



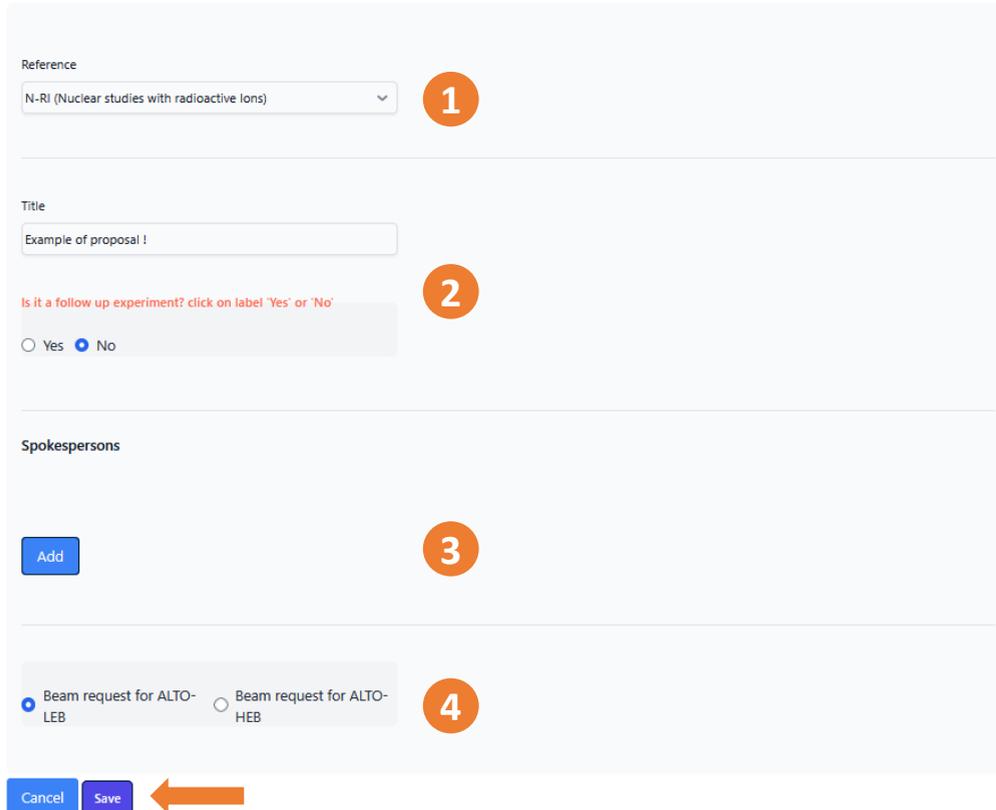
**How to submit a proposal in the
ALTO Users Group (AUG) portal ?**



ALTO
Users Group

Access Procedure ▾ Beam time request for PAC ▾ Service request ▾ Enrique Minaya Ramirez ▾

ALTO PROPOSAL FOR EXPERIMENT



Reference
N-RI (Nuclear studies with radioactive ions) 1

Title
Example of proposal !
Is it a follow up experiment? click on label 'Yes' or 'No' 2
 Yes No

Spokespersons
Add 3

Beam request for ALTO-LEB Beam request for ALTO-HEB 4

Cancel Save ←

Once you login in the AUG, go to:
Beam time request for PAC / New request

- 1) Select the type of reference
- 2) Write the title of your proposal and indicate if it is a follow up experiment.
- 3) Add the details of the spokesperson. You have the option to add several spokespersons (but they need to have an account in the AUG).
- 4) Select the accelerator requested for your proposal Tandem (ALTO-HEB) or LINAC (ALTO-LEB)

All of the fields are mandatory. After you pressed the "Save" button you will still be able to change all details you have filled.



Accélérateur Linéaire et Tandem à Orsay



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Show a proposal

Proposal Participants Beam Request Hazards Detail Rapport PAC

Reference N-RI

Title Example of proposal !

Is it a follow up experiment? No

Spokespersons

First Name	Last Name	Affiliation	Contact person?
Minaya Ramirez	Enrique	IJCLAB	Yes

Beam request for ALTO-LEB

Edit



Back to the list of proposals

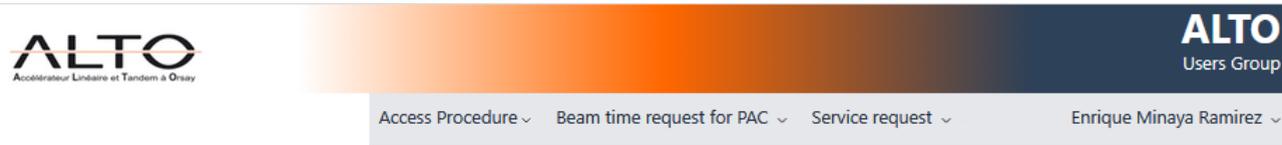
Export

Delete

Once you have created your new proposal, you will see the summary of your details and the edit button to change the details in the proposal tab. You will also see 5 new tabs.

At that stage, two buttons will also appear “Export” to visualize your proposal in a pdf file (at any time) and “Delete” to erase completely your proposal (**no turning back available**).

A third button (Submit) will appear once you will fill all the tabs.

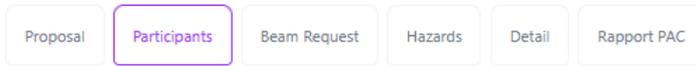


ALTO Accelerateur Linéaire et Tandem à Orsay

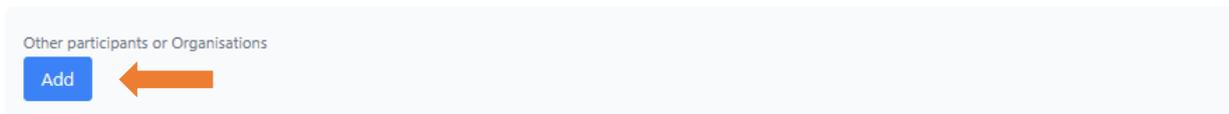
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Show a proposal



Proposal Participants Beam Request Hazards Detail Rapport PAC



Other participants or Organisations

Add ←

Back to the list of proposals



Export Delete



New beamtime request
New service request
Users
My profile
Logout

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In the tab “participants” you can add all of your collaborators (but they need to have an account in the AUG). There’s a field to search a name.

General point :

- Remember to press the button « Save » before moving to another tab.
- You will always be able to edit a tab as many times as you need.
- You can come back to the preparation of your proposal at any time, you just need to go to “*Beam time request for PAC/My request*”.



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Show a proposal

Proposal Participants **Beam Request** Hazards Detail Rapport PAC

Beam request for ALTO-LEB

Add



Back to the list of proposals

Export

Delete

New beamtime request
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In the tab “Beam request” you must filled several fields, you need to press to “Add” button.



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Beam Request

Beam request for ALTO-LEB

Chosen experiment at room 110 :

MLLTRAP v

List of beam request

Add

Beam production by photo-fission

Type of source :

If you request the laser ion source, please contact us before submitting your proposal to validate the laser scheme

TOTAL number of UT requested for beam time :

UT required for setting up the experiment :

UT required for calibration and dismantling :

UT required for off-line beam time :

Instrumentation from ALTO needed for this experiment:

Acquisition system required? At what date do you expect these to be available?

How long will it take to mount the special devices once the area is available to you?

List any new devices needed for this experiment which still have to be bought or manufactured:

List any special devices needed for this experiment which would require to be mounted prior to the experiment (special target chambers, detector arrays, etc.):

Beam request for ALTO-LEB

Cancel

Save

Back to the list of proposals

You can choose an existing experiment or indicate a specific room. You must press the “Add” button in the “list of beam request” to specify all the details of the type of beams you request. **This is mandatory.** All the other questions about the number of UTs and details about your setup **are also mandatory.**



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Show a proposal

Proposal Participants Beam Request **Hazards** Detail Rapport PAC

As part of the analysis of your service requests on ALTO, can you answer the following questions? If not, indicate what arrangements are planned?

Add



Back to the list of proposals

Export

Delete

New beamtime request
New service request
Users
My profile
Logout

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In the tab “Hazards” you must answer several questions associated to the potential hazards associated to your experiment/setup. **You must answer to all the questions, it’s mandatory for the Risk Prevention Service of IJCLAB.** You need to press the button “Add” to see all the fields.



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Show a proposal

Proposal Participants Beam Request Hazards **Detail** Rapport PAC

Detail of proposal

Download the template, and complete it. Then, proceed to upload.

Detail template

.docx Template

Add

Back to the list of proposals

Export

Delete

New beamtime request
New service request
Users
My profile
Logout

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In the tab “Detail” you can add the scientific text associated to your proposal.

You must download and use the template “.docx Template” with the specific ALTO template. There are no constraints in terms of pages or figures for your scientific text. But you must add a short abstract in the first field of the template.

Once your scientific proposal is ready, **you must export it in pdf.** Use the “Add” button to include your scientific proposal in the pdf format in your proposal.



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Show a proposal

Proposal Participants Beam Request Hazards **Detail** Rapport PAC

Detail of proposal
Download the template, and complete it. Then, proceed to upload.

Detail template .docx Template

Detail file : JJCLAB_PROPOSAL_DETAIL_ALTO_Test.pdf

Edit

Back to the list of proposals

Submit Export Delete

New beamtime request
New service request
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You should see now the name of your pdf file in detail file field. You can use the “Edit” button to modified your pdf file.

If you have prepared all the previous tabs and included your pdf file, the “Submit” button should be now be available.

You can check the final version of your proposal by pressing the “Export” button. A pdf file will be created. Your proposal will always be able in the section “**Beam time request for PAC/My request**”. There, the list of proposals will be sorted in three section as submitter, as participant and as spokespersons.

Once you press the "Submit" button, you will not be able to edit your proposal. If you realize you forgot to add an information contact me as soon as possible, I will be able to change the status of your proposal to "in progress" again.