

Beamtime Request and Facility Access Rules

MTA Atomki Accelerator Center

This document summarizes the access rules (valid from 1 Mar 2018) to the accelerators and to some other accelerator-related research infrastructure facilities of Atomki.

Accelerators:

- Cyclotron MGC-20
- Tandetron
- 5 MeV Van de Graaff generator (VdG-5)
- 1 MeV Van de Graaff generator (VDG-1)
- ECR ion source (ECRIS)

To request beamtime at the accelerators or access to the other facilities each user must fill in an on-line form found in the homepage of the Atomki Program Advisory Committee (PAC, <http://www.atomki.hu/en/PAC>). In order to submit an efficient application for a certain beamline, it is strongly recommended to discuss the technical details with the responsible beamline contact person (BCP) of it in advance. The responsible BCP may specify additional conditions for the employment of the beamline, too. The updated list of the available beamlines and the responsible BCPs is always attached to the actual semiannual Call for Beamtime Requests. You also can ask for the list in an e-mail sent to PAC.

A beamtime request could only be considered by the PAC if the responsible BCP had sent a confirmation e-mail to the PAC. The confirmation is verified by the PAC secretary before the PAC meeting (except the case, when the applicant and the beamline responsible is the same person).

After filling the above mentioned form in the PAC homepage the request is finalized by pressing the SUBMIT button. An E-mail is then generated including all the filled data and is sent to the applicant and to PAC members. By receiving a prompt E-mail with the filled data the applicant can be sure that his/her form was forwarded to the PAC members. If such an E-mail will not be delivered (within reasonable time) the request should be repeated or a contact must be developed with PAC or with the Atomki contact person. External applicants (regardless Hungarian or foreign) must develop a prior contact with a researcher of ATOMKI or with the operator/responsible of the given facility. If an external collaborator plays significant role in an experiment, it is recommended that he/she submit a beamtime request as an external applicant.

Presently we accept three types of requests:

1. General beamtime or machine time requests for the actual half-year term (in the following: *term*). Each year in December and June the PAC issues a „Call for Proposals” via E-mail in order to invite beamtime requests. For both external and local users and also for collaborating syndicates and projects this is the preferred way to apply for beamtime for the next *term*. The submitted requests are expected to be thematically coherent. Collector-type requests (e.g., ion beam analytics, which include topics from environmental studies to archeometry) should be avoided, except for contracted amounts of beamtimes (e.g., transnational access). Nevertheless, short (couple of hours) beamtime requests of similar character (e.g. isotope production), with identical financial treatment, can be integrated into one request.
2. Prolongation of a permitted beamtime/facility usage: if the permitted facility hour limit proves to be not enough during the current *term*, the user(s) may require a prolongation by adding them extra hours. However, the availability of the service may be limited by the earlier, already permitted beamtime or machine hours.
3. New requests: one can apply for beamtime or machine time during the *term*, at any time. Such requests, as far as possible, are judged within a short time. However, the availability of the service may be limited by the earlier, already permitted beamtime or machine hours.

The beamtime and machine time requests are evaluated by the Program Advisory Committee (PAC) of MTA Atomki. If necessary the PAC may demand the representative of the applier group to complete the provided information about the proposal, eventually by an oral or written review. The PAC evaluates the application, and prepares a suggestion on the volume of the beamtime or machine time and on the proposed rate. The final decision on the hours and on the rates is made by the director of Atomki.

The hourly rates of the services (price of one hour operation in Thousands Hungarian Forint, kHUF) are listed in the table below. The “Cost rate” column involves all the direct costs necessary for beam delivery (public utility fees, consumables, maintenance, operating staff salary). This type of fee has to be applied for most research programs. The “Full rate” column contains the “Cost rate” plus salary+additional of all people who maintain, develop and use the facilities (researchers, financial administration, other staff). This type of fee has to be applied for collaborations where both the beam delivery and researcher assistance are provided by MTA Atomki, and the cost of the service can be accounted.

The director may permit further reduction from the “Cost rates”. (“Reduced rate”, or in case of 100 % reduction: “Free of charge”). “No reduction” (0% reduction) is typically applied in case of services for external users if the result(s) will be not shared with MTA Atomki. In any other cases the reduction rate is developed by considering the following principles:

- the basic research character of the proposed research,
- in case of external participants the type of the collaboration with MTA Atomki,
- available external supported and other sources for the proposed measurement,
- the current financial status of MTA Atomki.

The proposals evaluated by PAC are forwarded to the director of the Institute. For type 1 (ordinary semiannual) requests, the decision of the director is included in a Directory Minute, issued before the beginning of the actual *term*. In addition, external users will also

get individual answers by direct E-mail. Requests of type 2 and 3 are individually decided by the director on the basis of the suggestion of PAC, and individual answers are sent by E-mail to the applicants and to the person in charge of the accelerator/facility within 30 days. In urgent cases, on request, the PAC can accelerate this process, but this is possible only by available machine capacities. Such emergency requests are suggested to be promoted personally.


If the applicant does not get an answer about the judgment within 30 days (probably for technical reasons), he/she should turn directly to the Atomki contact person or to one of the PAC members for assistance. Having the permission to use the requested accelerator or beam-target facility the user should negotiate the exact schedule and other details with the contact person or with the responsible of the accelerator/machine operation. Beamtime of the Cyclotron, the VdG-5, the VdG-1 and the Tandetron accelerators for local users has to be booked by using the "Calendar" function of the Zimbra mailing system.

	Cost rate (kHUF/hour)	Full rate (kHUF/hour)
Hourly rates:		
• Cyclotron MGC-20	66	127
• Tandetron	28	54
• 5 MeV Van de Graaff generátor (VdG-5)	31	60
• 1 MeV Van de Graaff generátor (VdG-1)	12	23
• ECR ion source (ECRIS)	22	42


Debrecen, 09 February 2018.


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