Access Procedure for the VEGA Laser System

Prepared	Reviewed	Approved
Process Officer	Director Managing Director	Executive Commission (Approved in Ordinary Meeting March 28th, 2017)

CHANGE CONTROL				
EDITION/ REVISION	**REVISION DATE**	**DATE OF EFFECTIVENESS**	**NAME AND SIGNATURE**	**OBSERVATIONS (Changes made)**
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The above signatories, as holders of a copy of the following procedure, commit themselves to:

1) Its custody, proper use and care.

2) Updating the procedure, by addition or substitution of corrections or amendments performed, proceeding to their immediate application as well as communicating any necessary instruction about the procedure to the staff under their leadership.

3) Respect the obligation of professional secrecy about the use of this information, by not disclosing or conveying it by any means (photocopies, electronic format or others) to third parties without the specific permission of the Direction.

4) Avoid any activity or actuation that goes against the legal or economic interests of the **CLPU**.

1. OBJECTIVE AND SCOPE

1.1 The objective of this procedure is to provide a specific system for the management of the access to the petawatt system (VEGA Laser) of the CLPU and its various experimental stations, so as to fulfill the purposes of the Consortium:

- To develop in the Center experiments and research in all aspects related to ultra-intense pulsed lasers, relying on the CLPU's own staff composed of scientists and technologists.
- To be an open facility for its use by the scientific and technological community, while participating in European coordination and collaboration initiatives in this field.

1.2 This procedure will apply to research or experimental projects for which the facilities and equipment described in the procedure are needed.

1.3 This procedure aims to develop the access policy defined by the CLPU.

2. REFERENCES

- Resolution of September 30th, 2008 of the State Secretariat for Research, Development and Innovation, through which a specific agreement collaboration between the Ministry of Education and Science, the Community of Castile and Leon and the University of Salamanca is published to create the consortium to build, equip and exploit the Spanish Pulsed Lasers Center[1]
- Access Policy
- Scientific Program of the CLPU
- Access Committee Guidelines and Rules
- Appointment of members of the Access Committee
- Rules of procedure of the Internal Committee for the Access to the VEGA laser
- Law 39/2015, October 1st, of the Common Administrative Procedure of the Public Administrations[2]

3. DEFINITIONS

3.1 Access Policy: Guidelines governing the actions of the CLPU when granting access to its facilities, systems and equipment. It is devised by the Direction of the CLPU and approved by its Executive Commission.

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[1] *Resolución de 30 de septiembre de 2008, de la Secretaría General de Política Científica y Tecnológica, por la que se publica el Convenio específico de colaboración, entre el Ministerio de Educación y Ciencia, la Comunidad de Castilla y León y la Universidad de Salamanca, para la creación del consorcio para la construcción, equipamiento y explotación del Centro de Láseres Pulsados Ultracortos Ultraintensos*

[2] *Ley 39/2015, de 1 de octubre, del Procedimiento Administrativo Común de las Administraciones Públicas*

3.2 Main laser system (VEGA): The main laser system of the CLPU is the VEGA, that consists in a short pulse petawatt system (30 femtoseconds) (VEGA-3) synchronized to a 200 terawatt system (VEGA-2) and a 20 terawatts system (VEGA-1). The synchronization between these systems is perfect in a femtosecond scale, since they come from the same oscillator. Users may request the use of one of them or more synchronized, being any synchronization possible (I-II, I-III, y II-III, as well as I-II-III). This laser can be offered as a beam or as an experimental station.

3.3 Secondary sources: Source derived from one of the aforementioned systems, that can be either of light (harmonics, soft X-rays, attoseconds…) or particles (protons, electrons, ions) of different characteristics. The catalogue of these secondary sources is expected to be very variable as the Center is further developed.

3.4 Station: Stationary experimental set-up aimed to the research or production in a specific type of process.

3.5 Experimental set-up

- basic: Experimental set-up that does not imply substantial changes in the station offered by the CLPU for the development of the experiment, that when necessary will be performed by the staff of the CLPU.
- complex: Set-up tailored for the experiment proposed by the user that implies substantial changes in the station and that implies a serious scientific-technical development in which the scientists/technologists of the CLPU will participate.

3.6 Access Call: Public offer of time slots for the use of the VEGA laser system that includes the access conditions.

3.7 Access Cycle: Period of access covered by each call.

3.8 Experimental session: 8-hour period. Each call will offer a set of sessions to be allocated to the approved proposals.

3.9 Competitive Access: System of access to the VEGA laser system through a competitive selection process. The proposals will be selected by the Access Committee according to their scientific excellence.

3.10 Non-competitive access: System of access to the VEGA laser system that allows for the submission of experimental proposals at any time, without having to wait for a call for access, where the scientific and technical quality of the proposal is evaluated by the Internal Committee of the CLPU.

3.11 FARO (Facilities Access Request Online): Web platform for the management of the requests for access to the services offered by the Center.

4. ROLES AND RESPONSIBILITIES

- Rector Council: Sets rules, guidelines and general acting criteria for the operation of the Consortium. Approves, upon request of the Executive Committee, the annual plan of programs and projects.

- Executive Committee: Approves, upon request of the Director, the Access Protocol, that includes the Access Policy and the access procedures for the VEGA laser system, the rules of procedure of the Access Committee as well as the appointment of the members of the aforementioned Committee. Also, it is in charge of approving the scientific program that will determinate this politics and presents before the Rector Council the proposal of the annual plan of programs and projects.

- Scientific and Technical Advisory Committee: Drafts a scientific-technological report about the opportunities, prospects and future capabilities of the CLPU, that will be taken into account by the Executive Commission when approving the scientific program.

- Direction: Responsible for directing and managing the Center as well as ensuring its scientific and technological excellence. Prepares the documents relevant to the matters that need to be submitted to the judgement of the Rector Council and Executive Committee, and provides both bodies with the necessary information for the adequate exercise of their duties. Requests the opinion and assessment of the Scientific and Technical Advisory Committee about the activities, programs and scientific-technological plans of the CLPU and about opportunities, prospects, capabilities and future actions that may improve the quality and reach of the works. Proposes the scientific program, designs the access protocol and proposes the members of the Access Committee. Requests the opinion and assessment of the Access Committee for the evaluation of the access requests to the Center by the researchers and research groups that apply. Also responsible for the drafting and publishing of calls for access for the different equipment, confirms and reorganizes the lists drafted by the Access Committee, authorizes and prioritizes the projects that have been approved by the Internal Committee and resolves the possible appeals for reconsideration that may have been lodged. Monitors the actions that are developed in the CLPU. Negotiates agreements with profit-oriented entities for the provision of services.

- Management: Responsible for the management of the necessary resources for the execution of the experiments, the logistics of the meetings of the Internal Committee and the Access Committee, the travel expenses or the coverage of costs of the members of the Access Committee (if applicable) and for the budget planning related to the services provided to the industry.

- Access Committee: Responsible for the assessment of the scientific quality of the proposals received through calls for access, drafts a reasoned and prioritized list of applications, as stated in the “Access Committee Guidelines and Rules”.

- Internal Committee: Responsible for the definition of the services that will be offered to the users with the VEGA laser system, this committee evaluates the technical feasibility of every received proposal as well as the safety and associated radiological protection aspects and the foreseeable resources that will be necessary for the development of the proposal under evaluation. This committee will also evaluate the scientific quality of the proposals submitted through non-competitive access, as stated in the “Internal Committee Guidelines and Rules”.

- Local Coordinator: Responsible for advising the applicants for access in the preparation of their proposals. This position will be hold by a Senior Scientist or Specialized Scientist of the CLPU. Responsible for ensuring that the formal requirements set by the CLPU for the access by the different proposals that have been presented, makes sure that the documentation is complete and the requirements of the call are met (thus checking eligibility). If proposals were incomplete, the Local Coordinator would notify the applicants so that the application can be corrected, if possible. The Local Coordinator is also a link between the CLPU, the users, the Internal Committee and the Access Committee, where appropriate. These goals can be satisfied directly or by another person to whom he/she may delegate, under his/her responsibility.

- Target Area Coordinator: Responsible for planning and coordinating the schedule of approved experiments.

5. DESCRIPTION

5.1 VEGA SYSTEM

The core element is the petawatt laser (VEGA Laser) Titanium:Sapphire of 1 PW (30 Joules / 30 fs, central wavelength of around 800 nm) operating at a repetition rate of up to 1 Hz. This line is divided in three increasing power phases, that may be used simultaneously, thus offering a wide array of laser pulses for different applications.

Fase 1 – 20 TW

Technical specifications		Applications
Peak power	> 20 TW	- Non-linear propagation - Attoseconds physics - HHG in surfaces
Energy per pulse	500 mJ	
Pulse duration	25 fs	
Repetition rate	10 Hz	
M^2	< 1.5	
Central wavelength	790 - 810 nm	
Polarization	Lineal > 100:1	

Fase 2 – 200 TW

Technical specifications		Applications
Peak power	> 200 TW	- Electron and ion acceleration - Relativistic filamentation
Energy per pulse	5 J	
Pulse duration	< 25 fs	
Repetition rate	10 Hz, 10/n Hz, disparo único	
M^2	< 1.5	
Strehl ratio	> 0.7	
Pulse contrast (ps)	> 10^{12}:1 @ > 100 ps > 10^{8}:1 @ 10 ps > 10^{5}:1 @ 5 ps > 10^{4}:1 @ 1 ps	
Pre-pulse contrast (ns)	> 10^{9}:1	
Power stability threshold	< 2% rms en 30 minutos	
Direction stability threshold	< 30 µrad	
Central wavelength	790 - 810 nm	
Polarization	Lineal > 100:1	

Fase 3 – 1 PW

Technical specifications		Applications
Peak power	> 1 PW	- Plasma physics - Laboratory astrophysics - Electron and ion acceleration - Laser-induced nuclear reactions - Vacuum polarization
Energy per pulse	> 30 J	
Pulse duration	30 fs	
Repetition rate	1 Hz o disparo único	
Beam diameter	200 mm	
Strehl ratio	> 0.9 (con espejo deformable)	
Pulse contrast (ps)	$> 10^{12}$:1 @ > 100 ps $> 10^{8}$:1 @ 10 ps $> 10^{5}$:1 @ 5 ps $> 10^{4}$:1 @ 1 ps	
Pre-pulse contrast (ns)	10^{9}:1 @ 11 ns	
Power stability threshold	< 1% rms en 10 minutos	
Direction stability threshold	< 10% de la divergencia del haz sobre 500 disparos	
Central wavelength	790 - 810 nm	
Polarization	Lineal > 100:1	

5.2 TYPES OF ACCESS

5.2.1 COMPETITIVE ACCESS

As a general rule, the access to the CLPU will be of the competitive type. A percentage of available beam time of the petawatt VEGA laser system will be reserved annually for the development of scientific experimental proposals (with or without funding) and projects of public-private collaborative projects or between public institutions through competitive access.

Initially, as the Center acquires experience as user facility, at least 20% of the available beam time of the petawatt VEGA laser system will be offered to this type of access. However, taking into account that this type of access greatly contributes to the development of the image of the quality of the Center, the CLPU will try to authorize through this way all of the experimental proposals or public-private collaborative projects that can be encompassed in this modality, leaving out only the proposals of industrial and strategic nature.

In the first stage, the call will remain open permanently and according to the deadlines stated in the call. If the offered beam time quota is met, the call will be closed.

The submitted proposals/applications will be evaluated by the Internal Committee (evaluation of technical feasibility, safety aspects and availability of resources) as well as by the Access Committee of the CLPU (evaluation of scientific quality).

However, those proposals that have already been evaluated by any other national or international institution that have been funded for their development, will only be submitted to the evaluation of the Internal Committee, unless a prioritization of the proposals is needed if the beam time requested exceeds the offered by the Center.

5.2.2 NON-COMPETITIVE ACCESS

These proposals may be presented on demand at any given time and will be evaluated by the Internal Committee (evaluation of technical feasibility, safety aspects, availability of resources and scientific interest) of the CLPU.

- Industrial or commercial proposals of external clients developed by the staff of the CLPU.

  Those experiments in which the researcher uses the results of the research in a confidential manner and are not published in the scientific literature due to business purposes will bear the same status.

  In such cases, a contract will be signed with the applicant.

- Strategic proposals

  Comprises proposals that match any of the following criteria:

  - Proposals to evaluate new ideas (proof-of-concept) with a high element of risk or which viability is doubtful, but at the same time with a high impact if successful.

  - Internal proposals by scientific-technical personnel that may allow to develop new potentialities of the Center.

Initially, the organization of the available time for access will be planned annually, reserving the established percentages for each type of access.

In the event that some percentage of offered beam time in the call is not assigned (because of a lack of enough proposals or because the submitted proposals have not passed their respective evaluations), the percentage of beam time for non-competitive access could be increased, prioritizing the assignation to industrial or commercial proposals.

Maintenance and update operations that may be necessary for the proper and efficient functioning of the VEGA system will not be considered as access.

The Executive Commission will be informed of the activities developed during the open access and may give directions about the adequacy of the percentage of time assigned to these uses.

In turn, the Executive Commission will present the Rector Council a report of executed activities in the Center through the Annual Report.

5.3 ACCESS PROCEDURE THROUGH CALL (COMPETITIVE ACCESS)

5.3.1 PREPARATION OF THE CALL

Foreseeably, the calls for access will be open at least on a yearly basis, being published, preferably, sufficiently in advance so as to finish the selection process before the starting of the period offered for the use of the system. When deemed appropriate, a new call can be opened.

The Director of the CLPU will approve the content of the call, that will be previously drafted by the members of the Internal Committee.

5.3.2 CONTENT OF THE CALL

As a general rule, each published call for access will contain the following information:

5.3.2.1 Aim of the call

It will state the type of admitted or excluded proposals or projects in the call.

5.3.2.2 Eligibility criteria

Statement of the requirements to be met, as well as the commitment to accept the bases of the call by all participants.

Additionally, and depending on the call, the compliance with other requirements such as the following may be demanded:

- *Experience in experimental campaigns that develop their tasks in institutions of the scientific, technological or academic fields, either nationally or internationally.*
- *Nationality of the researchers (e.g. Spanish, EU, members of some program or citizens of States that are bound by the Agreement on the European Economic Area or that are legal residents in the EU)*
- *Any other that is needed to meet the objectives of the call.*

5.3.2.3 Offered access

The content of this section may include, among others, the following aspects:

- *Functional parameters of the VEGA laser system offered for this call.*
- *Scientific-technological equipment available in the CLPU and for the users: experimental stations, detection and measurement systems, vacuum, other services or laboratories.*
- *Aspects related to the radiological and laser safety.*

- *Human Resources, technical, scientific or logistic support that will be available.*

- *Funding, the existence of funding for the development of the experimental campaign will have to be proven, otherwise and exceptionally for this call, the user may apply for an exemption of the access fees that will only cover the time of use of the beam of the VEGA laser system, the use of the scientific-technical equipment available in the Center and the human resources for scientific, technical and logistical support. When the experiment requires complex adaptations, new pieces, additional consumables, etc., this will have to be previously discussed with the Center. In kind contributions are also possible, when previously discussed and agreed upon.*

- *Detail of the scientific-technical research lines offered for this call, when applicable.*

5.3.2.4 Deadline for the submission of the proposal

The deadline for the submission of proposals will be set. (Start / End date)

5.3.2.5 Access Period

The period covered by each access cycle and the total number of experimental sessions offered, and, optionally, by applicant.

5.3.2.6 How to submit the proposal and documents to furnish

Both the applicants as well as the rest of the researchers participating in the experiment will have to sign up in the Facility Access Request On-line (hereafter FARO) application, that may be accessed by users in the website of the CLPU (http://www.clpu.es/facilities/VEGA/).

The researcher in charge of submitting the proposal will have to complete the access application form through the FARO application.

Additionally, the user may be asked to submit any extra documents that allow to make the best possible evaluation of the application, such as for example:

- *Accreditation of the experience of the participants in the experiment.*

- *ID/Passport/residence permit of the researcher (and collaborators)*

- *Individual or collective CV in the case of research groups*

- *Favorable report of Thesis Director / Chair of department /…*

- *Institutional Contact authorized to sign the agreement.*

- *Any other necessary document for an appropriate evaluation of the proposal.*

5.3.2.7 Órganos de evaluación y criterios de selección

Information about the ***bodies that participate in the evaluation*** *(Internal Committee and Access Committee) will be provided. Optionally, the composition of each body could be described, stating if they are members of the CLPU and their scientific-technical area of expertise.*

The ***selection criteria*** *that both the Internal Committee and the Access committee will use to perform the evaluation of the submitted proposals will be included, or else a reference to the web page where the criteria are described, and the specific criteria will be detailed, if any. Each criterion will be assigned a percentage over the total score.*

In the case of proposals that have already passed an evaluation process performed by an external committee of the funding organization, it will be stated that the proposal will only be evaluated by the Internal Committee, and the Access Committee will compare its relevance to the rest of the proposals evaluated by said Committee.

5.3.2.8 Notification of Evaluation and Resolution results

The date or period of publication of resolutions and the way the applicants will be informed of said results will be stated.

The deadline for the acceptance or refusal of the granted access will be stated, and information about possible appeals, periods and competent bodies for its resolution will be included.

5.3.2.9 Documentation and Training before accessing the CLPU

Indication of the documentation that will be provided by the participants in the development of the experimental proposals previous to the beginning of the campaign, as well as training that they must complete and pass.

5.3.2.10 Acceptance of the conditions by the admitted researchers

Commitments that will be acquired by all the researchers that participate in approved experimental campaigns, especially in what is relevant to the acknowledgement of the participation of the CLPU in the results, co-authorship or the use of the facilities of the CLPU, and the communication of the publications derived from the works developed in the CLPU.

5.3.3 PUBLICATION OF THE CALL

This access will be offered through a call that will be published in the website of the Center, although the call may also be advertised on specialized publications, newsletters, communications to groups of interest, etc.

5.3.4 PROPOSAL SUBMISSION

Applicants are strongly encouraged to contact the Senior Scientist or the Specialized Scientist (Local Coordinator) before submitting the proposal so as to receive orientation in what is related to the possibilities of access, preparation of the proposals, phase of the laser and target areas that are needed to develop the experiment, etc.

The main researchers will submit the applications through the FARO platform in the website of the CLPU.

5.3.5 RECEPTION AND VERIFICATION OF THE FULFILMENT OF THE REQUIREMENTS

As the applications are received, the Coordinator will verify that the applications are complete by checking that they meet the requirements of the call (eligibility verification).

If the proposals are incomplete, the applicants will be notified so that they can amend their proposals, as long as the proposals have been submitted with the necessary time in advance before the closure date of the call and the amendments can be made before this date.

5.3.6 VIABILITY STUDY BY THE INTERNAL COMMITTEE

Once the applications meet the requirements, the Coordinator will send them to the Chairman of the Internal Committee, who will study them with the rest of the members, without needing to wait for the application submission deadline, so as to advance and comply with the deadlines.

The following general criteria will be analyzed or evaluated:

- Technical feasibility
- Availability of resources
- Safety
- Suitability for the specific goals of the call, if any

5.3.7 PREPARATION OF REPORTS BY THE INTERNAL COMMITTEE

The Internal Committee will leave a written record of the report of the evaluation of each proposal. The Laboratory Coordinator, or person to whom he/she may delegate, will complete the form that is found in FARO (Annex 7.2) that will be filed and stored for a minimum period of five years.

The report will contain the final conclusion about its positive or negative evaluation. In this last case, if the defects are rectifiable, recommendations to the applicant for the modification of the proposal may be included.

5.3.8 EVALUATION OF PROPOSALS BY THE ACCESS COMMITTEE

The Access Committee is an evaluation body of which the majority of members are external to the CLPU. Its acting and functioning is governed by the “Access Committee guidelines and rules”.

Once the Chairman of the Committee receives all the proposals, he/she will distribute them among the members for its study. Each proposal will be reviewed by two evaluators at least, that will individually analyze, applying the evaluation criteria established for the call, and will complete an individual referee report for each reviewed proposal. The electronic referee report can be found in FARO (Annex 7.3).

The evaluators will submit through FARO these reports within the stated deadline to the Chairman of the Committee, who will convene a meeting of the evaluators to be held on the scheduled date.

In this meeting, every proposal will be presented by one of the evaluators that have reviewed it and its scientific quality and other applicable criteria will be discussed by the ensemble of the Committee, reaching a consensus about its final score, that may be one of the following:

A Approved proposals that will have experimental sessions assigned.

B Approved proposals, that have no experimental sessions assigned. Access may be granted if any of the applicants of the A group renounces and thus makes some sessions available.

C Proposals that have not successfully passed the evaluation, because of their lack of scientific interest, even when they are feasible.

D Proposals that have not successfully passed the evaluation because they are not feasible, even if they are of scientific interest.

Also, they will make a decision about the number of experimental sessions awarded and the order within each group.

5.3.9 REPORT PREPARATION AND PRIORITIZED LIST BY THE ACCESS COMMITTEE

The Access Committee will leave written proof of the final report for each proposal, as well as of the prioritized list of the submitted applications. The Secretary will draft these reports, by completing the electronic form that is found in FARO (Annex 7.4.), that will be signed by the Chairman, filed and stored for a minimum period of five years.

The report will contain the final conclusion about its approval or denial. In this last case, if the defects are rectifiable, recommendations for the modification of the proposal may be included.

Also, the Secretary will prepare the prioritized list of applications, grouped by system and phase that access is granted to, and according to the obtained score.

5.3.10 ACCESS AUTHORIZATION

The Secretary of the Committee will send a copy of the final reports and of the list to the Chairman of the Access Committee and the Director of the CLPU, who will make the final decision about the authorization of access, searching for the optimal use of all the resource of the Center to maximize its performance.

The Director will deliver the final list to the Chief of the Scientific Area, the Chief of the Technical Area and the Target Area Coordinator.

5.3.11 COMMUNICATION WITH APPLICANTS

The final decision will be notified to the applicants through FARO, sending applicants a copy of the conclusions of the report via email, following the model depicted in Annex 7.5.

- If the application is approved, the main researcher of the proposal will have a period of 15 days to accept or refuse the access awarded in written form. When the Target Area Coordinator receives the acceptance, the Coordinator and the main researcher will coordinate their activities in order to plan the experiments. Once the dates of the experiments are set, the necessary arrangements for the application for financial support that may apply will be made.

- If the application is approved but the proposal remains in the waiting list, the applicants will have the possibility of submitting it again in a future call for access. If there was any access cancellation, the surplus of sessions will be offered to the main researchers of the aforementioned proposals, as they appear on the list or by experimental sessions available.

- If the proposal does not pass the evaluation, the applicants may not submit the same proposal in a later call for access unless the recommendations made by the Committee have been applied or there has been a change in possible circumstances beyond the proposal that may have impeded its development.

On the other hand, the Director of the Center will publish a resolution containing the final decision that will include a list of the scientific proposals and their scores as well as the number of experimental sessions awarded, organized per systems for which the access is granted.

Ex:

VEGA SYSTEM Phase II		
Proposal Code	*Score*	*Awarded Sessions*
00455-0101	*A*	*30*

This resolution will be published in the website of the Center, within the time limit specified in the call.

5.3.12 APPEALS AND TIME LIMITS

As according to the provisions of the law of the Legal System of Public Administrations and Common Administrative Procedure, applicants that disagree the published resolution may lodge an appeal, of the following types:

- Appeal for reconsideration before the Director of the CLPU. The appeal may be lodged within a month from the day after the publication of the resolution about the awarding of access. The Director will study the appeal and will issue and notify the resolution of this appeal within a time limit of one month.

- Contentious administrative appeal before the contentious administrative court of Salamanca. The deadline for the lodging of this appeal shall be of two months from the day after the publication of the resolution about the awarding of access. However, if the applicant has lodged an appeal for reconsideration, he/she shall not be able to lodge a contentious administrative appeal until the appeal for reconsideration is resolved.

In any case, and so as to prevent the paralyzing of the activity of the Center while the appeals that may have been lodged are resolved, the experiments corresponding to the approved proposals will be programmed, as they appear on the list.

If the appeal for reconsideration is deemed appropriate, the Director will notify this to the appellant and to the members of the CLPU in charge of the planning of the activity, and the work related to the proposal will be programmed. If this could affect the programming of the other approved experiments, the main researcher of these would be notified for their rescheduling. The same provision shall apply if the contentious administrative jurisdiction accepts the appeal lodged by the applicant for access.

5.4 NON-COMPETITIVE ACCESS PROCEDURE

5.4.1 CONTENT OF THE PROPOSALS

The main researchers will submit the proposals through the electronic form in FARO.

In the case of strategic projects directed by external institutions, but of interest for the CLPU to take part in, the proposal will be completed by the staff member of the CLPU that acts as main researcher in the work package or task that the Center would develop.

5.4.2 PROPOSAL SUBMISSION

Applicants are strongly encouraged to contact the Senior Scientist or the Specialized Scientist (Local Coordinator) before submitting the proposal so as to receive orientation in what is related to the possibilities of access, preparation of the proposals, phase of the laser and target areas that are needed to develop the experiment, etc.

The main researchers will submit the applications through the FARO platform in the website of the CLPU.

5.4.3 RECEPTION AND VERIFICATION OF THE FULFILMENT OF THE REQUIREMENTS

The Coordinator will verify that the proposals are complete by checking that they contain the information that is necessary for their evaluation.

If the proposals are incomplete, the applicants will be notified so that they can amend their proposals.

5.4.4 VIABILITY STUDY OF THE PROPOSALS BY THE INTERNAL COMMITTEE

Once the application meets the requirements, the Coordinator will send it to the Internal Committee for its study.

The Internal Committee will meet upon summoning by the Chairman every time that the Center receives access requests that need to be evaluated.

The following general criteria will be analyzed or evaluated:

- Technical feasibility
- Availability of resources
- Safety
- Suitability for the specific goals of the call, if any
- Scientific merit

5.4.5 PREPARATION OF REPORTS BY THE INTERNAL COMMITTEE

The Internal Committee will leave a written record of the report of the evaluation of each proposal. The Laboratory Coordinator, or person to whom he/she may delegate, will complete the form that is found in FARO (Annex 7.2) that will be filed and stored for a minimum period of five years.

The report will contain the final conclusion about its positive or negative evaluation. In this last case, if the defects are rectifiable, recommendations to the applicant for the modification of the proposal may be included.

5.4.6 ACCESS AUTHORIZATION

The Director will authorize the programming of the proposals that have received a positive evaluation by the Internal Committee with his/her signature.

If the system were saturated (the requested beam time exceeds the available beam time for these accesses), the Director will establish the priority between the submitted proposals, based on the reports of the Committee.

5.4.7 COMMUNICATION WITH APPLICANTS

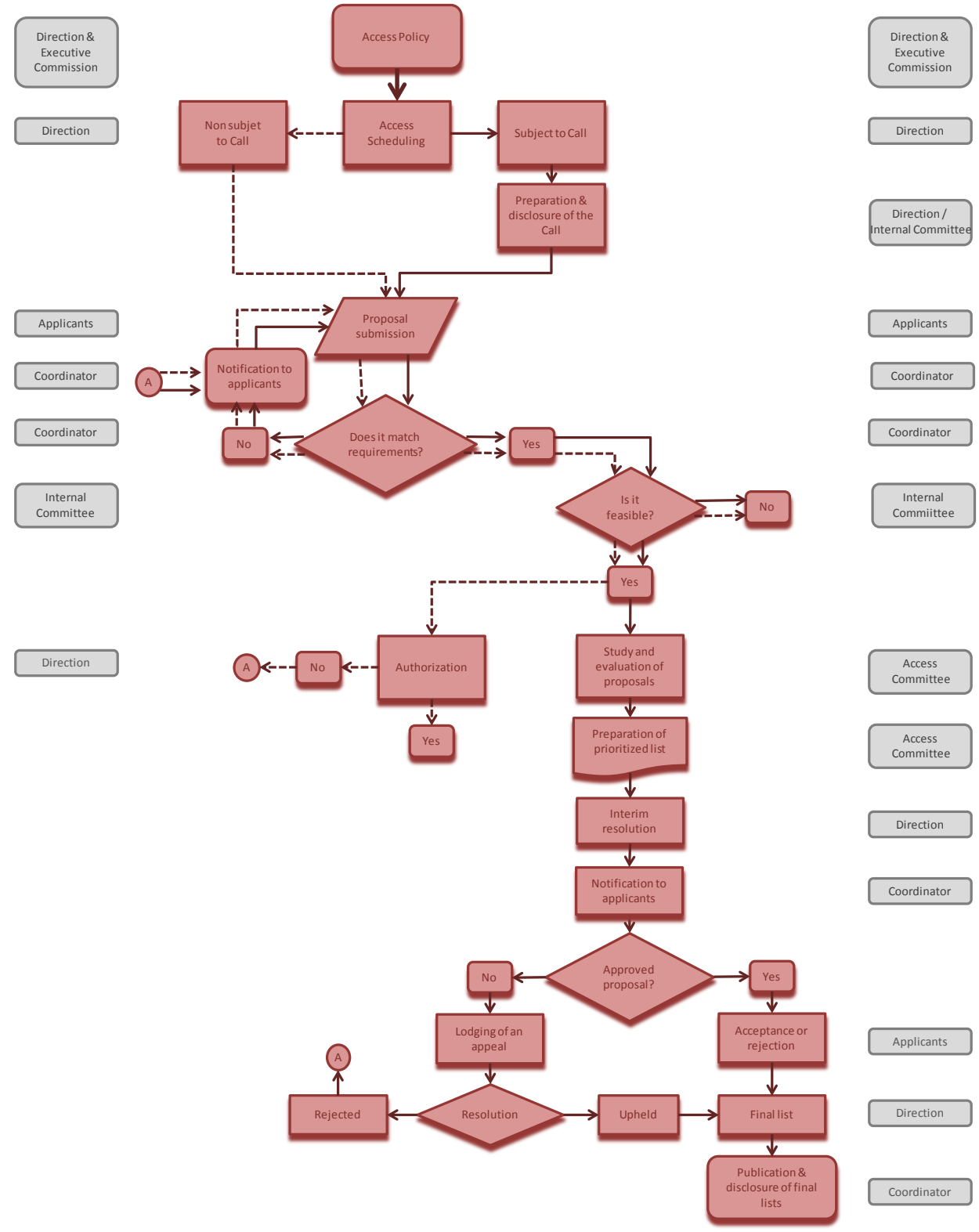
The final decision will be notified to the applicants, who will receive an email containing a copy of the conclusions of the report.

- If the evaluation is positive, the Target Area Coordinator and the main researcher of the authorized proposal will coordinate their activities in order to plan the experiments.

- If the evaluation is negative, the applicants may not submit the same proposal unless the recommendations made by the Committee have been applied or there has been a change in possible circumstances beyond the proposal that may have impeded its development.

In the case of authorized industrial proposals, the Director of the CLPU will contact the applicant directly, or through a delegate, to initiate the procedures for discussion and signature of the corresponding contract.

6 ACCESS SYSTEM FLOW CHART



7 ANNEXES

7.1 REQUEST FORM

7.2 INTERNAL COMMITTEE REPORT

7.3 INDIVIDUAL REFEREE REPORT

7.4 ACCESS COMMITTEE REPORT

7.5 NOTIFICATION TO APPLICANTS (COMPETITIVE ACCESS)

7.1 REQUEST FORM

FACILITIES/VEGA

John

Request Nr.: 00455-0101

SUPERVISOR

Name & Surname	Email	Phone	Actions

END USERS OF THE FACILITY

Please, select here the institution you work for in this experiment and add the names and information of your collaborators

Add new collaborators

Code	Name & Surname	Home institution	Email	Phone	Position	PI	Experience	Actions
	John Smith	LRC	jsmithlaser@gmail.com	00441424441100	Researcher	NO	HIGH (10 o more experimental campaigns)	

INFORMATION OF THE (EXPERIMENT / RESEARCH / SERVICE /...)

*Experiment Title: placeholder

Characters: 0

*Main Area: Select

Subarea: Select — Other Subarea

Research Line: (if applicable) placeholder

*Phase: Select

Preferred Dates (If any): placeholder

Characters: 0

Precluded Dates (If any): placeholder

Characters: 0

Estimated Duration: Estimated Duration — Shift(s) (Example: 4.5) A shift is equivalent to 8 hours (1 working day).

*Risk Type: *Safety information: Potential hazards associated with this experiment (Please check all that apply)

☐ Radiological ☐ Chemical ☐ Biological ☐ Electrical (HV,...) ☐ No risk ☐ Gases

Which ones? placeholder

Danger associated to them? placeholder

☐ Other

describe it

Risk estimation & quantification: placeholder

LASER PARAMETERS

(Include laser wavelengths, pulse energy, power, wavelength, linewidth, pulse length repetition rate focusing optics...)

Pulse duration (fs) placeholder

Wavelength (nm) placeholder

Pulse energy (J) placeholder

Repetion rate (Hz) placeholder

Others placeholder

Diagnostics

Calibrated 1.2 Tesla magnet
Kirkpatrick-Baez microscope for 1 to 2 KeV photons
Laser espectrometer
Laser potenciometer

Others Diagnostics placeholder

Diagnostics	Actions

Special Technical Requirements (2500 characters maximum, including spaces)

Characters: 0

Do you plan to bring your own diagnostics material? If so, specify it. (2500 characters maximum, including spaces)

Characters: 0

SCIENTIFIC PROPOSAL

SUMMARY (2500 characters maximum, including spaces)

Characters: 0

OBJECTIVES (2500 characters maximum, including spaces)

(Describe the expected results)

Characters: 0

Brief description of the scientific background and rationale of your project (5000 characters maximum, including spaces)

Characters: 0

Proposed experimental method and working plan (5000 characters maximum, including spaces)

Characters: 0

Brief description of the experimental arrangement including main optics, targetry and diagnostics required (Please, upload sketch of experimental arrangement set-up) (2500 characters maximum, including spaces)

Characters: 0

Proposed time schedule including experiment preparation and expected duration of access time (2500 characters maximum, including spaces)

Characters: 0

PUBLICATIONS (2500 characters maximum, including spaces)

List of publications related to the proposal. Include journals, conferences and PhDs

Characters: 0

COMMENTS (2500 characters maximum, including spaces)

Characters: 0

ADDITIONAL DOCUMENTS

It is very important to provide of the experimental arrangement set-up.
Please, upload also any other document requested in the Call, if applicable. Please, feel free to include any document you consider relevant.

IMPORTANT: If you want to add more than one file, "Control" (or "Command") and all the appropriate files must be selected at the same time.

Browse ...

Each document: maximum 5 Mb

ECONOMIC INFO

Project / Account placeholder

Institution/s financing experiment placeholder

Type of access to VEGA

Competitive Access (Call for proposal) ◉ Non-Competitive Access ○

Nr. of Call for Proposal

***Nr. of Call for Proposal** Call for Proposals 2 - 2017

IF APPLICABLE

Total payment exemption requested: ☐ Partial payment exemption requested: ☐

Justify the reason for this request (2500 characters maximum, including spaces)

Characters: 0

Explain briefly how the results of this research will be applied: (2500 characters maximum, including spaces)

Characters: 0

☐ The applicant declares that not other funding is received to finance this service

DECLARATION

☐ I have read and accept the "Conditions & Terms of Use" and the "Rates & fee Policy"

☐ I certify that I will provide correct and complete information of the safety aspects of experiment to CLPU

☐ All researchers will observe the appropriate regulations, specially on safety, of CLPU

☐ I agree that the information given on this form may be stored on a computer database in order to manage properly the services requested.

☐ I agree to provide details of presentations or publications where CLPU's lasers and ancillary equipment have been used and acknowledge CLPU and the staff, as stated in the "Condition & Term of use"

7.2 INTERNAL COMMITTEE REPORT

Internal Committee Report

*** Date of evaluation**

Committee Members

DANIEL CARABIAS
CI PRUEBA CI PRUEBA
macarmona
asantacruz

Evaluation Criteria

Technical feasibility

Availability of resources

Safety

Radioprotection issues

Need for access to CLPU

Compliance with CLPU objectives

Scientific merit

Urgency

***Final conclusion**

***Evaluation** **Positive** **Negative**

Recommendations (if any)

7.3 INDIVIDUAL REFEREE REPORT

Individual Referee Report

* Date of evaluation

GENERAL EVALUATION CRITERIA

Scientific Quality (Max. 50%)

Quality & originality of the project & research plan (Max. 25%)
Scientific-technical relevance in comparision to other applications received (%)
Innovative & relevant objectives in comparison to the sate-of-the-art knolowdge(%)
Planning, experimental arrangements & working plan adequate to the project objectives (%)
Total: NaN

Researchers & collaborators scientific or academic excellence (Max. 25%)
IP & research team capacity to carry out the programmed activities (%)
Previous results & recent contributions to the research team on the project field (%)
Expected scientific-technical contributions of the research team to the project (%)
Total: NaN

Potential Impact (Max. 25%)

Contribution to the scientific community (%)
Social, economic or industrial importance of expected results (%)
Impact to the participants (competitivity, growth, employment) (%)
Existence of an adequate & sufficient plan for dissemination and transfer of results(%)
Chances of exploitation of results (intellectual property, patents)(%)
Total: NaN

Talent Promotion (Max. 10%)

Complementary research team & coordination benefits (%)
New researchers involvement(%)
First access to CLPU of researchers (%)
Participation of international researchers (%)
Total: NaN

PARTICULAR EVALUATION CRITERIA

H2020(Max. 15%)
Total: 0

TOTAL SCORE (%)(General & Particular criteria) NaN

*Final conclusion

Recommendations (if any)

7.4 ACCESS COMMITTEE REPORT

Access Committee Report

* Date of evaluation

GENERAL EVALUATION CRITERIA

Scientific Quality (Max. 50%)

		Average
Quality & originality of the project & research plan (Max. 25%)		
Scientific-technical relevance in comparision to other applications received (%)		0±0
Innovative & relevant objectives in comparison to the sate-of-the-art knolowdge(%)		0±0
Planning, experimental arrangements & working plan adequate to the project objectives (%)		0±0
Total:	NaN	
Researchers & collaborators scientific or academic excellence (Max. 25%)		
IP & research team capacity to carry out the programmed activities (%)		0±0
Previous results & recent contributions to the research team on the project field (%)		0±0
Expected scientific-technical contributions of the research team to the project (%)		0±0
Total:	NaN	
Potential Impact (Max. 25%)		
Contribution to the scientific community (%)		0±0
Social, economic or industrial importance of expected results (%)		0±0
Impact to the participants (competitivity, growth, employment) (%)		0±0
Existence of an adequate & sufficient plan for dissemination and transfer of results(%)		0±0
Chances of exploitation of results (intellectual property, patents)(%)		0±0
Total:	NaN	
Talent Promotion (Max. 10%)		
Complementary research team & coordination benefits (%)		0±0
New researchers involvement(%)		0±0
First access to CLPU of researchers (%)		0±0
Participation of international researchers (%)		0±0
Total:	NaN	

PARTICULAR EVALUATION CRITERIA

H2020(Max. 15%)		0±0
Total:	0	

TOTAL SCORE (%)(General & Particular criteria) NaN

*Final conclusion

*Evaluation

A (Approved) ○ B (Waiting list) ○

C (Not Approved - Minor scientific interest) ○ D (Not Approved - Not feasible) ○

Sessions awarded Ej: 4.5

Recommendations (if any)

7.6 NOTIFICATION TO APPLICANTS (COMPETITIVE ACCESS)

Gmail

John Smith <jsmithlaser@gmail.com>

Communication resolution

CLPU - COMMUNICATION RESOLUTION: 00210-0101 <vegaservice@clpu.es> 13 de diciembre de 2016, 14:27
Para: jsmithlaser@gmail.com

Salamanca, 13-12-2016

Dear John Smith

Thank you for your application for access to VEGA. I enclose you the final conclusions of the referees who have reviewed your project:

Request Nr.00210-0101
EXPERIMENT TITLE Ultrashort pulsed laser conditioning of human enamel
Facility:, Vega. **Phase**: VEGA-2 (200 TW)
FINAL CONCLUSION

Rating: A
Sessions awarded: 10
REDOMMENDATION(if any)

Please, we ask you to relay this information to your co-investigators.

You can find the Director's resolution with the lists (granted, waiting or refused applications) and ranking on our web http://clpu.es.

As the laser beamtime and resources of the CLPU are limited, only a few applications can be awarded access to our facilities. Unfortunately a number of high quality applications were unsuccessful. Should yours be one of them, we advise you to take into considerations any comments and recommendations from the referees in case you would like to resubmit your application in a new call for access.

If your application has been granted access (A list), please contact us (to vegaservice@clpu.es) within 15 days (latest 28-12-2016) for its acceptance of refusal. If at the end of that period we haven´t receibed your acceptance, we will consider you have refused the access. In this case, we will allocate this time to another application in accordance with the ranking established in the A list.

Your sincerely,

DIRECTOR CLPU.