

## Application procedure and admittance

On-line application forms are generated from the instrument pages where the updated information on the status and availability of individual instruments and planned commissioning activities is provided.

All applications will be processed by the user administration at ELI Beamlines [user.office@eli-beams.eu](mailto:user.office@eli-beams.eu).

Submitted proposals will go through a feasibility assessment headed by the lead scientist of the experimental station in question and be selected for further evaluation or rejected based on an evaluation against the aims of the call stated above and the feasibility (including safety) of the proposed experiments. For Call 2 ELI Beamlines aims to have applications reviewed by external experts. In case more applications are favorably evaluated than can be provided beamtime the external reviewers will be asked to provide information to prioritize submitted proposals and allocation of respective beamtime. Experiments will be scheduled or rejected on the basis of scientific merit in relation to the aims of the call, feasibility and safety assessment. Results of the evaluation process will be communicated to the applicants by the user office of ELI Beamlines.

The lead scientist of the instrument in question will assign one suitable researcher of the ELI Beamlines' team to be the main point of contact for the experiment. The ELI researcher will automatically become a co-proposer of the experiment. The main point of contact will be responsible for communications with the users before, during and after the experiment, including aspects related to bringing user equipment to ELI Beamlines. Beam time of about 2 weeks will be allocated per experiment with approximately 8 hours of user beam per day. Shorter and longer experiments will also be considered.

Before gaining access to the premises of ELI Beamlines, users must complete relevant trainings (e.g. general safety, laser safety training). This will be provided by the ELI Beamlines safety team either as on-line training or on-site training as appropriate. Relevant safety trainings are following:

Trainings for all the experiments:

- EHS and Fire protection (general safety training, incl. Emergency response)
- Introduction to the workplace

Additional obligatory training will depend on the type of experiment and will be specified based on a specific experiment.

Useful general information about the ELI Beamlines facility can be found in the ELI Beamlines User-guide.

### User-supplied instrumentation and equipment

In Early User Operation, the use of own instrumentation or equipment in the experiments is not encouraged for feasibility and integration reasons. If you are planning to include in your proposal user-supplied instrumentation or equipment, please contact the relevant scientific instrument team well before proposal submission in order to verify feasibility.

Rules for user-supplied instrumentation and equipment can be found at the additional files.