INFORMATION FOR USERS WITH APPROVED EXPERIMENTS

ACCESS AND SCHEDULING

Please register NOW, if you are a foreign national who is not already on our user access list, and you are not a permanent resident ("green card" holder).

Visitor registration three or more business days in advance is required for users who are already on our access list, or first-time users who are US citizens or lawful permanent residents of the US.

Foreign nationals who are not permanent residents ("green card" holders) and who are not already on our user access list MUST submit their visitor registration information at least 35 days in advance of their arrival. To register, start from our front page, click on "Coming to Visit the NCNR?" Read the page that comes up, and click on the link for "First Time Facility User". Read the page, create an NCNR-IMS account if you do not already have one, or login if you do. Select "User Activities" from the menu on the left, and then click on "Submit Visitor Registration". Leave the dates on the form blank if you have no information on your scheduled beam time. Select the appropriate instrument, enter comments if you wish, then submit. **When your dates become known, you must submit another registration form**, but registering earlier with blank dates will start our security check, i.e., will allow experiment scheduling any time after 35 days from the date of early registration.

All first-time users planning to carry out an experiment must provide a letter of identification (see details on our website) from their home institution, and must complete safety training on their arrival, in addition to other requirements. Returning users must renew their safety training every two years.

Foreign nationals must present their passport and visa (or passport and green card) at the NCNR upon arrival. Please ensure that your visa will permit you to work at the NCNR. Contact our User Office if you have any questions regarding visas.

Information about facility access, lodging, reactor and instrument schedules, and radiation training can be found on our Web pages: http://www.ncnr.nist.gov/

Our User Office personnel, Julie Keyser, Mary Ann FitzGerald, and Rebecca Ogg, (301) 975 8200, ncnraccess@nist.gov, can answer questions about access and training, and are willing to help you with arranging lodging.

Scheduling your experiment is the responsibility of NCNR staff. You should contact the appropriate instrument scientist to arrange details and to set specific dates, if you have preferences for the latter.

A list of instrument scientists is appended below. You may contact one of the people on the list, or another local contact whom you know personally.

PUBLICATIONS

It is **very important** for the NCNR to know of publications resulting from beam time allocation. When an article is accepted for publication, please send us a note via e-mail, addressed to the instrument scientist (see list of contacts), AND to Julie Keyser (julie.keyser@nist.gov), indicating the instruments used, the title, authors and journal reference information.

Please note also that all publications involving use of NCNR facilities, but which do not have a NIST co-author, are required to include the statement: "**We acknowledge the support of the National Institute of Standards and Technology, U.S. Department of Commerce, in providing the neutron facilities used in this work**."

The National Science Foundation supports the operation of six neutron beam instruments through the **Center for High Resolution Neutron Scattering (CHRNS)**. Papers based on experiments carried out on the Disk-Chopper Spectrometer, the High-Flux Backscattering Spectrometer, the Multi-Angle Crystal Spectrometer, the Neutron Spin Echo Spectrometer, the NG3 30m SANS instrument, or the BT5 USANS instrument, should contain the acknowledgement: "**This work utilized facilities supported in part by the National Science Foundation under Agreement No. DMR-0944772**."

TRAVEL SUPPORT

Some **financial assistance** for travel to the NCNR is available to first-time users from US universities. Preference will be given to graduate students, postdoctoral researchers, and junior faculty, in that order. A separate program provides assistance for prospective thesis students to enable them to participate in neutron research. Please see our website for detail at http://www.ncnr.nist.gov/outreach.html .

University investigators who are NSF grant holders may wish to take note of an NSF program that offers supplements to their grants for collaborative research with NIST, including the NCNR. Principal investigators on current NSF awards supported by one or more of the participating NSF Divisions may request supplements for travel and per diem associated with experiments at the NCNR. See the online announcement at http://www.nsf.gov/pubs/2011/nsf11066/nsf11066.jsp .

INSTRUMENT SCIENTISTS TO CONTACT ABOUT SCHEDULING YOUR EXPERIMENT

If you have designated a local contact on your proposal, please contact that person, or the appropriate NCNR staff member from the list below.

All phone numbers are of the form (301) 975 xxxx, with the extension xxxx as indicated below.

NG3 SANS	Boualem Hammouda	3961	boualem.hammouda@nist.gov
NG7 SANS	Boualem Hammouda	3961	boualem.hammouda@nist.gov
BT5 USANS	David Mildner	6366	david.mildner@nist.gov
NGD PBR	Brian Kirby	8395	brian.kirby@nist.gov
NGD MAGIK	Brian Maranville	6251	brian.maranville@nist.gov
HFBS	Madhusudan Tyagi	6034	madhusudan.tyagi@nist.gov
DCS	John Copley	5133	john.copley@nist.gov
NSE	Antonio Faraone	5254	antonio.faraone@nist.gov
MACS	Jose Rodriguez	6019	jose.rodriguez@nist.gov
BT7 TRI	Jeffrey Lynn	6246	jeffrey.lynn@nist.gov
BT1 POW	Craig Brown	5134	craig.brown@nist.gov
BT2 NIF	David Jacobson	6207	david.jacobson@nist.gov

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