



CLS User Services Office

The User Services Office is the **first point of contact to the CLS for all current and prospective users**. User Services staff are available to **assist in making your visit as pleasant and productive as possible**.



Lavina Carter, User Services Administrator
Jordan Hamel, User Services Assistant

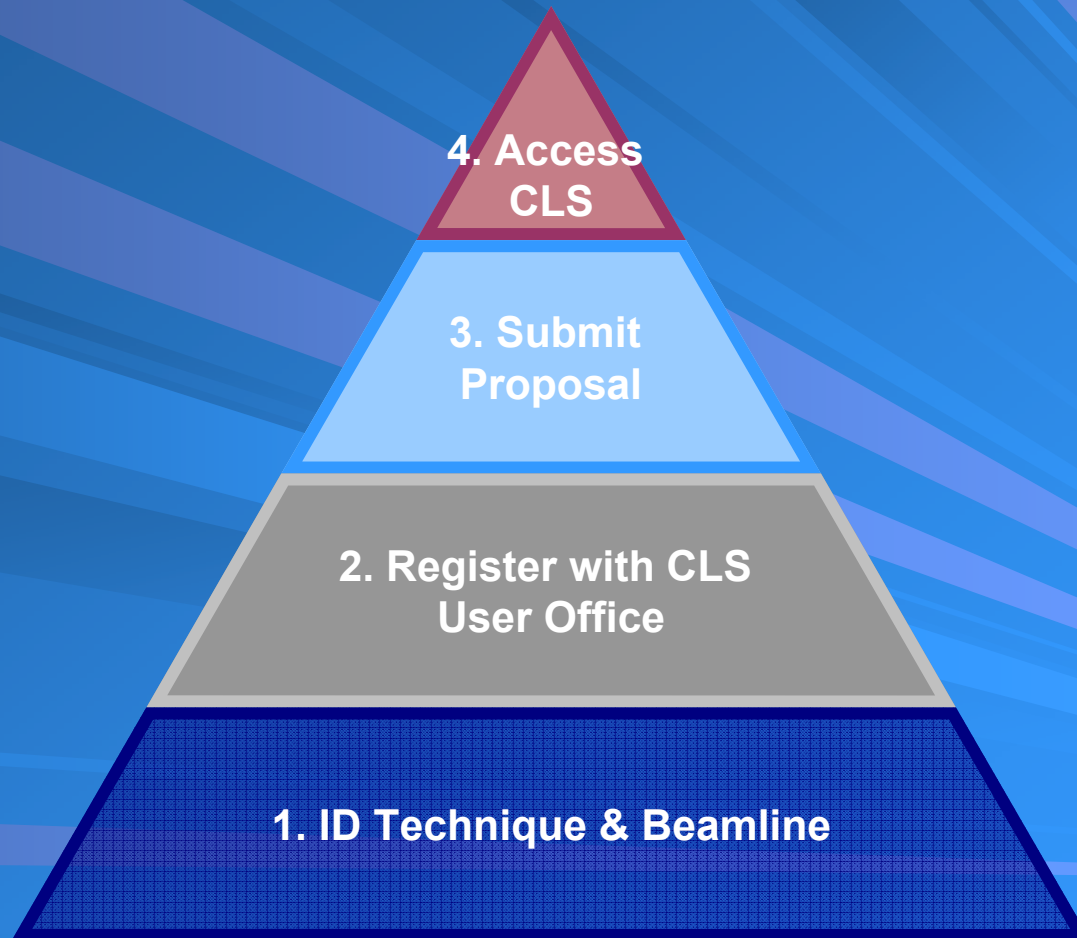


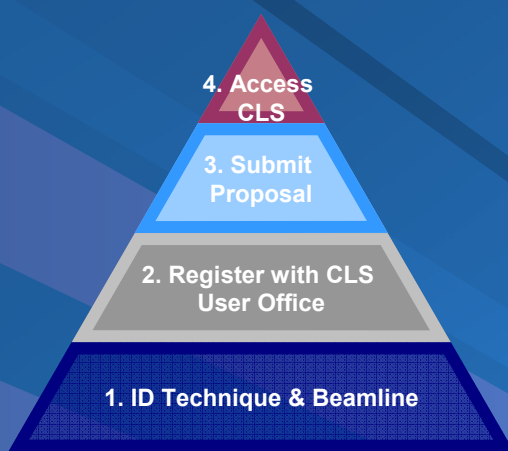
www.lightsource.ca/uso

Access to Beam Time

- **Primary access** to the CLSI Facility will be based on **peer review** emphasizing the **excellence of science**.
- The CLS will **allocate** and **schedule** the beamline time on all beamlines.
- The **review process** and the method by which user beam time is **awarded, allocated** and **scheduled** vary depending on the **access mechanism**.
 - **General User**
 - **Beamteam Member**
 - **Purchased Access**

4 Steps to Becoming a New CLS User





Decide on beamline

- Visit the website
<http://www.lightsource.ca/experimental/>
- Consult with CLSI, beamline scientists
<http://www.lightsource.ca/contacts/>
- Contact CLSI User Services Office
<http://www.lightsource.ca/uso/>



Register

- Forms - Registration and Proposal Submission - secure web portal.
- Provides a unique User I.D.
- User I.D. is required to access on-line proposal submission.

Submit a Proposal



■ General

- Single or program
- Discipline for Peer Review (General User Proposals)
- Research involve humans/animals

■ Research

- Quality of scientific research
- Suitability of the resources
- Quality and capability of the researchers

■ Technical

- Beamline requirements and proposed method

■ HSE

- Materials, equipment, laboratory facilities

Review

- Health, Safety and Environmental
- Technical
- Ethics review (if required)
 - Research Involving Live Animals
 - certificate of protocol approval of home institute and copy of protocol application
 - approval from the UofS University Committee
 - Research Involving Humans
 - valid certificate of ethics approval (Research Ethics Board home institute)
 - Review from UofS Office of Research Services, Ethics Unit
- General User proposals are peer-reviewed

Allocation & Scheduling

- Allocates blocks of time to:
 - General Users
 - Beamteams
 - Purchased Access
 - Maintenance & Upgrades
- Schedules general user, beam team and purchased access blocks within a cycle
- Detail schedule of general user block

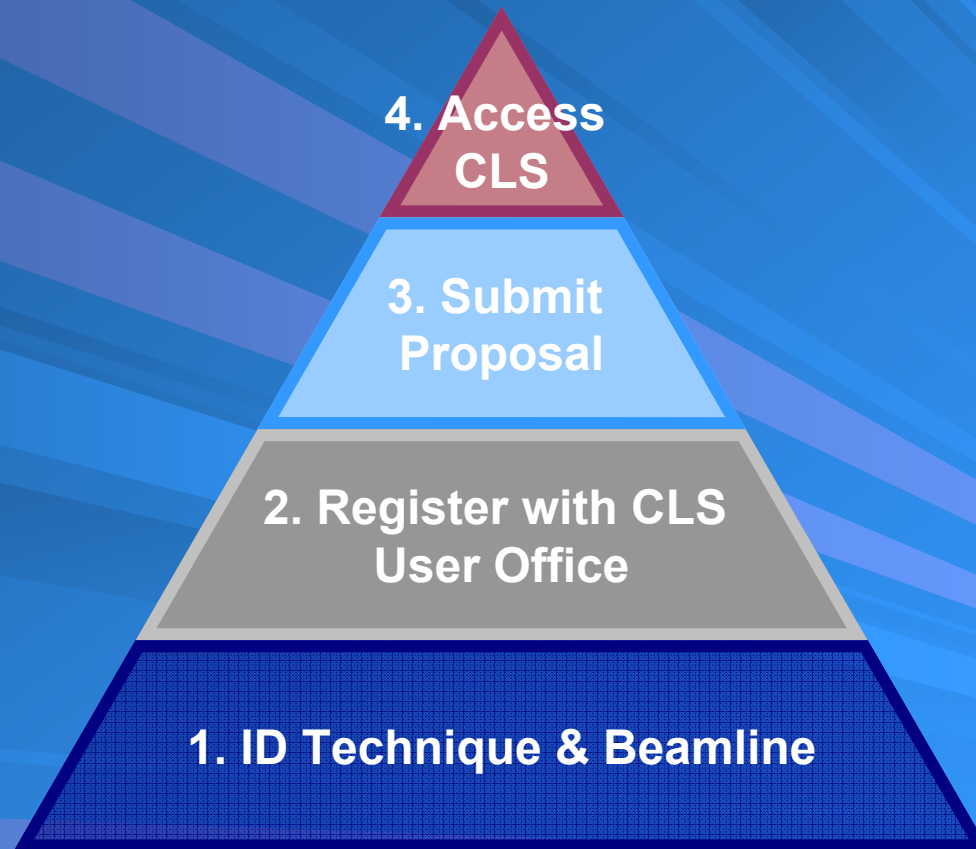
Subsequent requests for beam time

- approved experiment
- allocated beam time remaining
- time-frame has not expired

Goals for 2005

- Users arriving
- Web portal development
 - on-line updates of User Information
 - on-line Proposal Submission allowing updates
 - on-line Review of Proposals
 - on-line HSE Training
- User Handbook

4 Steps to Becoming a New CLS User



Accessing the CLS



1. Before You Arrive

- User Registration
- Check In/Out Form
- Safety Training
- Shipping Procedures
- Travel & Lodging

Lutheran Seminary Residence



- On the University of Saskatchewan campus
- 5 minute walk to the CLS
- Quiet, clean, inexpensive
- Scenic view of the University campus, South Saskatchewan River and downtown Saskatoon.



CLS has 18 dormitory style residence rooms available for users:



Deluxe room:
\$45/night



Basic room:
\$35/night



For More Information or to Reserve a Room Visit Our Website:

www.lightsource.ca/uso

2. Upon Arrival

- CLS Check-In
- Training
- Onsite Logistics

3. Before You Leave

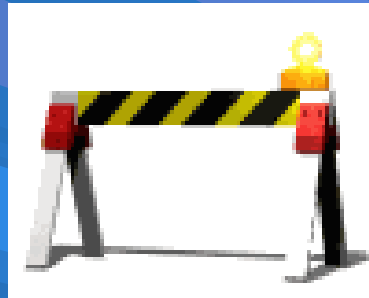
- CLS Check-Out
- Shipping Procedures
- End-of-Run Form

4. After You Leave

- Publications
- Annual Users' Meeting
- Sign Up to Receive E-News

In Conclusion...

- The User Services Office webpage is continuously being updated and improved



- Let us know what you think!

www.lightsource.ca/uso

Thank
You!



Questi
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