

## Guidelines for Preparing a BMIT LOI Proposal (05B1-1)

- Contact the beamline scientist:** Before submitting an LOI or proposal, you should discuss your research idea with  
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306-657-3710
- Become a CLS User:** If you haven't already, register as a CLS User by going to <https://user.lightsource.ca> and clicking "Complete New User Registration Now." You will then acquire a user account with which you can submit a proposal. If you have already submitted proposals to other beamlines at the CLS, you do not need to register again.
- Create an online proposal:** Login to <https://user.lightsource.ca> and click "My Proposals" tab. From the left-hand menu, choose "Letters of Intent". You will then be prompted to fill out the LOI application form.
- Understand the review process:** Although LOIs are not subject to a formal review, your application will be evaluated by the BMIT Beamteam, who will be considering similar criteria to those used by the peer review committee. Please consider the guidelines given at [http://www.lightsource.ca/uso/peer\\_reviews.php](http://www.lightsource.ca/uso/peer_reviews.php) when preparing your LOI.
- Provide experimental details:** When completing the form, please consider including the following details:
  - Why is conventional imaging (MRI, CT, X-ray, ultrasound) not sufficient for your purposes? What improvements over conventional imaging are you hoping to achieve on BMIT?
  - High-resolution CT is a time-consuming modality. If you wish to perform CT imaging, please give a compelling reason for its use.
  - How many samples do you wish to analyse?
  - How big is each sample?
  - How will your sample be mounted to the scanning stage? If your experiment requires special sample holder or setup at the endstations, the details have to be discussed and confirmed with the beamline scientist prior to submitting the proposal.
- Justify the number of shifts:** Please indicate whether your project has multiple phases. For example, you may require an initial allotment of beamtime for a proof-of-concept or technique refinement phase, followed by a later allotment of beamtime for the main experiment.
- Describe the capability of your team:** When describing your team's experience and capability, consider commenting on the following:
  - Size of the team of experimentalists compared to the proposed experiment: indicate clearly how many team members will be performing experiments on site at the CLS and describe your capability of processing the data. If live animals are involved ensure you have qualified animal handlers on site.
  - Experimental plan: provide enough details to convince the review committee that you have planned carefully your experiment and will make optimal use of beamtime.
  - Publication record, including articles that are currently in press.
- Attach required documentation:** Attach your BioSafety Permit, signed Ethics Application, and Ethics Approval Certificate. For more information, on obtaining this documentation, please refer to [Guide to use of Biological Material at the CLS](#) and [Ethics Review](#).