



Grenoble, 24/08/11

Reimbursement regulations for SANS-SAXS users

In order to improve access to the complementary techniques of SAXS and SANS, users submitting a SANS proposal to the ILL have the option to ask (on the proposal form) for complementary SAXS measurements on the instrument ID14-3 through the PSB SANS Platform. If the proposal is awarded beam time at the ILL, the proposers are invited to submit a “Rolling Access” proposal to the ESRF for Bio-SAXS time and the related ILL proposal number is given on the proposal form and in the email notification of submission, thereby identifying it as a ‘Joint Proposal’.

If the proposals are awarded beam time at both the ILL and the ESRF, every effort will be made to schedule the experiments in such a way that SAXS and SANS data can be collected on the same samples during one visit to the EPN site.

In order to simplify the organization of the visit and the reimbursement procedure, the ILL and ESRF User Offices have put in place the following reimbursement procedure.

Eligible users will be subsidized for **travel, accommodation** and **subsistence expenses** for a period of the duration of both the SAXS and SANS experiments, including the time overlap (max number of days is 4), plus 3 days according to current ESRF reimbursement procedures. Up to 3 people per SANS-SAXS joint experiment can be reimbursed.

The ESRF will cover initially all travel and accommodation expenses although costs will eventually be equally shared between ESRF and ILL. Users will therefore receive an invitation from the ESRF covering the full duration of the two experiments, and users should register for their stay by completing the ESRF A-form, where all requests for travel, accommodation and reimbursement for the full period of the two experiments should be made. When requested by users, the ESRF will arrange the travel and book the accommodation (Guest House).

A pre-charged canteen card will be given by the ESRF for the entire duration of the stay. At the end of their stay, users should submit their claim forms to the ESRF, **only**, according to ESRF regulations for users.

Nevertheless, users should also register to the ILL user portal (Visitors Club) by sending back the **ILL invitation form**. This is needed for the ILL badge, which will be prepared in addition to the ESRF badge, to grant access to the ILL facilities and their support laboratories. Users should specify on the ILL invitation form that the experiment is a SAXS-SANS experiment. In this case, they will be considered as non-reimbursed users.