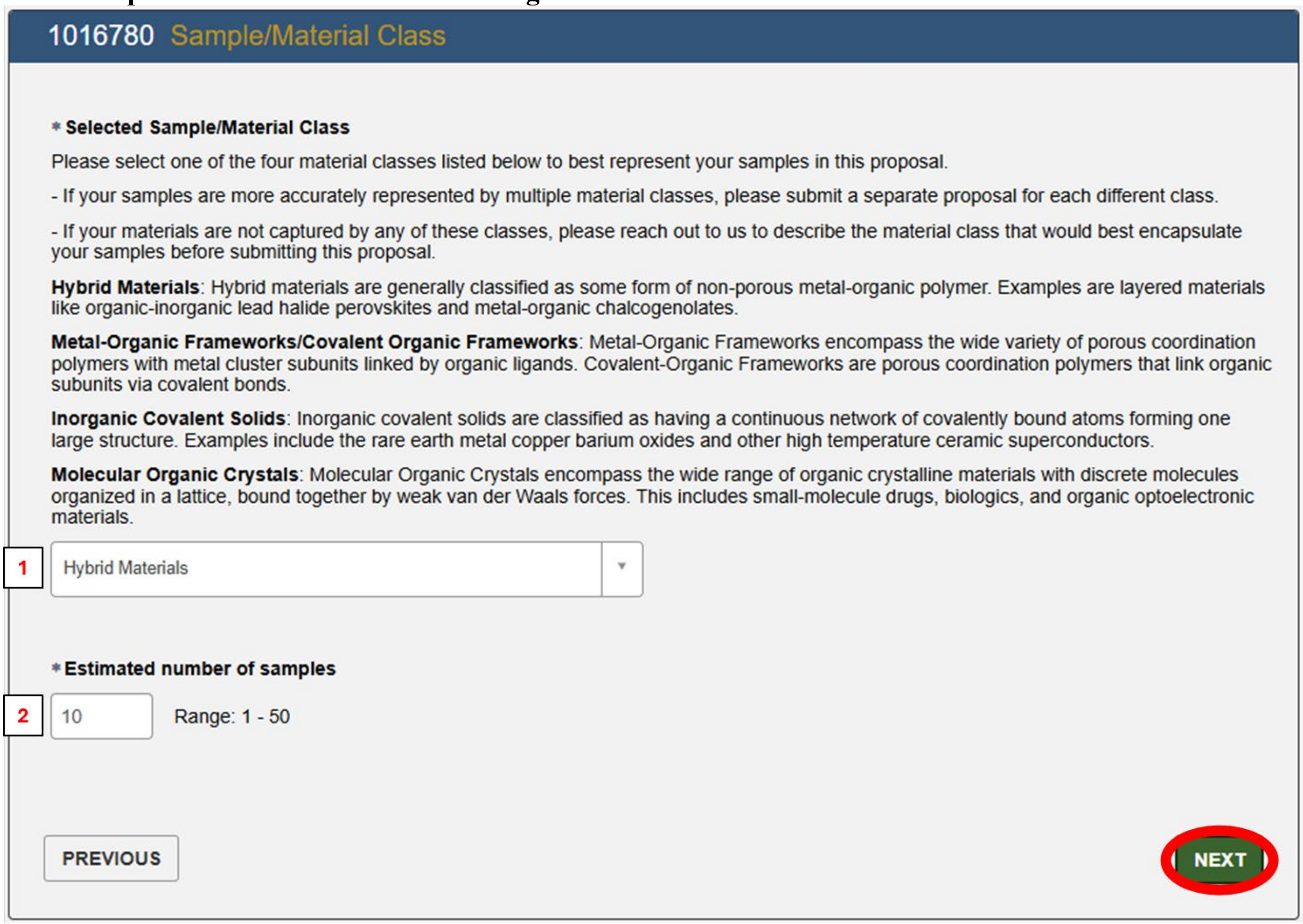
Once complete hit “Next” in the bottom right.



In the “LCLS Mail-In Proposal Details” section, page 2, the important field is:

1. **Sample/Material Class: Please select one of the four material classes listed best represent your samples. If your samples are more accurately represented by multiple material classes, please submit a separate proposal for each different class. If your materials are not captured by any of these classes, please reach out to us to describe the material class that would best encapsulate your samples before submitting this proposal.**
2. **Estimated Number of Samples: Please estimate the number of samples you will be submitting.**

Once complete hit “Next” in the bottom right.


1016780 Sample/Material Class

*** Selected Sample/Material Class**

Please select one of the four material classes listed below to best represent your samples in this proposal.

- If your samples are more accurately represented by multiple material classes, please submit a separate proposal for each different class.

- If your materials are not captured by any of these classes, please reach out to us to describe the material class that would best encapsulate your samples before submitting this proposal.

Hybrid Materials: Hybrid materials are generally classified as some form of non-porous metal-organic polymer. Examples are layered materials like organic-inorganic lead halide perovskites and metal-organic chalcogenolates.

Metal-Organic Frameworks/Covalent Organic Frameworks: Metal-Organic Frameworks encompass the wide variety of porous coordination polymers with metal cluster subunits linked by organic ligands. Covalent-Organic Frameworks are porous coordination polymers that link organic subunits via covalent bonds.

Inorganic Covalent Solids: Inorganic covalent solids are classified as having a continuous network of covalently bound atoms forming one large structure. Examples include the rare earth metal copper barium oxides and other high temperature ceramic superconductors.

Molecular Organic Crystals: Molecular Organic Crystals encompass the wide range of organic crystalline materials with discrete molecules organized in a lattice, bound together by weak van der Waals forces. This includes small-molecule drugs, biologics, and organic optoelectronic materials.

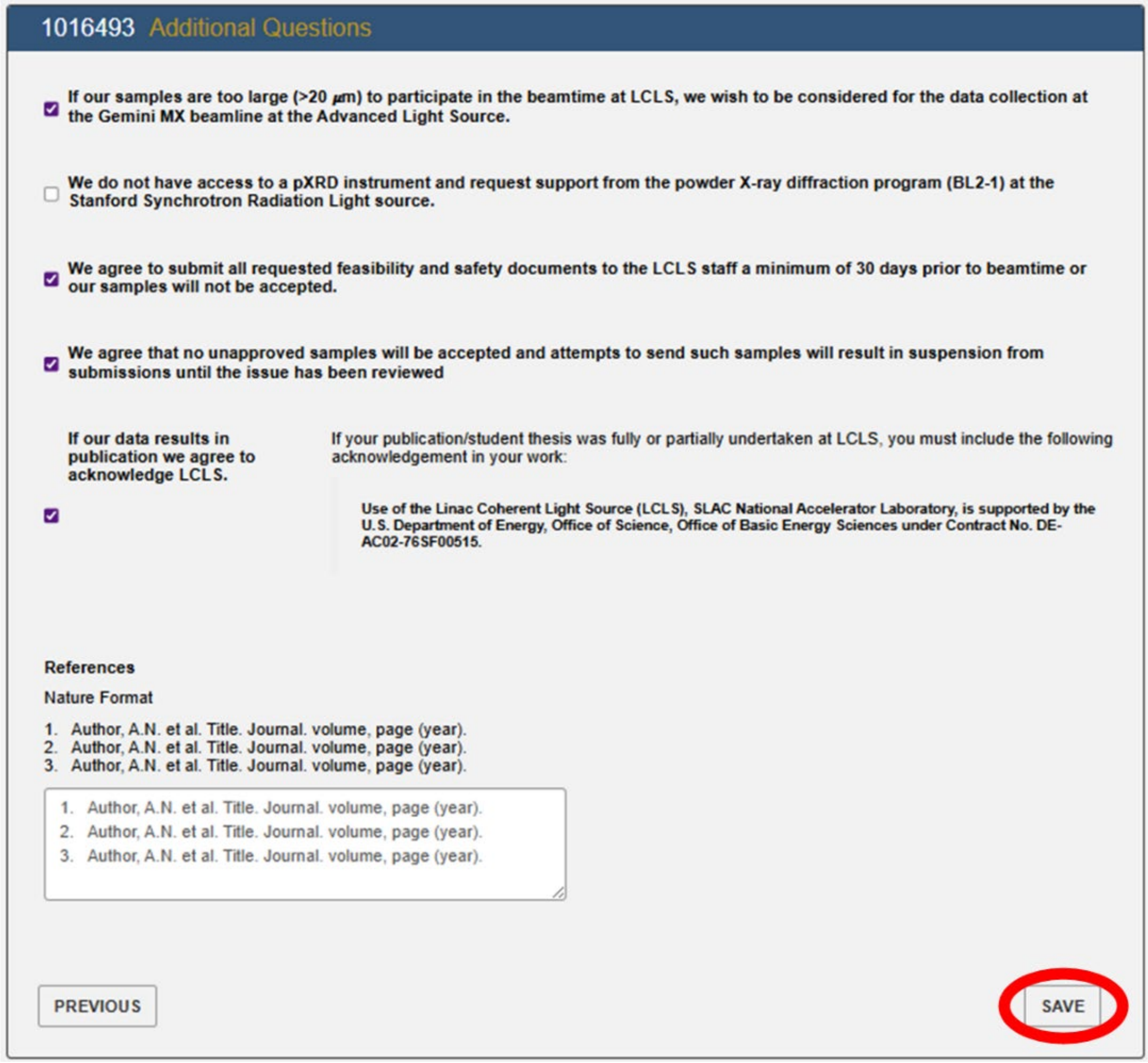
1 Hybrid Materials

*** Estimated number of samples**

2 10 Range: 1 - 50

PREVIOUS NEXT

In the “LCLS Mail-In Proposal Details” section, page 3:
Please check the boxes that apply to you and add any references that support your scientific case.
Once complete hit “Save” in the bottom right.



1016493 Additional Questions

- [x] **If our samples are too large (>20 μm) to participate in the beamtime at LCLS, we wish to be considered for the data collection at the Gemini MX beamline at the Advanced Light Source.**
- [ ] **We do not have access to a pXRD instrument and request support from the powder X-ray diffraction program (BL2-1) at the Stanford Synchrotron Radiation Light source.**
- [x] **We agree to submit all requested feasibility and safety documents to the LCLS staff a minimum of 30 days prior to beamtime or our samples will not be accepted.**
- [x] **We agree that no unapproved samples will be accepted and attempts to send such samples will result in suspension from submissions until the issue has been reviewed**
- [x] **If our data results in publication we agree to acknowledge LCLS.**

If your publication/student thesis was fully or partially undertaken at LCLS, you must include the following acknowledgement in your work:

> **Use of the Linac Coherent Light Source (LCLS), SLAC National Accelerator Laboratory, is supported by the U.S. Department of Energy, Office of Science, Office of Basic Energy Sciences under Contract No. DE-AC02-76SF00515.**

References

Nature Format

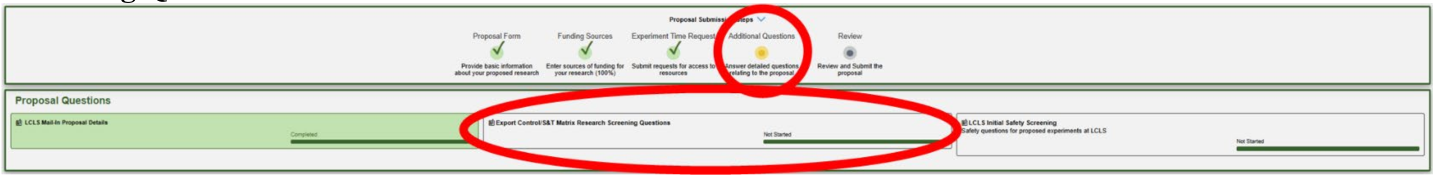
1. Author, A.N. et al. Title. Journal. volume, page (year).
2. Author, A.N. et al. Title. Journal. volume, page (year).
3. Author, A.N. et al. Title. Journal. volume, page (year).

1. Author, A.N. et al. Title. Journal. volume, page (year).
2. Author, A.N. et al. Title. Journal. volume, page (year).
3. Author, A.N. et al. Title. Journal. volume, page (year).

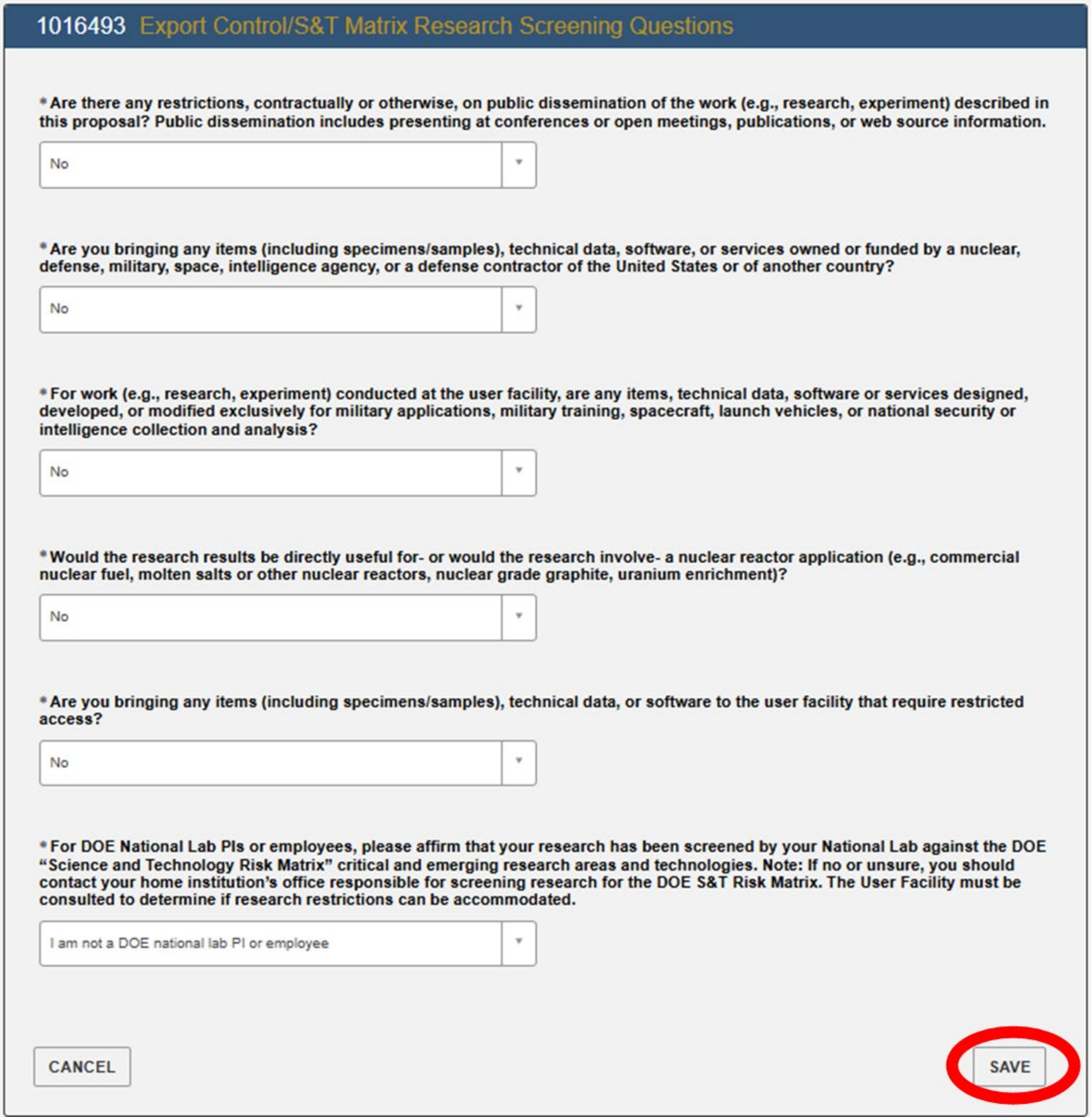
PREVIOUS

SAVE

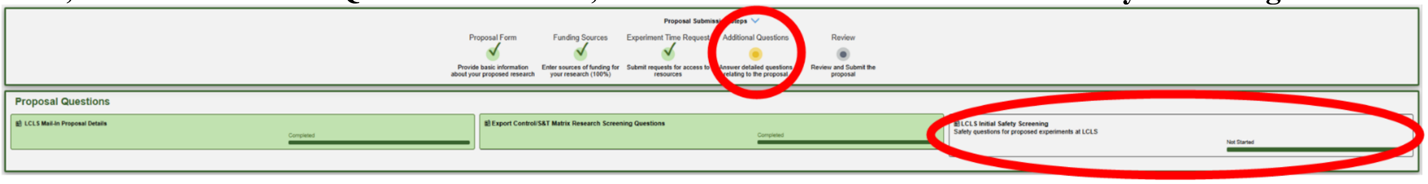
Next in the “Additional Questions” section, fill out subsection “Export Control/S&T Matrix Research Screening Questions”.



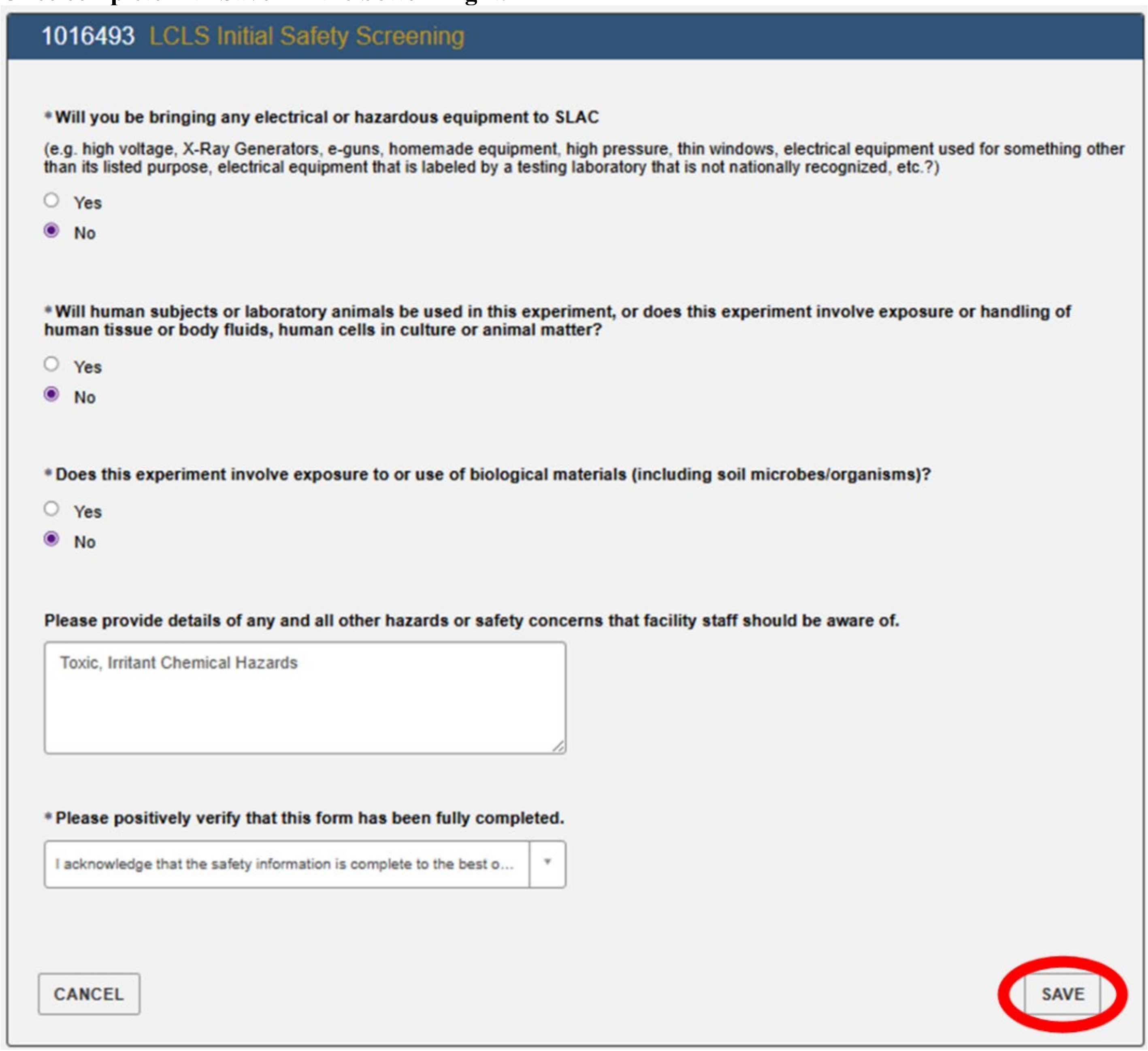
Once complete hit “Save” in the bottom right.



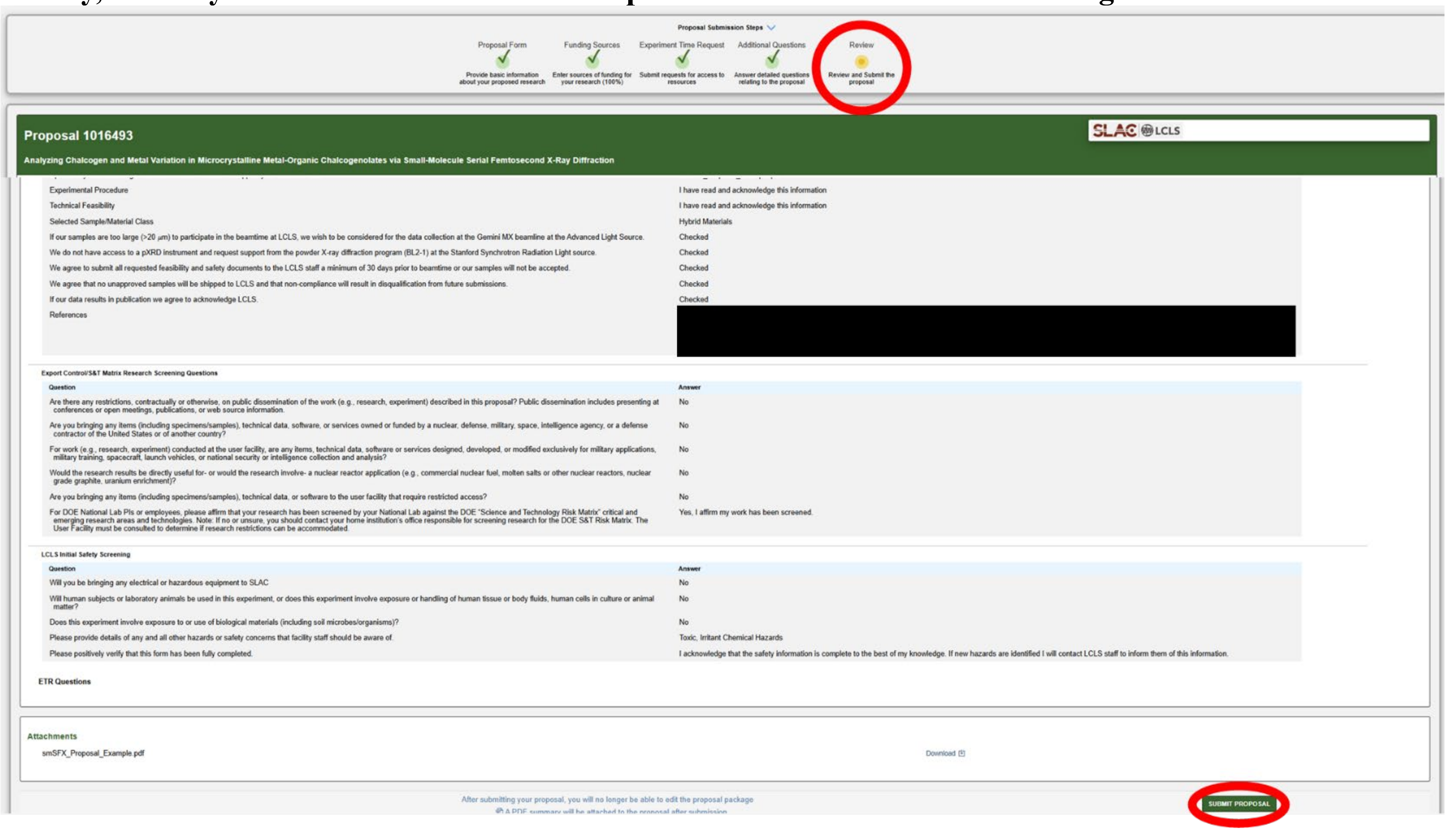
Next, in the “Additional Questions” section, fill out subsection “LCLS Initial Safety Screening”.



Once complete hit “Save” in the bottom right.



Finally, review your submission and once complete hit “Submit” in the bottom right.



Proposal Submission Steps

Proposal Form	Funding Sources	Experiment Time Request	Additional Questions	Review
Provide basic information about your proposed research	Enter sources of funding for your research (100%)	Submit requests for access to resources	Answer detailed questions relating to the proposal	Review and Submit the proposal

Proposal 1016493

Analyzing Chalcogen and Metal Variation in Microcrystalline Metal-Organic Chalcogenolates via Small-Molecule Serial Femtosecond X-Ray Diffraction

Experimental Procedure	I have read and acknowledge this information
Technical Feasibility	I have read and acknowledge this information
Selected Sample/Material Class	Hybrid Materials
If our samples are too large (>20 μm) to participate in the beamtime at LCLS, we wish to be considered for the data collection at the Gemini MX beamline at the Advanced Light Source.	Checked
We do not have access to a pXRD instrument and request support from the powder X-ray diffraction program (BL2-1) at the Stanford Synchrotron Radiation Light source.	Checked
We agree to submit all requested feasibility and safety documents to the LCLS staff a minimum of 30 days prior to beamtime or our samples will not be accepted.	Checked
We agree that no unapproved samples will be shipped to LCLS and that non-compliance will result in disqualification from future submissions.	Checked
If our data results in publication we agree to acknowledge LCLS.	Checked
References	[redacted]

Export Control/S&T Matrix Research Screening Questions

Question	Answer
Are there any restrictions, contractually or otherwise, on public dissemination of the work (e.g., research, experiment) described in this proposal? Public dissemination includes presenting at conferences or open meetings, publications, or web source information.	No
Are you bringing any items (including specimens/samples), technical data, software, or services owned or funded by a nuclear, defense, military, space, intelligence agency, or a defense contractor of the United States or of another country?	No
For work (e.g., research, experiment) conducted at the user facility, are any items, technical data, software or services designed, developed, or modified exclusively for military applications, military training, spacecraft, launch vehicles, or national security or intelligence collection and analysis?	No
Would the research results be directly useful for- or would the research involve- a nuclear reactor application (e.g., commercial nuclear fuel, molten salts or other nuclear reactors, nuclear grade graphite, uranium enrichment)?	No
Are you bringing any items (including specimens/samples), technical data, or software to the user facility that require restricted access?	No
For DOE National Lab PIs or employees, please affirm that your research has been screened by your National Lab against the DOE “Science and Technology Risk Matrix” critical and emerging research areas and technologies. Note: If no or unsure, you should contact your home institution's office responsible for screening research for the DOE S&T Risk Matrix. The User Facility must be consulted to determine if research restrictions can be accommodated.	Yes, I affirm my work has been screened.

LCLS Initial Safety Screening

Question	Answer
Will you be bringing any electrical or hazardous equipment to SLAC	No
Will human subjects or laboratory animals be used in this experiment, or does this experiment involve exposure or handling of human tissue or body fluids, human cells in culture or animal matter?	No
Does this experiment involve exposure to or use of biological materials (including soil microbes/organisms)?	No
Please provide details of any and all other hazards or safety concerns that facility staff should be aware of.	Toxic, Irritant Chemical Hazards
Please positively verify that this form has been fully completed.	I acknowledge that the safety information is complete to the best of my knowledge. If new hazards are identified I will contact LCLS staff to inform them of this information.

ETR Questions

Attachments

smSFX_Proposal_Example.pdf — Download

After submitting your proposal, you will no longer be able to edit the proposal package

SUBMIT PROPOSAL