# How to Submit a Beamtime Request (BTR)
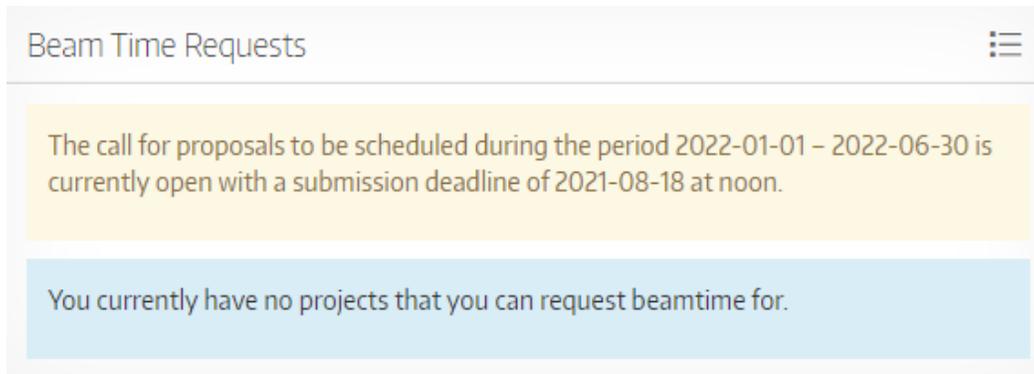
## Who can submit a BTR?

The **spokesperson** or **delegate** on the project can submit the BTR.

## How do I submit a BTR?

On your dashboard in the User Portal, you will see a card titled **Beam Time Requests**.

If you do not have any proposals that will be valid for the upcoming Cycle, then this card will be blank.
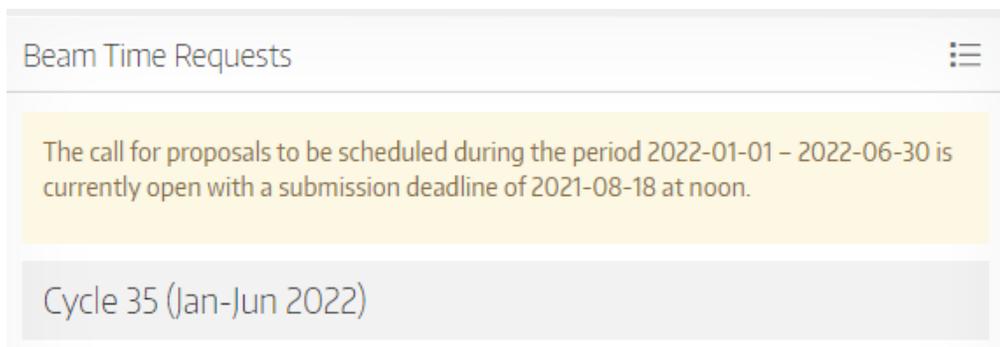


If you have proposals that are valid for the upcoming Cycle, you will be able to submit a BTR against that proposal. The Beam Time Request card will list any proposals that are valid for the upcoming Cycle.
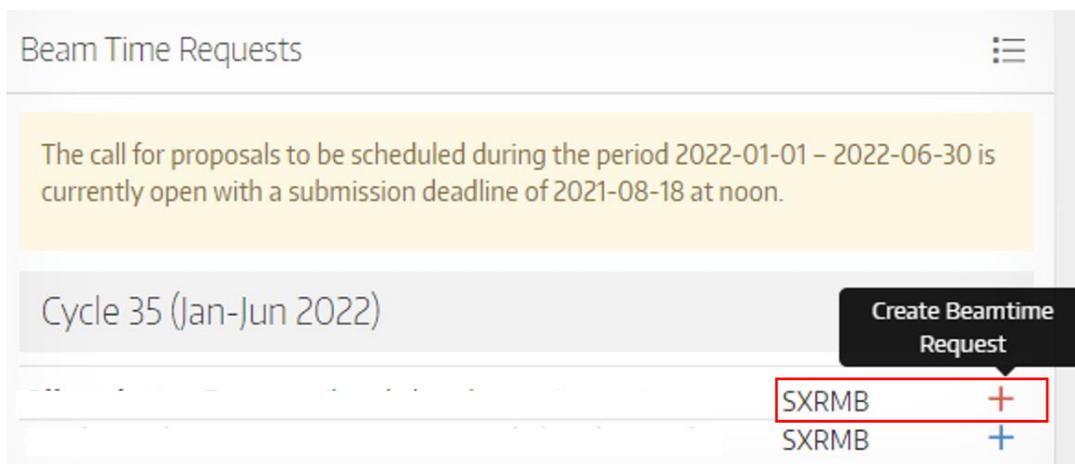


Click on the + beside the proposal for which you wish to create the BTR.

A window will pop up. Fill in all the fields marked with an asterisk (*). Please ensure you enter the number of shifts you are requesting <u>for this Cycle only</u>.

You can also enter your preferred / undesirable dates for beamtime scheduling if you have any, but these are not required fields.

Once you are satisfied with the information you have entered, click Submit Beamtime Request.



## How do I know the BTR was submitted?

In the Beam Time Requests card on your dashboard, you will see the number of shifts you requested for a specific beamline and an icon indicating the BTR has been submitted.



On the Projects card on your dashboard, you will see the title of the proposal you submitted the BTR for and an icon to view details of the BTR.

You can also confirm your BTR was submitted and verify the details in the BTR via the project page. In the top, right corner you will see a Beamtime Requests icon. Clicking on this will bring up a summary of the BTRs submitted for that project.


Beamtime Requests

Clicking on the BTR will display the details of that specific BTR.

| Cycle | Beamline | Shifts | State |
|---|---|---|---|
| Cycle 35 (Jan-Jun 2022) | HXMA | 12 | Submitted |
| Cycle 35 (Jan-Jun 2022) | VESPERS | 9 | Submitted |

## What if I have a multi-beamline proposal?

If you have a multi-beamline proposal, you can choose to submit a BTR to one or all of the beamlines on that proposal. Note that it is not required to submit a BTR to all the beamlines on the proposal; only submit to the one(s) you want beamtime for in the upcoming Cycle. Once you have submitted the BTR for one beamline, it will be removed from the list of projects available to which you can submit a BTR.