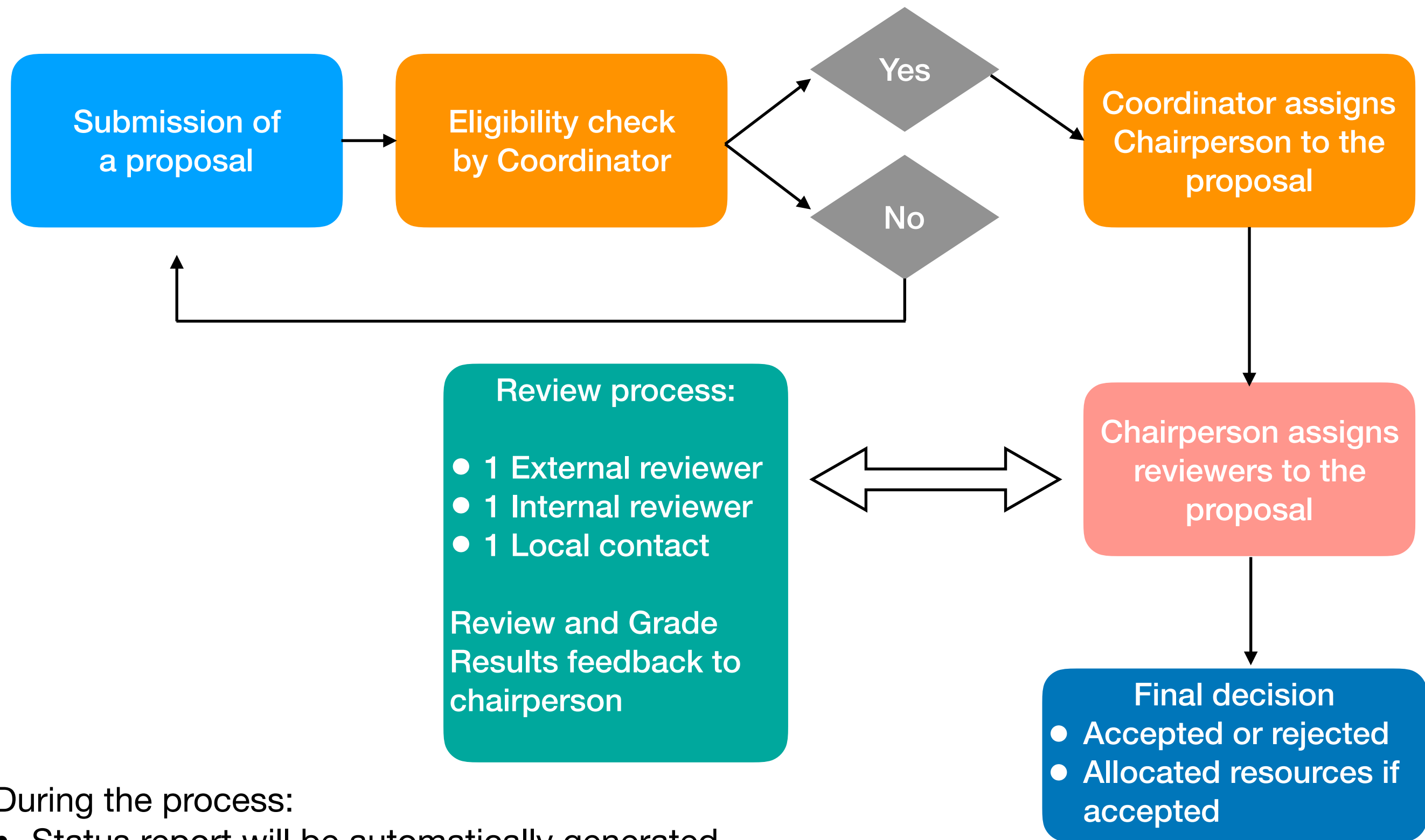




How to use EUSMI online portal

at <https://eusmi-h2020.eu>

Life cycle of EUSMI proposal

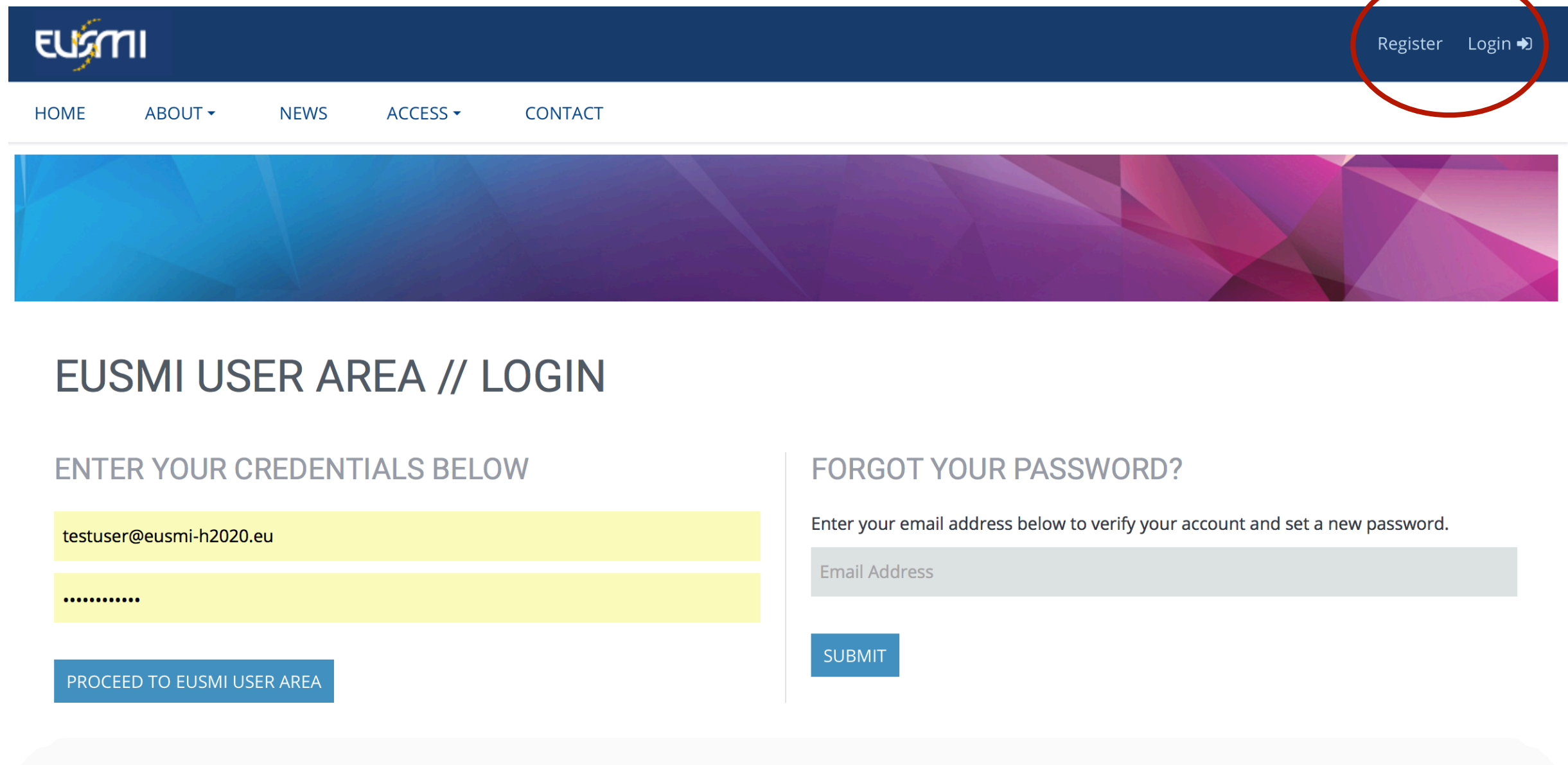


During the process:

- Status report will be automatically generated
- Corresponding person will receive notification emails

Submitting a proposal as registered user

- For registered ESMI users, please use your previous username and password to log in;
- For newcomers, please register here on the website.



The screenshot shows the EUSMI website interface. At the top, there is a dark blue header with the EUSMI logo on the left and 'Register' and 'Login' links on the right. The 'Login' link is circled in red, and an arrow points to it from the second bullet point in the list above. Below the header is a navigation bar with links: HOME, ABOUT, NEWS, ACCESS, and CONTACT. A large banner with a blue and purple geometric pattern is positioned below the navigation bar. The main content area is titled 'EUSMI USER AREA // LOGIN'. It is divided into two columns. The left column is titled 'ENTER YOUR CREDENTIALS BELOW' and contains two yellow input fields. The first field contains the email address 'testuser@eusmi-h2020.eu'. The second field contains a masked password '.....'. Below these fields is a blue button labeled 'PROCEED TO EUSMI USER AREA'. The right column is titled 'FORGOT YOUR PASSWORD?' and contains a grey input field labeled 'Email Address'. Below this field is a blue button labeled 'SUBMIT'.

EUSMI

Register Login

HOME ABOUT NEWS ACCESS CONTACT

EUSMI USER AREA // LOGIN

ENTER YOUR CREDENTIALS BELOW

testuser@eusmi-h2020.eu

.....

PROCEED TO EUSMI USER AREA

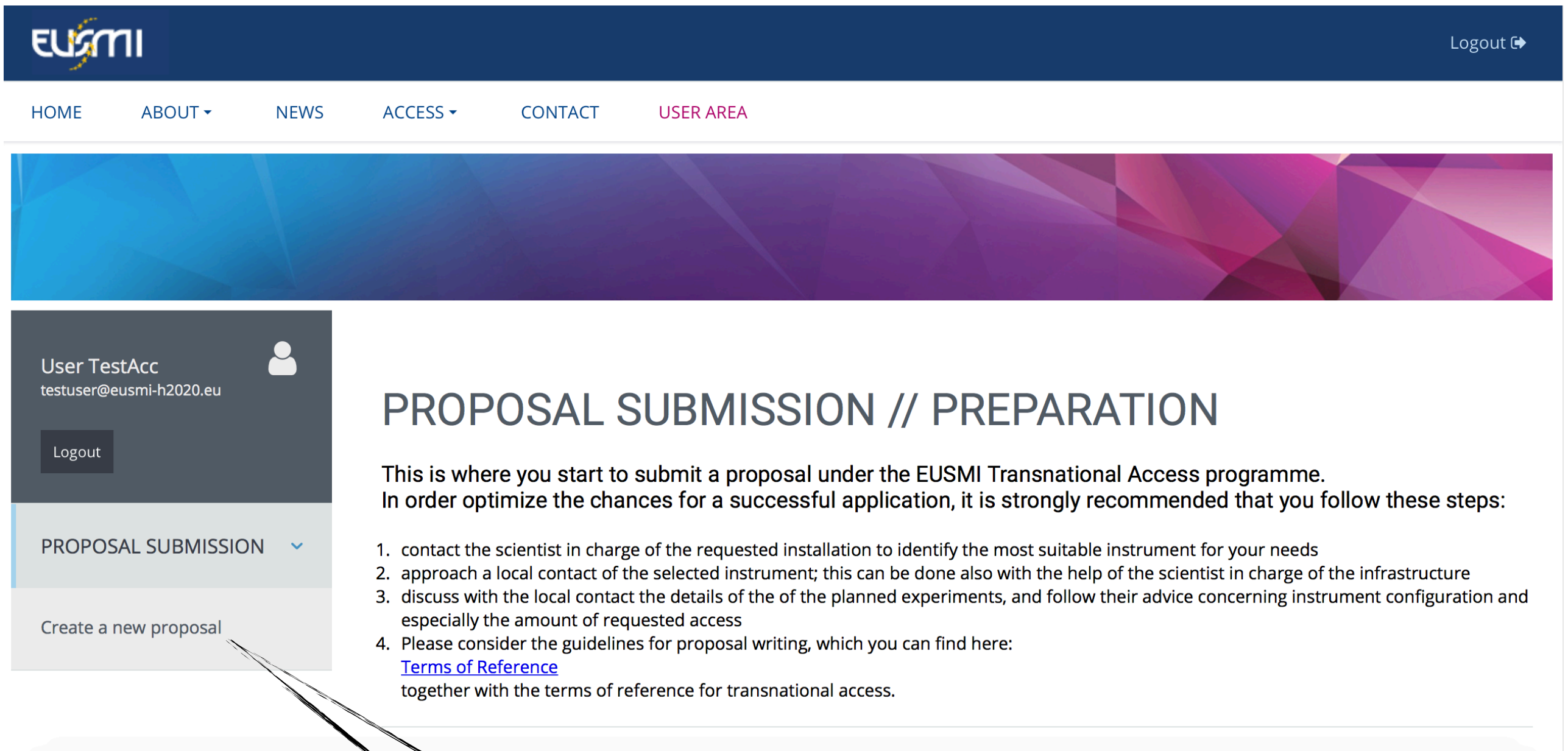
FORGOT YOUR PASSWORD?

Enter your email address below to verify your account and set a new password.

Email Address

SUBMIT

Submitting a proposal as a registered user



The screenshot shows the EUSMI website's user interface. At the top is a dark blue header with the EUSMI logo on the left and a 'Logout' link on the right. Below this is a white navigation bar with links for HOME, ABOUT, NEWS, ACCESS, CONTACT, and USER AREA (highlighted in pink). A large banner with a blue and purple geometric pattern is positioned below the navigation bar. On the left side, a dark grey sidebar contains the user's name 'User TestAcc' and email 'testuser@eusmi-h2020.eu', a 'Logout' button, and a 'PROPOSAL SUBMISSION' menu item with a dropdown arrow. Below the menu is a button labeled 'Create a new proposal'. A callout bubble points from this button to a text box at the bottom of the page. The main content area on the right is titled 'PROPOSAL SUBMISSION // PREPARATION' and contains instructions on how to submit a proposal, including a list of four steps and a link to the 'Terms of Reference'.

User TestAcc
testuser@eusmi-h2020.eu

Logout

PROPOSAL SUBMISSION ▾

Create a new proposal

PROPOSAL SUBMISSION // PREPARATION


This is where you start to submit a proposal under the EUSMI Transnational Access programme. In order to optimize the chances for a successful application, it is strongly recommended that you follow these steps:


1. contact the scientist in charge of the requested installation to identify the most suitable instrument for your needs
2. approach a local contact of the selected instrument; this can be done also with the help of the scientist in charge of the infrastructure
3. discuss with the local contact the details of the planned experiments, and follow their advice concerning instrument configuration and especially the amount of requested access
4. Please consider the guidelines for proposal writing, which you can find here: [Terms of Reference](#) together with the terms of reference for transnational access.

Before creating a new proposal, you are kindly advised to:

- contact the scientist in charge to discuss the feasibility and duration of the experiment;
- read the “Terms of Reference”

Submitting a proposal as a registered user



Logout 

HOME

ABOUT ▾


NEWS

ACCESS ▾

CONTACT

USER AREA

User TestAcc
testuser@eusmi-h2020.eu



Logout

PROPOSAL SUBMISSION ▾

Create a new proposal

PROPOSAL SUBMISSION // PREPARATION

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3. discuss with the local contact the details of the of the planned experiments, and follow their advice concerning instrument configuration and especially the amount of requested access
4. Please consider the guidelines for proposal writing, which you can find here:
[Terms of Reference](#)
together with the terms of reference for transnational access.

Required fields are marked with *

Submission type *


✓ Choose...


New Submission

SUBMIT

Submitting a proposal as a registered user

Step 1: Title and infrastructure type of your proposal



Logout 

HOMEABOUT ▾NEWSACCESS ▾CONTACTUSER AREA

User TestAcc
testuser@eusmi-h2020.eu

Logout

PROPOSAL SUBMISSION ▾

Create a new proposal

PROPOSAL SUBMISSION // STEP 1 OF 4

Proposal being prepared for **New Submission**.

Select a different submission type

Required fields are marked with *

Proposal title (at least 15 characters) *

EUSMI user proposal example

Infrastructure type *

Experimental Infrastructure ▾

SAVE & START PROPOSAL

Submitting a proposal as a registered user

Step 2: Fill in the general information of your proposal

User TestAcc
testuser@eusmi-h2020.eu

Logout

PROPOSAL SUBMISSION

Create a new proposal
Edit unsubmitted proposals

PROPOSAL SUBMISSION // STEP 2 OF 4

Proposal **EUSMI user proposal example (E171000012)**
for access to the **Experimental Infrastructure**
being prepared for **New Submission**

Important

If you click on "Cancel" you will be able to edit your proposal later on,
but please pay attention that the previous step(s) are already saved, while the current one is not.

Cancel

Required fields are marked with *

GENERAL INFORMATION

Proposal title


EUSMI user proposal example


Proposal code

E171000012

Submitting a proposal as a registered user

Step 3: Fill in the details of your proposed experiments



Logout 

HOME

ABOUT ▾

NEWS

ACCESS ▾

CONTACT

USER AREA

User TestAcc
testuser@eusmi-h2020.eu

Logout

PROPOSAL SUBMISSION ▾

Create a new proposal

Edit unsubmitted proposals

PROPOSAL SUBMISSION // STEP 3 OF 4

Proposal **EUSMI user proposal example (E171000012)**
for access to the **Experimental Infrastructure**
being prepared for **New Submission**

Important

If you click on "Previous step" or "Cancel" you will be able to edit your proposal later on,
but please pay attention that the previous step(s) are already saved, while the current one is not.

Previous step

Cancel

Required fields are marked with *

SAMPLE

Sample description *

test sample

Formula

Formula

State (gas, liquid, solid, ...)

State

Number of samples *

3

Size of sample(s) *

20.eu/home

Submitting a proposal as a registered user

Step 4: upload pdf (a max. of 2 page) of the scientific background of your proposed experiments

User TestAcc
testuser@eusmi-h2020.eu

Logout

PROPOSAL SUBMISSION

Create a new proposal

Edit unsubmitted proposals

PROPOSAL SUBMISSION // STEP 4 OF 4

Proposal **EUSMI user proposal example (E171000012)**
for access to the **Experimental Infrastructure**
being prepared for **New Submission**

A PDF file has been uploaded.
Click the following link to view your uploaded PDF:

[View uploaded PDF](#)

Upload scientific background of the proposed activity (PDF file, max. 2 pages)
(This will delete your previously uploaded PDF)

Choose File

no file selected

upload

Previous step

Submit proposal

Submitting a proposal as a registered user

After successfully submitting proposal, you will receive a confirmation email, which also provides a link for you to monitor the status of your proposal.

no-reply@eusmi-h2020.eu

Inbox - Testuser 10:31

Proposal submitted // EUSMI - European Soft Matter Infrastructure

To: testuser@eusmi-h2020.eu,

Reply-To: no-reply@eusmi-h2020.eu

Dear User TestAcc,

your proposal "EUSMI user proposal example" (E171000012) has been successfully submitted.

You can monitor the status of your proposal at any time using the following link:

<https://eusmi-h2020.eu/generator/pdf/g7hjSylF0tmPXcbpN5f1bLw7>

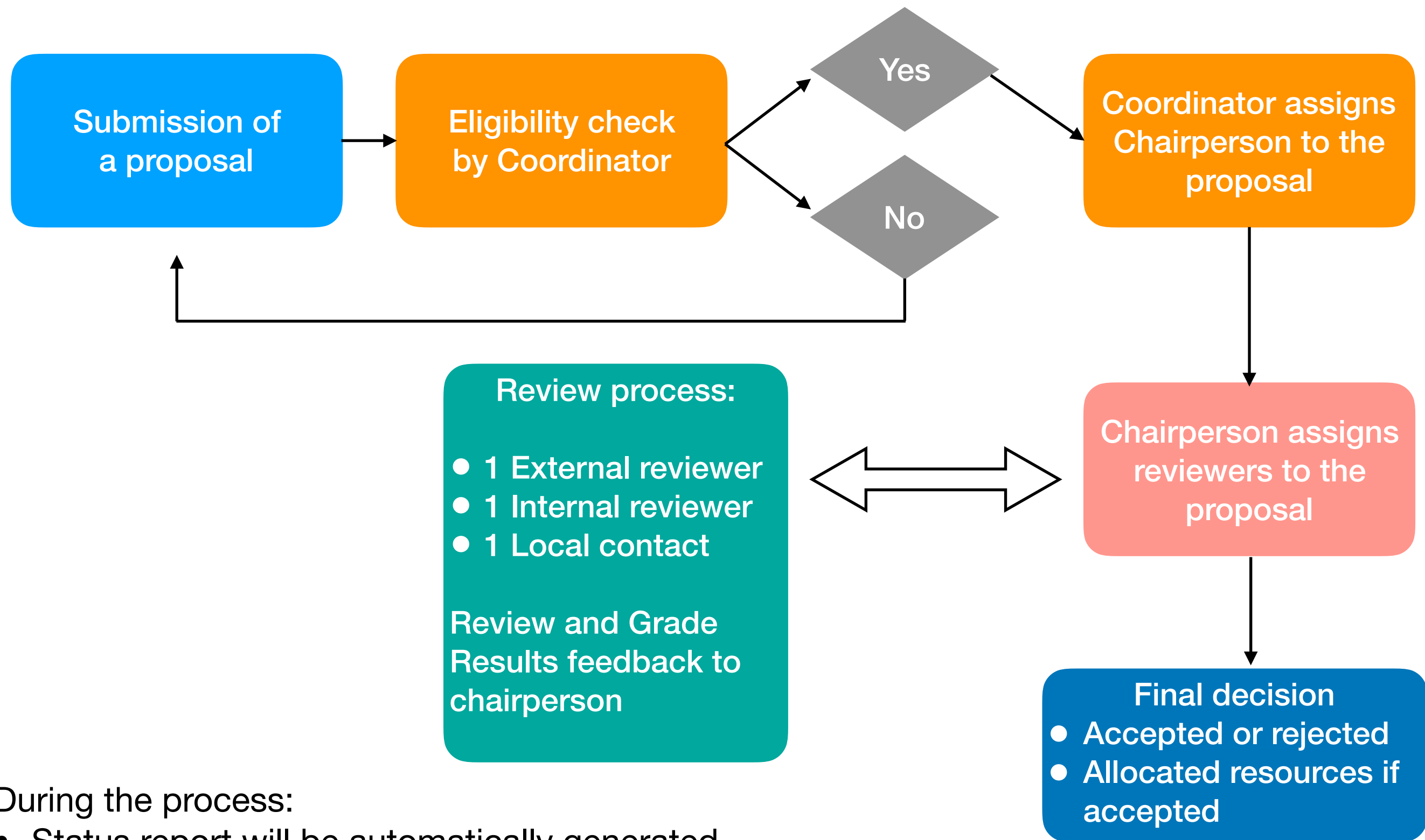
Sincerely yours,
EUSMI Project Management

Forschungszentrum Juelich GmbH

* Contact: <https://eusmi-h2020.eu/contact>

* News: <https://eusmi-h2020.eu/news>

Life cycle of EUSMI proposal

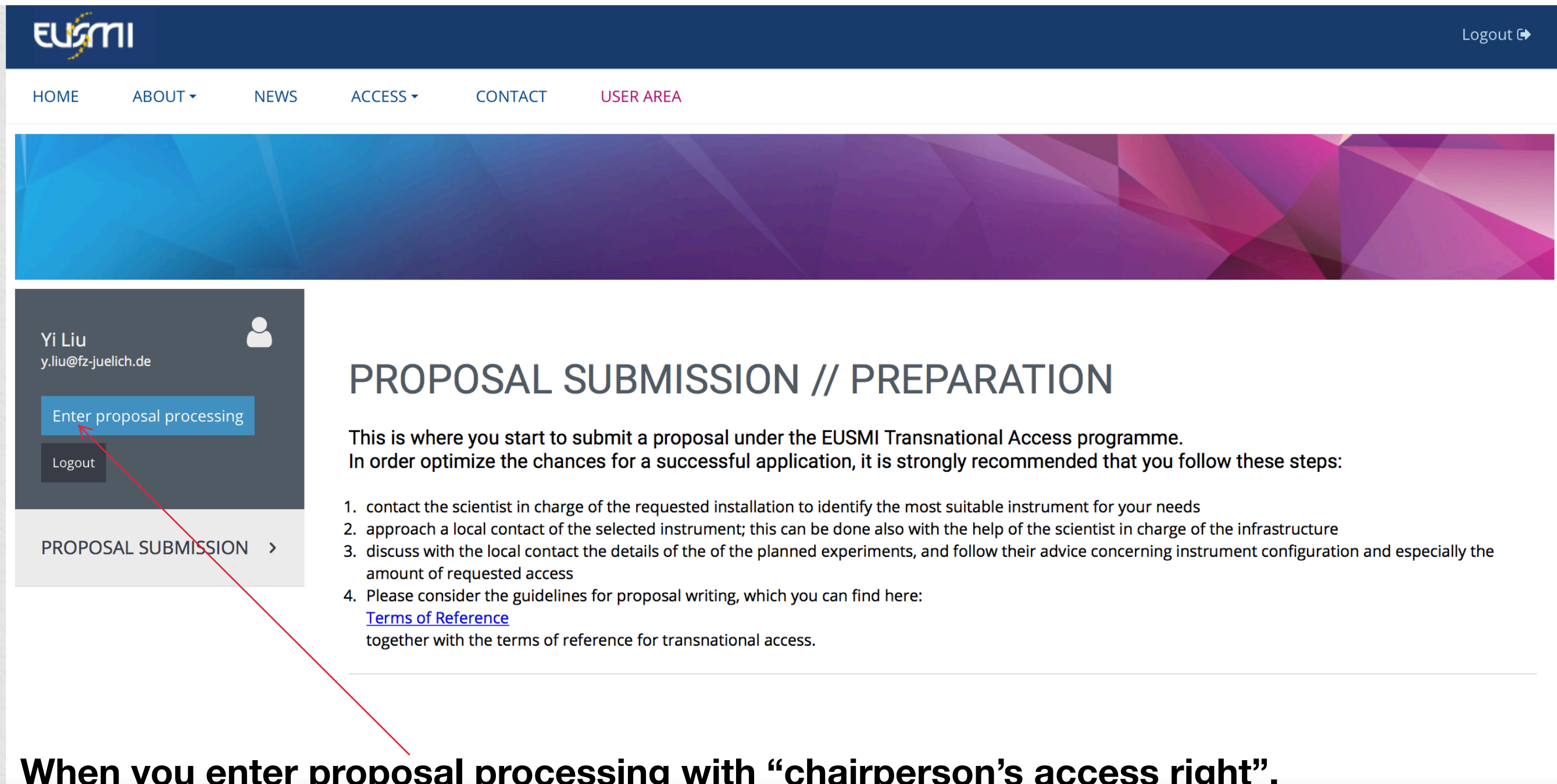


During the process:

- Status report will be automatically generated
- Corresponding person will receive notification emails

Assign reviewers as chairperson

Log in with your user name and password..



The screenshot shows the EUSMI website's user area. At the top is a dark blue header with the EUSMI logo on the left and a 'Logout' link on the right. Below the header is a white navigation bar with links: HOME, ABOUT (with a dropdown arrow), NEWS, ACCESS (with a dropdown arrow), CONTACT, and USER AREA (highlighted in pink). A large banner with a blue and purple geometric pattern spans the width of the page. On the left side, there is a dark grey sidebar containing the user's name 'Yi Liu' and email 'y.liu@fz-juelich.de' next to a profile icon. Below this are two buttons: 'Enter proposal processing' (highlighted with a red box and a red arrow pointing to it from the text below) and 'Logout'. At the bottom of the sidebar is a grey button labeled 'PROPOSAL SUBMISSION >'. The main content area has the heading 'PROPOSAL SUBMISSION // PREPARATION'. Below the heading is a paragraph: 'This is where you start to submit a proposal under the EUSMI Transnational Access programme. In order to optimize the chances for a successful application, it is strongly recommended that you follow these steps:'. This is followed by a numbered list of four steps. Step 4 includes a link to 'Terms of Reference'. A horizontal line is at the bottom of the main content area.

Yi Liu
y.liu@fz-juelich.de

Enter proposal processing

Logout

PROPOSAL SUBMISSION >

PROPOSAL SUBMISSION // PREPARATION

This is where you start to submit a proposal under the EUSMI Transnational Access programme. In order to optimize the chances for a successful application, it is strongly recommended that you follow these steps:

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2. approach a local contact of the selected instrument; this can be done also with the help of the scientist in charge of the infrastructure
3. discuss with the local contact the details of the of the planned experiments, and follow their advice concerning instrument configuration and especially the amount of requested access
4. Please consider the guidelines for proposal writing, which you can find here:
[Terms of Reference](#)
together with the terms of reference for transnational access.

When you enter proposal processing with “chairperson’s access right”, you will come to a dashboard looking similar the following.....

Assign reviewers as chairperson

In the dashboard, you will see proposals waiting for “reviewer assignment”....

The screenshot displays the EUSMI dashboard interface. On the left is a dark sidebar with navigation links: 'Dashboard' (highlighted with an orange rounded rectangle), 'EUSMI', and 'Proposals'. The main content area consists of five white cards on a light gray background. The 'Assign Reviewers' card is highlighted with a black hand-drawn border and shows a count of 3 in a blue box. It lists three proposals: 'Mechanical features of a biofilm C171000013', 'Structure and Properties of Sintered UHMWPE E171000017', and 'Test proposal 20171106 E171100019'. Other cards include 'Formal Eligibility' (0), 'Review / Grade' (0), 'Notification' (0), and 'Report' (0). The bottom left of the sidebar features the EUSMI logo and a power button icon.

Dashboard

EUSMI

Proposals

Formal Eligibility 0

No pending tasks

Assign Reviewers 3

3 Proposal/s approved for review and pending selection of the review panel

- Mechanical features of a biofilm C171000013
- Structure and Properties of Sintered UHMWPE E171000017
- Test proposal 20171106 E171100019

Review / Grade 0

The following EUSMI proposal/s were assigned to you for review. Please provide your assessment.

Notification 0

No pending tasks

Report

No pending tasks

EUSMI
European Soft Matter Infrastructure

Assign reviewers as chairperson

Select the first and second reviewers here.....

Dashboard

EUSMI

Proposals

Search & Find

No

Involved industries
None

Requested Experimental instrument
Evanescent Wave Dynamic Light Scattering (FZJ - ICS3)

Local contact - selected by proposal author
Dr. Peter Lang -p.lang@fz-juelich.de

First reviewer - preferably internal member of the review panel
List: Internal Members
Internal: Dr. Yi Liu (y.liu@fz-juelich.de)

List: External Members
Select...

Selected first reviewer
Internal: Dr. Yi Liu (y.liu@fz-juelich.de)

Second reviewer - preferably external member of the review panel
List: Internal Members
Internal: Dr. Yi Liu (y.liu@fz-juelich.de)

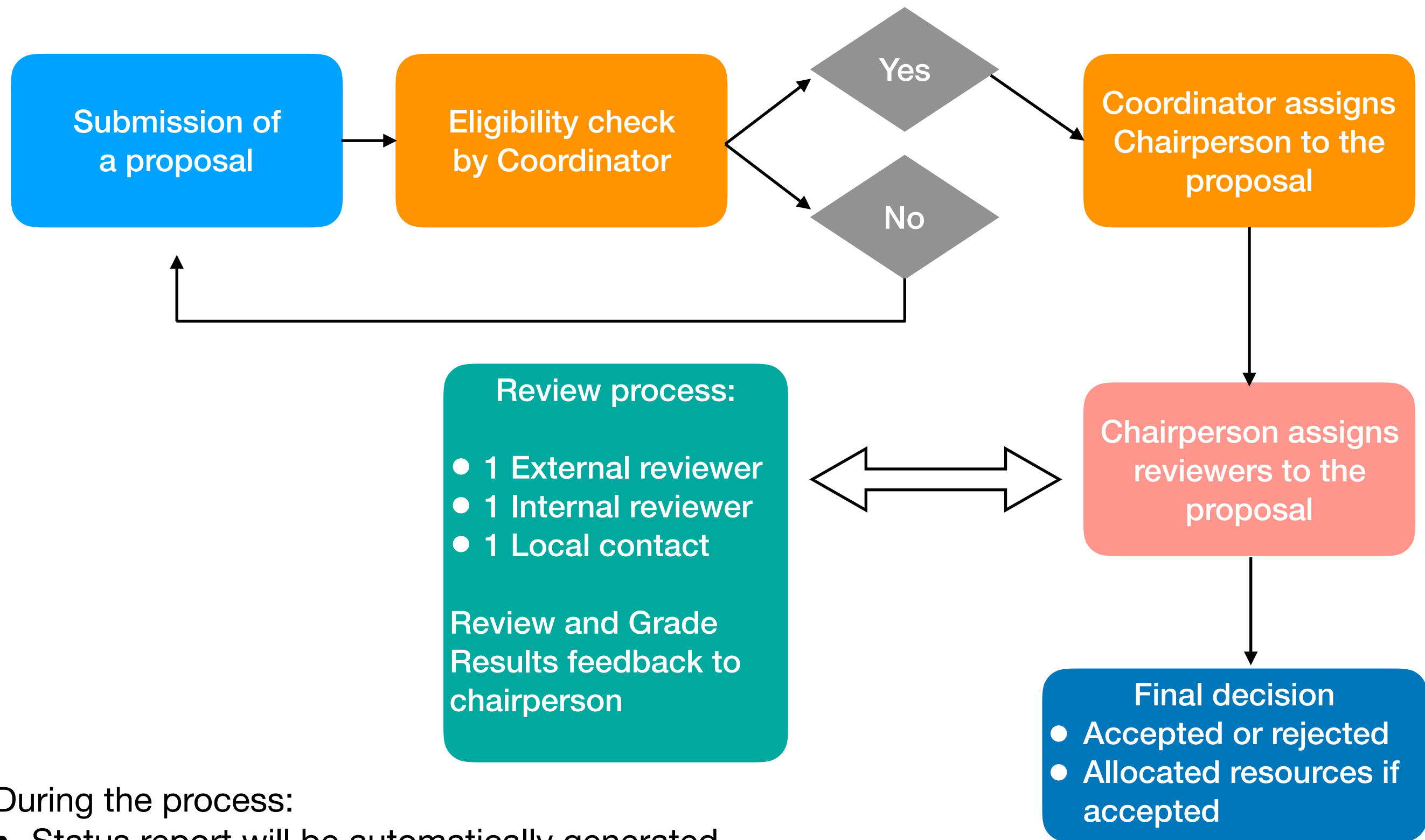
List: External Members
Select...

Selected second reviewer
Internal: Dr. Yi Liu (y.liu@fz-juelich.de)

Comment

EUSMI
European Soft Matter Infrastructure

Life cycle of EUSMI proposal



During the process:

- Status report will be automatically generated
- Corresponding person will receive notification emails

Review a proposal as assigned reviewer/local contact

When you log in with “reviewer’s access right” and enter the dashboard, you will see the list of proposals for you to review and grade....

Dashboard

EUSMI

Proposals

Formal Eligibility

1

1 Proposal/s pending approval of formal eligibility

Test for screen shots
E171100021

Assign Reviewers

3

3 Proposal/s approved for review and pending selection of the review panel

Mechanical features of a biofilm
C171000013

Structure and Properties of Sintered UHMWPE
E171000017

Test proposal 20171106
E171100019

Notification

0

No pending tasks

Report

No pending tasks

Review / Grade

2

The following EUSMI proposal/s were assigned to you for review. Please provide your assessment.

E171100020
Test proposal 20171106_2nd

EUSMI

European Soft Matter Infrastructure

Review a proposal as assigned reviewer/local contact

«

Dashboard

EUSMI

Proposals

Search & Find

to Dashboard

Review / Grade

E171100020
Test proposal 20171106_2nd

Proposal link
[E171100020](#)

Main Proposer
Mr User TestAcc

Co proposer/s
None

Proprietary research
No

Involved industries
None

Requested Experimental instrument
Evanescent Wave Dynamic Light Scattering (FZJ - ICS3)

Grade
1=unacceptable / 10=outstanding
Choose...

EUSMI
European Soft Matter Infrastructure

«

Dashboard

EUSMI

Proposals

Search & Find

Evanescent Wave Dynamic Light Scattering (FZJ - ICS3)

Grade
1=unacceptable / 10=outstanding
8

Comment

☒ **Final submission**
Submit as your final review - no later editing possible.

☐ **Save for editing**
Choose this option if you wish to edit your review later on.

Submit

EUSMI
European Soft Matter Infrastructure

Please grade and comment on the proposal here

**You could submit your review by clicking the “Final submission” button,
or save your review for later-on editing by clicking “Save for editing"**



Further questions? please send an email to y.liu@fz-juelich.de

Thank you !

<https://eusmi-h2020.eu>