

# NEW USER GUIDE

## Apply

### 1 Access the portal

The user portal is your point of entry for proposals, administrative tasks, and trainings. Create an account at [foundry-proposals.lbl.gov](http://foundry-proposals.lbl.gov)

### 2 Plan your proposal

Decide which staff, facilities, and proposal type are right for you:



Staff



Facilities



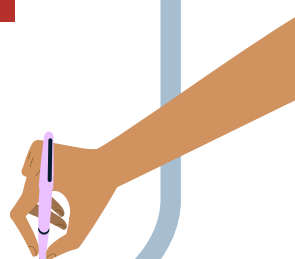
Proposal types

1

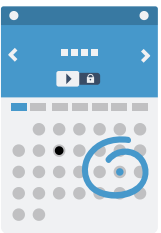
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### 3 Write your proposal

Use the **Proposal Guide** on the Foundry website to craft your proposal. Be sure to reach out to the User Program Office and relevant Foundry staff for advice and feedback.



Submit during proposal calls in March and September



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## Get Ready

Before you get here, make sure you take care of:

### User agreement

Check the status of the User Agreement between your institution and the Foundry

### Credentials

Apply for your badge and LDAP login **1-2 months before arriving**

### Orientation

Sign up for orientation and connect with your assigned scientist

### Safety

Complete core safety questions and training on the User Portal



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The Foundry is very happy to accommodate all user access needs. Let us know how we can help at least 1 month in advance at [foundry-useroffice@lbl.gov](mailto:foundry-useroffice@lbl.gov)

## Get Started

Once you arrive:

### 5 Begin work!

Collect your badge, report to your assigned scientist, and complete your remaining trainings to start working



And check these out on the Foundry website:

Lab Google account



Access to the ALS and NERSC

Lab space and instrument access



User executive committee

Transportation and on-site logistics



Community and culture



## Wrap Up

### 7 Submit final report

Submit your report on the User Portal **within 30 days of finishing your project.**

### 6 Sign out

Return your badge, make plans for your data and samples, and get your workspace checked off by your assigned scientist.



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Questions? Reach out!

[foundry-useroffice@lbl.gov](mailto:foundry-useroffice@lbl.gov)

### 8 Report Publications and IP

Acknowledge Foundry support on any publications or presentations, and declare your intellectual property in accordance with your user agreement

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