NSL RING User's Manual

Experiment Application

Visit Application

Ver.3.01

March 15, 2024

Neutron Science Laboratory,

Institute for Solid State Physics,

The University of Tokyo

1.　About this Manual

This manual explains how to operate NSL RING (**NSL** **R**esearch **I**nformation **N**avi**G**ator), the supporting system to our common-use in JRR-3, Tokai, JAPAN, for all users.

Procedures	Who is required?	What to do?	Deadline
Experiment Application → §2 (p. 4)	Principal investigators (PI)	You conclusively submit the research collaborators, samples and bgingin-in device, for your proposal.	2 (or 3) weeks before the cycle starting day[1]
Copy of ID and Face photo Submission → §3 (P. 8)	All users	They are required to verify your identification. Face photo is used to issue of your JAEA entry pass.	Once in FY when your first visit.
Radiation-Worker Certificate[2] → §4 (p. 9)		Submit Radiation worker Certificate to conduct an experiment at JRR-3	
Letter of Acceptance[2,3] → §5 (p. 13)		Submit Acceptance Letter for GUP	
Visit application → §6 (p.15)		・Apply for entry permission to JAEA ・Request for travel expenses ・Book accommodation	Every your visit

[1] The default deadline is scheduled 2 weeks before, but <u>note that the deadline will be rescheduled to 3 weeks before in the case of summer break (mid-August), new year holidays and so on are set before a cycle.</u> Check "Instruction for visit" section on the NSL webpage for the exact dates of each cycles.
https://sites.google.com/view/issp-nsl/visit

[2] Resubmit if you changed the affiliation after your submission.

[3] If you are planning to visit for several proposals, you may submit them merged into a single letter. But you need to submit another letter if you join the other proposals of which you were not planning initially.

1.1 Required Browser

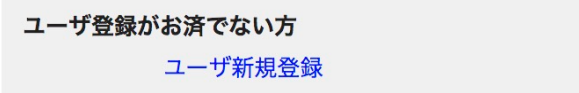NSL RING has been designed for the browser listed below.

- ・ Google Chrome (Win/Mac)
- ・ Microsoft edge (Win)

The system may not operate properly on other browsers above including Safari on Mac.

1.2 New account registration

All users must sign-in to a new account in NSL RING to login. If you do not have your account, register your account as follow the procedure. No need this procedure for users already having registered own account.
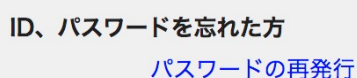
(1) Access NSL RING.
(2) Click Sing-up

ユーザ登録がお済でない方
ユーザ新規登録

(3) After agreeing to personal information protection policy, and fill in all of items marked red asterisk (*).
(4) Click [Confirm the contents] to check that all of items are filled in. If the entered account ID has already been used, the message "Back to the previous step and recreate another ID" will be shown.
(5) Click New Registration
(6) Click [Register].

If you forget your password, click [Resetting the password]. Enter the registered e-mail address, birth of date

ID、パスワードを忘れた方
パスワードの再発行

If you forget your e-mail address, please contact NSL User's office nsl-use@issp.u-tokyo.ac.jp. We will check and inform your registered e-mail address.

For users who have JAEA JRR-3 RING
The accounts are shared with JRR-3 RING, administered by Japan Atomic Energy Agency. If you already have your account of JRR-3 RING, please log-in to NSL RING with it.

1.3 Update user profile

When there is a change in your affiliation or position, update your personal information at [Personal]> [Modification] on Menu. Be sure not to create the new account.

(1) Select [Personal]> [Modification] on the top menu.

(2) Click [**Confirm**] after update your information.
- ・ Users cannot change their own account IDs.　If you wish to change your account ID, please contact at nsl-use@issp.u-tokyo.ac.jp.
- ・ We newly added the item [Gender] in 2023. If you haven't logged after added, log in RING and update user profile.
- ・ We newly added the item [Nationality], [Country of Residence] [Country of Institution] in 2023.　Please fill in the information if the sections are still blank.

(3) Click [**Register**] after fill in your information.

2. **[Principal Investigator]** Experiment Application

2.1 Select your proposal

(1) You, principal investigator (PI), may receive an email titled "Request of your experiment application". This means that the instrument leader has assigned the machine-time of your experiment to NSL RING.

(2) Log-in to NSL RING with your account.
   Go to [Application] > [Experiment Application] in the user menu.

(3) Proposals that need to be applied for will be displayed in the "Experiment List" with the status [Not applied] as shown in Figure 4.

Figure 4 Main screen of Experiment Application

(4) Click ✎ in **[Edit]**

The proposal information, instrument and sample environment (SE) are displayed. The SE are basically taken over the one when the proposal application, however, please confirm it because the instrument leader may change for reasons. If you have any questions, please contact the technical staff or the instrument leader.

2.2 Registration and Confirmation of Research Collaborators

Research collaborators who were registered at the time of the general proposal application will be automatically displayed. Register those who will come to Tokai campus and participate in the experiment in your machine time*. If there are no plan to visit or cancel of visit, delete the name from the list.

(1) The Principal Investigator will be automatically entered in the Experimenter 1 field.

(2) If there are any changes, edit the name of your position, institution, etc., (This information

won't be notified to the principal investigator.)

(3) When to add a collaborator, move your pointer to **[Number of participants]** and click ▲ to add the input column for the collaborator.

If you do not know any other information than the name and institution name, you may leave the field blank.

(5) When to delete collaborator(s) from the list, delete the entire column.

(6) Click [Save Data] at the top of the page to save the changed information.

2.3 Registration and Confirmation of Bring-in Samples

The information you submitted when you applied for a general proposal will be displayed. You can add, delete and modify in this section.

→ This is the first step to apply samples for IRT proposal. Register the samples to be used in the machine time following instructions.

(1) To add a new sample, move the pointer to the quantity field under [Number of Samples] and click ▲. Then, a new sample entry field will then be added.

Select [Save new sample information] after input the sample handling, container, and securing method.

A number, which is a serial number in the system's sample database, will be shown in [Sample ID] as Figure 5 below.

(2) When to use a sample that has been registered in a previous proposal again, select on from the list shown by pulling down the list of previously submitted samples clicking the box right next to [Sample list].

The information for that sample, including the safety review comments, will be loaded. If there are any changes on the sample's mass, etc., select from the list in [Overwrite save Sample Information] after changing the information.

*Note that the previous sample will be copied if you select [Save New Sample Information].

▶ **For reusing sample(s) for a follow-up IRT proposal which has already been carried out**

Only samples applied for a proposal for which you are the Principal Investigator will be shown in the pull-down menu of "Sample List".

Samples for the other principal investigator's general proposal will not been displayed.

Contact the user office to register the reusing same samples with proposal title and sample name.

試料リスト	NaCl / 塩化ナトリウム ∨

試料入力欄をクリア
[審査済]を解除し編集可能にする
試料情報を上書き保存
試料情報を新規保存

試料ID	323	安全審査	
*化学式・組成	NaCl		
*試料名(和名)	塩化ナトリウム		
*試料形態	固体：単結晶 ∨		
*質量	10	(g単位)	

Figure 5: Displaying a sample brought in

(3) <u>To delete a sample</u>,

Click ⋮＞[Clear Sample Entry Fields].

The information of the relevant sample will be deleted, but it will not be deleted from the database in NSL RING.

(4) Select "None" in [Samples] field if you do not have any samples due to equipment adjustment, etc.

(5) Click [Save Data].

2.4 Registration and Confirmation of Bring-in Device

The information registered at the time of the general proposal application will be displayed.

Addition, deletion and modification are available in this section.

→ IRT proposal users will make application for bring-in device as a first time here. Make a registration for samples used in the related machine time following steps below.

(1) To add an equipment newly, select "Yes" in the [Bring-in device] section. The entry field for the bring-in device will be displayed.

If there is already more than one device, move the pointer to the quantity field under [Number of pieces of equipment] and click ▲ to add a new device.

(2) After completing the "Purpose of Use, Precautions for Use, etc.," click ⋮ and select [New Save of Device Information] on the right of the "List of Bring-in device]. A serial number will be shown in the "Equipment ID" field as Figure 6 below.

(3) When to use a device that has been registered in a previous proposal again, select on from the list shown by pulling down the list of previously submitted devices clicking the box right next to [Bring-in device list].

(4) The information for that device including the safety review comments will be loaded. If there are any changes on the device list, etc. Select from the list in [Overwrite save Bring-in device Information] after changing the information.

*Note that the previous sample will be copied if you select [Save New bring-in device Information].

(5) <u>To delete a device,</u>
   Click ⋮ ＞[Clear Bring-in device Entry Fields].
   The information of the relevant device will be deleted, but it will not be deleted from the database in NSL RING.
(6) Click [Save Data].

2.5 Experiment Application
(1) Fill in the [Other Comments] field, if any.
(2) After all the information has been entered and confirmed, click [Experiment Application] at the top menu of the page. Click [OK] following the message shown to submit the application. The status on the screen in Figure 4 will change to [Applied].
   A confirmation email will be sent to you and your contact person.

2.6 After applying
   You will not be able to modify your application on NSL-RING. If you request to add or modify the application, please contact the user office.
   We might contact you if there are any of lack or modification in your application.

   The submitted proposal will undergo a "safety review" for the samples and devices to be used. Instrument scientist and the equipment safety management team will evaluate the safety of them and fill in their comments.
   If there are any lacks or unclear points on your application, you may be contacted by us. Please be sure to check the comments before your experiment as there are important comments to conduct the experiment safely.

3. **[All Users]** Submission of a copy of your face photo and ID card
Submit your face photo and ID card with image data clicking [User Information] and select [Submit Identification] from the top menu.

Click [Select File] for the photo and ID (front and back), and select the image file.
When the upload date/time is updated to the current time, the upload is complete.

The photo must be front facing, no hat and no mask. The file format should be jpeg.
Once the file name become

nnn_ {name} _face-photo_YYYYYYMMDD.jpg

the current date and time are shown in the upload date and time, the upload has been successfully completed.

The ID must be a valid driver's license, passport, or my number card issued by a public institution with a valid photo. For students, submit your student ID card, and for foreign nationals and overseas residents, submit a copy of your passport. File format should be jpeg or pdf.

Once the file name become

nan_ {name} _Face ID {front/back} _YYYYYYMMDD.jpg (or .pdf)   ,

the current date and time are displayed in the upload date and time, the upload has been successfully completed.

Once uploaded, the photo and ID data are valid until the end of the current fiscal year. If the fiscal year changes, you will need to resubmit the data. If there are any changes in the information on the data, or if you are asked to resubmit the data by the user office, please resubmit from here.

4. **[All Users]** Radiation Worker Application

All users must be certified as a Radiation Worker at their institutions/organization to be certified by JAEA to conduct experiments at JRR-3.

To be certified, the users are required to submit their Radiation worker certificate.

4.1 How to submit the certificate

　Click [User information] > [Application for Radiation worker] in menu on the top screen.

　Mack sure that the application status is [New] and click ☑. You will be redirected to the [Edit Radiation Work Engagement Certificate] page.

4.2 How to enter and confirm your information to create the certificate

　Fill all the items marked*

　If you have submitted the certificate to conduct an experiment at JRR-3 in the previous year, your previous information has been kept in this section.

　If you have any changes, edit them accordingly.

　You will be able to edit after download Excel file.

*Name *Japanese Katakana name,*position, Date of birth, Nationality, Gender	These items are copied them in [**Personal information**].
*RI handling institution	Fill the name of RI handling institution you will register. This may not be the same as institution or organization you belong to.
*Department/Division	Fill in the department or division of RI handling institution
*Postal code *Address *Phone number	This may not be the same as those of the institution or organization you belong to.
*Working place	Select working place(s) at JRR-3

4.3 How to download Radiation worker certificate.

After filling out all of the information, click [Download Radiation worker certificate]

All the items marked with * must be filled out.

Click [Download] after the message [The Radiation Worker Certificate will be created] will be displayed. Then, an Excel file of the form will be downloaded.

The status displayed in "Radiation Worker Application" menu will change to [Editing with RPS].

4.4 How to edit Radiation Worker Certificate Excel form

Fill the information in the section colored orange.

If you have submitted this form in previous FY, the previous information in the FY have been filled in. Edit them to the present information after checking by a radiation protection supervisor in your institution. You may ask radiation protection supervisor for filling the form.

(1) About Radiation management

★Director	Enter the manager's name of RI handling institution. He/she must be a supervisor on your Radiation Worker Certificate.
★Radiation protection supervisor	Enter the name of radiation protection supervisor. He/She must be a supervisor of your work mentioned in your Radiation Worker Certificate.
Registration-worker No.	No need to enter. Once you have performed the experiment in JRR-3, this number will be automatically issued as your unique ID (2-6 digits).
Exposure history	Fill in up to 30 words about the place where you have worked with radiation in the past. If you have not worked in the past, you may leave this section blank.
	Main radiation workspace	
	Main radiation work	Fill in your major radiation work you have involved, such as "Experiments". If you have not been involved in it in the past, you may leave this section blank.
	★The last 4 years ★Current year.	Select Yes if you have involved in any radiation work in the past 4 years and this FY. If you had any radiation work involved in any of last four year, input the effective dose and equivalent dose to the lens (and to the skin and other equivalent doses for the current FY) If there was no exposure, enter "0.0" (mSv) not the box blank. Female users must input effective dose for the current quarter and pregnancy status.

(2) Radiation-worker medical check-ups

★ Date of medical check-ups	Enter the Medical Check-up date you took. General users must have taken the Radiation Health Check-up within 6 months of the start date of the experiment, and graduate students and university students must have taken Radiation Health Examination within a year of the start date of the experiment.

★ Medical interview	Select no abnormal or abnormal. If abnormal, answer the reason.
★ Medical institution ★ Medical doctor	Fill in the name of the clinic and doctor where you took your Radiation Health Examination.

(3) Radiation safety training at your institution

★ Date of radiation safety training	Fill in the dates of the training at your institution.
★ Contents of the training	Fill in the details of the radiation training at your institution.
Reason (if no training)	Please enter if applicable.

4.5 How to submit Radiation Worker Certificate Form

After completing all items, back to [User Information] > [Radiation Worker Application] again and click [Submit Radiation Worker Certificate].

Select the completed Excel file and follow the on-screen instructions to submit.

The submission is completed if the message [Accepted]

Your status will be changed to [Confirming] and Excel data will be the final data

Be sure to click [Submit Radiation Worker Certificate] after complete to input correct information in the form. Your submission will not be completed in the following cases.

・The date of special medical check-up for radiation workers has been exceeded six months from your visiting date.(One year for students)

・No information or blank on Dose history though you have been involved in the past.

Only one submission is required for the process to work on radiation work at JAEA.

In the case of any lacks of information in your data, we will contact you.

Your status will be changed to [completed] and Excel data will be the final data

When you need to have your won radiation worker certificate, click [Download Radiation worker certificate] to download.

4.6 How to apply for the coming fiscal year or after

You will be able to start proceeding on new radiation worker application when being close to the end of FY.

The information entered in previous FY will be shifted as it remains.

Dose for last past three (3) years up to the previous FY will be shifted.

You only are required to fill in "Dose for the current fiscal year" and "previous fiscal year" field. (See

the following figure.)

Example）

<table>
<tr><td colspan="2">2023年度提出</td><td></td><td colspan="2">2024年度提出</td><td></td></tr>
<tr><td>年度</td><td>等価線量（例）</td><td></td><td>年度</td><td>等価線量（例）</td><td></td></tr>
<tr><td>今年度</td><td>0.1</td><td></td><td>今年度</td><td></td><td>←現在時点までの値を入力</td></tr>
<tr><td>2022年度</td><td>0.2</td><td>自動で保持</td><td>2023年度</td><td></td><td>←最終的な値を再入力</td></tr>
<tr><td>2021年度</td><td>0.3</td><td></td><td>2022年度</td><td>0.2</td><td></td></tr>
<tr><td>2020年度</td><td>0.4</td><td></td><td>2021年度</td><td>0.3</td><td></td></tr>
<tr><td>2019年度</td><td>0.5</td><td></td><td>2020年度</td><td>0.4</td><td></td></tr>
</table>

5. **[All Users]** Letter of acceptance

You are required to submit a Letter of acceptance to participate in the experiment.

The leader/head of the organization certifies that the experimenter himself/herself has agreed to the consent items on the NSL RING and that he/she has given his/her acceptance to the experiment.

The leader/head must sign and seals the Letter of acceptance and the user must submit it the original one to NSL user office.

The letter of acceptance must be submitted prior to the experiment for each proposal you will participate in. You may submit it for multiple proposals within the same fiscal year.

You are not allow to participate in the experiment without submitting the letter of acceptance.

It will be the best for you to submit them of which you are participate in the experiments all at once

If your institutional affiliation changes after submission, you will need to resubmit the form. (No need to submit one when the head/leader of the organization has changed.)

5.1 Submission

(1) Log in to the NSL RING and click on "Submit Acceptance Letter" under the "Application" tab on the top menu.

(2) Click [Create New Acceptance Letter]

If you have already completed or submitted a Letter of Acceptance, the application year and proposal number will be shown in the "List of Letters of Acceptance" at the bottom of the page. No need to submit it when you are participating in the experiment for which the letter of acceptance has been submitted.

5.2 Agreement to the contents of Letter of acceptance

(1) Read through the Letter of acceptance

(2) Proposals to be conducted

Enter the proposal number of the proposal in which you will participate. Click 🔄 to show the name of the proposal and the name of the Principal Investigator(s). Make sure that you have entered the correct number and name of the proposal.

If you are planning to participate in another experiment, click [+ Add a field for Experiment Proposal] to add the proposal number after the input field were added. You may add up to 10 proposals.

(3) Check the box next to "I agree to the terms and conditions of the Agreement and will perform the above proposal." and click "Send Acceptance Form by E-mail.
The application status will be changed to "Tentative submission ".

5.3 Submission of original Letter of acceptance
Print it out and certification to sign and seals by the head/leader of your institution, and mail it to our facility office. You may bring it to user office at the time of your visit.
Once we received the original one, the status will be changed to "Submitted".

6. **[All Users]** Visit Application

All users are required to apply for visit each time when to visit JRR-3 for experiments.

6.1 How to apply

(1) Click [Application] and select [Visit Application] from the top menu.

[Visit Application] will be displayed. If there are any histories of application for the selected fiscal year, they will be displayed in the "Visit Application List".

(1) Click [New Visit Application].

(2) Explanation of [Rules for Travel Expense] will be displayed in the page, check on ☐ if you will agree with the rules. Click [New Visit Application].

6.2 How to fill in the information about your visit

Clicking [Save data] will be saved while filling in the information and available to open or close browser.

In this process, you will be able to restart editing once you click ✍ although your status will be shown as Not applied.

All information except the followings are recorded in your application.

Input the items below when to make application for each visit.

・The days and time of Check-in and Check-out of Hamon Guest house

・Start and end dates, Time of visiting

・Remarks

(1) Information about YOU

Name, position, e-mail address, organization/affiliation, department/section, postal code, address and telephone number of your institution, nationality, gender, date of birth will be displayed.

If they are not current information, update from [User information]＞[Update User information]

Then restart the procedures written in Section 8.2

(2) Photo and ID data

If you have already submitted your photo/ID data from [User Information] > [Submit ID], you do not need to submit them here.

If not, you can also submit your photo/ID card image data in this section.

(3) Information about the proposal

Enter the proposal number (a five-digit number) for the proposal of your experiment.

Click [Enter] or 🔵, and you will be able to check the proposal title, principal investigator's institution, principal investigator, instrument to be used, number of days assigned, and experiment schedule as they are automatically displayed. Please note the experiment schedule will be displayed only when the principal investigator has already completed the experiment application.

(4) About Entering JAEA

Possession of entry pass for Tokai-campus in JAEA	Select "Yes" if you have already possessed another entrance pass to enter the JAEA Tokai campus:
	- Instrument group member with your annual entrance pass.
	- J-PARC User with J-PARC ID Card.

	- J-PARC staff member, working for KEK or CROSS
Entering information to reactor hall or Beam hall	Please check both Reactor hall and Beam hall when planning to enter both facilities. No need to check when only staying at User Room or no entry to either Reactor hall or Guide hall.
Start and end dates Time of visiting	Input the end date when you enter to the JAEA-campus. If you will enter only one-day, Input the same date as the start date. Select an approximate time of your arrival to the Univ.-Users office.
Possibility of stay after 5:30	Select "Yes" if you plan to stay after member, working in the JAEA Tokai campus.
Emergency phone number	Input the phone number of your Japanese contact person in case of emergency.

(5)About accommodation

Accommodations	Select Yes or No for accommodations (Hamon Guest house). If you do not wish to, please select the applicable reason from the choices.
Check-in and check-out dates.	Select your check-in and check-out dates. select the approximate time of check-in.
The reason for staying overnight though living in close place	If you wish to stay overnight in Ibaraki Prefecture or coming from a short distance, please enter the reason.

(6) Request for travel expenses

	Answer either "I wish to receive travel expenses for GUP", "I wish to receive travel expenses for contract researchers", or "I do not wish to receive travel expenses". If you wish to receive travel expenses for contract researchers, please submit detailed information such as the start and end dates of your travel using the travel expense system for contract researchers at ISSP.
Travel request form	If you select "Required," a travel request form will be issued as an email attachment. (No paper copies will be issued.)
Support from other institution[1]	If you wish to use expenses from other organizations (travel expenses paid from other institution), please select other than "None". In this case, please provide details of the transportation, accommodation, daily allowance, etc. to be covered by other institution's expenses in the "Remarks" column at the bottom of this page.

	［Example 1] Transportation: outward travel is paid by the applicant's organization and only return travel is covered; daily allowance: desired; lodging: desired. ［Example 2] Transportation: Paid by the applicant's organization; daily allowance: Paid by the applicant's organization; lodging: Paid by the applicant's organization.
Start and end days of your travel[※2]	Enter the period of travel for your travel expense application.
The nearest station of your institution[※2]	Enter the nearest station to the location of your organization
Use of vehicle[※2]	Select the appropriate one. Travel expenses using vehicle will not be paid.
Use of airplane and route[※2]	Select the appropriate one Enter the period of travel for your travel expense application. If you are traveling by air, please submit your reservation confirmation, receipt, and boarding stub. (Please mail these upon your return.)

*1: Required to input if you wish to receive travel expenses for joint use of neutrons or travel expenses for contract researchers.

2: Required to input if you wish to receive travel expenses for joint use of neutrons.
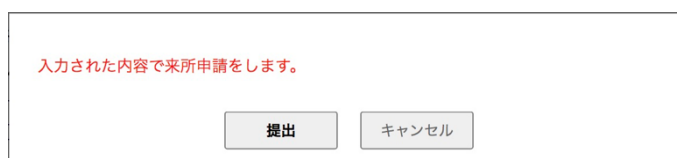
(7) Remarks

Input any additional information or comments about your visit, travel and accommodation application you would like to inform us.

6.3 How to fill in the information about your visit

Once you completed entering all items, click [Submit Application].

The following message will be displayed unless any lacks on the information entered.

入力された内容で来所申請をします。

提出 キャンセル

Click [Submit].

After the processing (Approx. 1 minute,) is complete, the following message will be displayed, which tells you that submission is complete.

提出しました

close

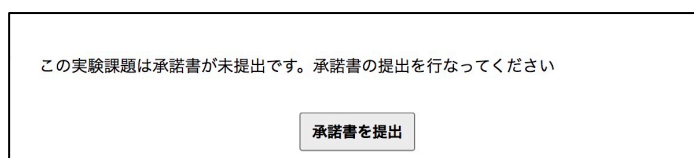You will receive an application completion notification e-mail titled below.

[NSL RING] Notification of completion for Visit application （Your visit :YYYY/MM/DD）

If you do not receive a notification email in approx.10 minutes, your application may not have been processed successfully. In this situation, please contact the User Office.

To check the details of your application, click ☑ on the appropriate application shown as Applied in [Visiting Application List].

When you have not submitted a Letter of Acceptance for your proposal applied,
the following message will be shown.

この実験課題は承諾書が未提出です。承諾書の提出を行なってください

承諾書を提出

Click [Submit Letter of acceptance] to create the form, and proceed following the step in section 7.

6.4 When to change the submitted application

Once the application is completed, the application cannot be edited.

If you change the schedule of your visit or cancel your visit, please contact the User's Office at nsl-use@issp.u.tokyo.ac.jp. Be sure not to submit a new application.

Contact information

Please contact us if you have any questions.

Office of The institute for Solid State Physics, The University of Tokyo

E-mail : nsl-use@issp.u-tokyo.ac.jp

Address : 106-1 Shirakata Tokai-village Naka-county, Ibaraki, 319-1106 Japan

TEL : 029-282-5782 （User's desk in Tokai campus at JAEA）

Contact :

Administrative Procedures(Japanese) : Shimizu

Administrative Procedures (Japanese and English) : Seino

Samples and safety: Shinozaki

General system and bug report : Kawana