



User programme

User Programme

The User Support Office is there to assist all users who come to the ILL to carry out experiments and give them the organisational and administrative support they need for the successful completion of their experiments. Neutron beams and instrument facilities are free of charge for proposers of accepted experiments. Scientists affiliated to laboratories in ILL member countries will also be assisted with necessary travel and daily subsistence. The User Support Team makes all arrangements for accommodation and transport and will process claims for expenses after users have completed their experiment.

The ILL Visitors Club

All administrative tools for ILL scientific visitors are now grouped together and directly accessible on the web, thanks to the Visitors Club (<http://vitraill.ill.fr/cv/>). All information is presented in a user friendly environment. After having logged in with their own personal identification, users will have direct access to all relevant information which concerns them. Users with particular responsibilities have privileged access to other tools, according to their role. The ILL Visitors Club includes the portals for submission of electronic proposals and experimental reports and offers additional services on the web, such as acknowledgement of receipt, Subcommittee results, user satisfaction forms and so on.

Proposal submission

There are three different ways of submitting a proposal to the ILL:

- Standard submission of a research proposal twice a year (in February and September)
- Director's discretion time (DDT) no time restriction
- Special access for proprietary research and industrial users.

Submission of a standard research proposal

Applications for beam time should be submitted electronically, via our Electronic Proposal Submission system (EPS), available on the Visitors Club web-site. Proposals can be submitted to the ILL twice a year, usually in February and in September. The web system is activated two months before each deadline. Submitted proposals are divided amongst the different Colleges (see table below), according to their main subject area. Proposals are judged by a Peer Review Committee - the Subcommittees of the ILL Scientific Council. Subcommittee members are specialists in relevant areas of each College and they evaluate the proposals on scientific merit, assigning priorities and beam time to accepted proposals. Before the meeting, each Subcommittee receives a report on the technical feasibility and safety of a proposed experiment from the appropriate College Secretary at the ILL.

The ILL scientific life is organised into 10 colleges:

College 1	Instrumentation
College 2	Theory
College 3	Nuclear and Fundamental Physics
College 4	Structural and Magnetic Excitations
College 5A	Crystallography
College 5B	Magnetism
College 6	Structure and Dynamics of Liquids and Glasses
College 7	Materials Science, Surfaces and Spectroscopy
College 8	Structure and Dynamics of Biological Systems
College 9	Structure and Dynamics of Soft-condensed Matter

Two proposal review rounds are held each year, approximately six weeks after the deadline for submission of applications. There are normally 4.5 reactor cycles a year, each of which lasts 50 days. Accepted proposals submitted by February will receive beamtime in the second half of the year and those submitted by September, in the first half of the following year.



Before submitting a proposal form, you are requested to read carefully the guidelines available on the ILL web at <http://www.ill.fr/SCO/eps-guide.html>. They contain information essential for your application and will be useful regardless of the method of submission. Please follow them.

More detailed information on reactor cycles, application for beamtime and deadlines are given at <http://www.ill.fr/pages/science/User/UProposals.htm>

If you are a new user of our facility, you will find precious hints at <http://www.ill.fr/pages/science/User/subcommittees/new-users/welcome.htm>

Submission of a proposal for Director's Discretion Time (DDT)

This option allows a researcher to obtain beam time quickly, without going through the peer-review procedure. DDT is normally used for hot topics, new ideas, feasibility tests and to encourage new users. Applications for Director's Discretion Time can be submitted to the Head of the Science Division, at any time.

Access for proprietary research and industrial users

The ILL's mission is to provide neutrons for both public and industrial research. Our Industrial Liaison and Consultancy Group (ILC) ensures rapid access and total confidentiality to industrial companies, and provides a specialised staff. The ILC Group is in fact composed of scientists with considerable experience and expertise in neutron techniques applied to industrial R&D, and it facilitates and co-ordinates all aspects of industrial R&D at the ILL: initial enquiries, contractual questions, planning and experimental operations. All industrial research programmes are confidential and can be organised at short notice.

To apply for proprietary beamtime, please contact the ILC at industry@ill.fr or consult the web site under <http://www.ill.fr>, Industrial Use.

Experimental reports

Users are asked to complete an experimental report on the outcome of their experiments. The submission of an experimental report is obligatory for every user who gained access to ILL beamtime. Failure to do so may in fact lead to a rejection of subsequent proposal.

All ILL Experimental Reports are software-archived and accessible via the web server as PDF files under <http://www.ill.fr>, Publications. You can search a report by experimental number, instrument, college, date of experiment, title, experimental team, local contact or institute.

Publications

We would like to draw your attention to one of the rules concerning the papers issued from an experiment performed at the ILL. If your results are going to be published, you must give proper credit to ILL facilities and staff members who participated in the experiment. The question of co-authorship is important, since ILL scientists have spent much time in perfecting the instruments. Co-authorship is best discussed before the experiment. We would be grateful if you would pay special attention to this point.

Deuteration Laboratory

Since 2002, a common ILL-EMBL deuteration laboratory has been made available to external users. The aim of the laboratory is to provide a focus for European scientists wishing to make their own deuterated biological materials for neutron scattering or NMR experiments. Information about the availability of this facility for external users is given on page 123 of this booklet.

Facility for Materials Engineering

The joint ILL-ESRF Facility for Materials Engineering (FaME38) is now available to users. A range of support is provided by the FaME38 team, from advice with experiment proposals to advanced sample metrology. In particular, FaME38 works with users to optimise the experimental methodology before the start of an experiment. If FaME38 support is needed, users should specify it in the proposal forms. Further details on the laboratory are given on page 133 of this booklet.

We look forward to welcoming you to the ILL!

