



ANSTO Research Portal

User guide for merit access to ANSTO's capabilities and facilities

ACS167876

Purpose

This guide provides information to the external users of the ANSTO Research Portal (ARP) for submitting proposals for merit access to ANSTO's capabilities and facilities, excluding the Australian Centre for Neutron Scattering and the National Deuteration Facility. For further information, contact user.office.nsw@ansto.gov.au.

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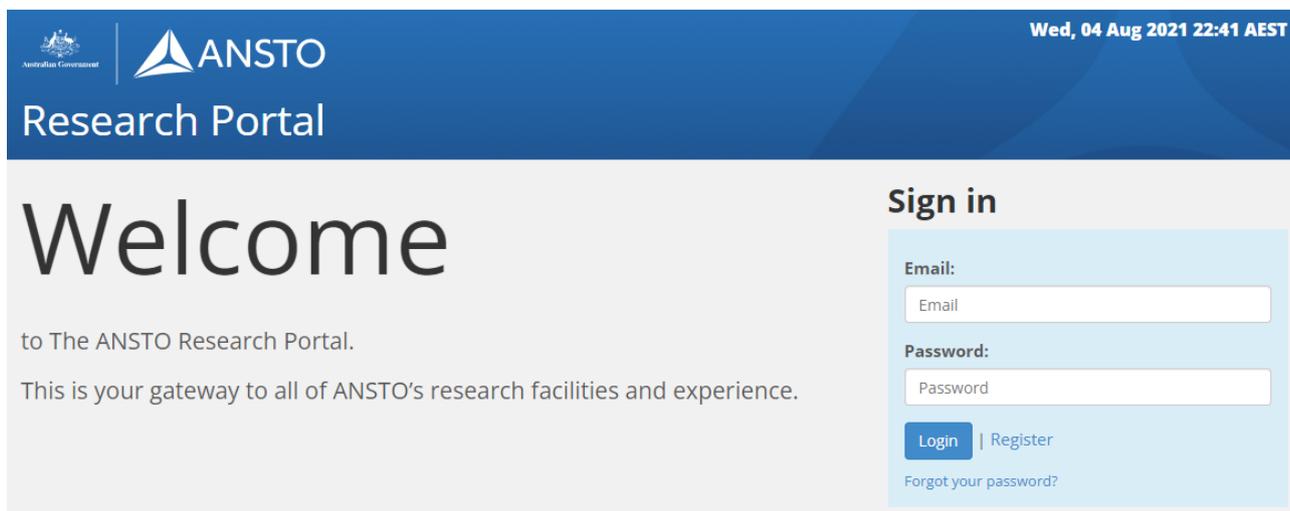
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1. How to Register and / or Login

1.1. Account registration

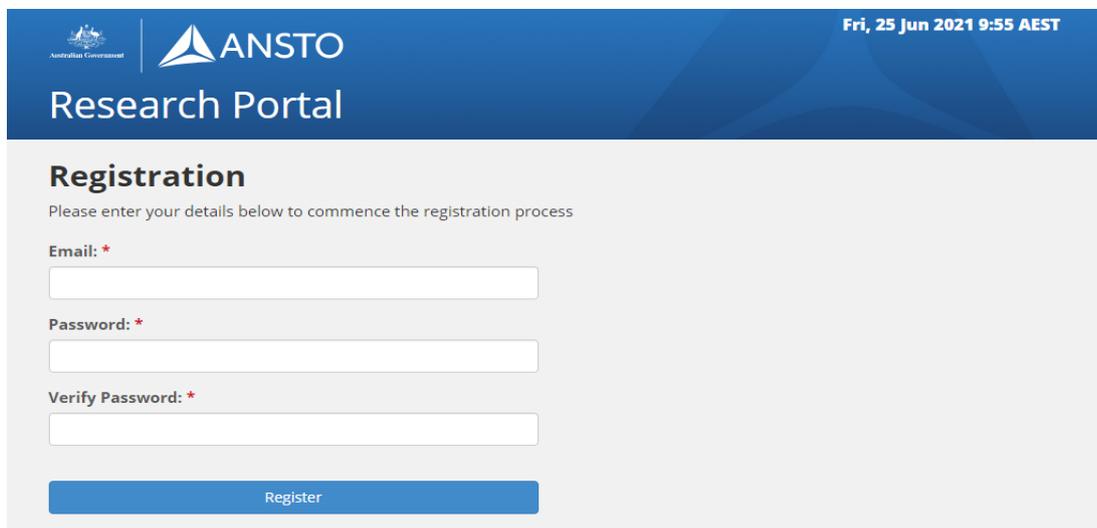
You must be registered in the ANSTO Research Portal to be able to submit proposals. Follow the below steps to register a new account:

1. Go to <https://portal.ansto.gov.au/>
2. Select register



The screenshot shows the ANSTO Research Portal homepage. The header includes the Australian Government logo, the ANSTO logo, and the text 'Research Portal'. The date and time 'Wed, 04 Aug 2021 22:41 AEST' are displayed in the top right. The main content area features a large 'Welcome' heading followed by the text 'to The ANSTO Research Portal. This is your gateway to all of ANSTO's research facilities and experience.' On the right side, there is a 'Sign in' section with two input fields for 'Email' and 'Password', a 'Login' button, a 'Register' link, and a 'Forgot your password?' link.

3. Enter your email address
4. Create a password
5. Verify your password
6. Click register



The screenshot shows the ANSTO Research Portal registration form. The header includes the Australian Government logo, the ANSTO logo, and the text 'Research Portal'. The date and time 'Fri, 25 Jun 2021 9:55 AEST' are displayed in the top right. The main content area features a 'Registration' heading followed by the text 'Please enter your details below to commence the registration process'. There are three input fields for 'Email: *', 'Password: *', and 'Verify Password: *'. A blue 'Register' button is located at the bottom of the form.

7. An activation link will be sent. You will receive an email containing an activation link to complete your account registration. The email confirmation message as shown below, confirms that an email has been sent to your listed email address.
8. Click the activation link provided in the email to verify your account
9. After successfully activating your account, you will see a registration confirmation message. Click on the blue 'here' to complete your registration.

1.2. User profile

After your account has been verified, you will be required to complete your user profile. Profile fields that are marked with a **red asterisk*** are mandatory and must be filled in.

To complete your user profile you must enter your:

- **Personal information:** Full name, country of citizenship and gender
- **Organisation information:** Mobile number and affiliated organisation. If your organisation is not displayed in the drop-down list, please enter your organisation name in the 'Add Organisation' field
- **Additional information:** Email updates – tick the box if you do not want to receive emails unrelated to my proposals
- Click submit

Please ensure that you provide valid and correct details as this can affect your ability to access the portal and submit future proposals. To change any information in this section, you must specify your current password. Only include a new password if you want to change it.

Registration Details

* Mandatory Information

ACCOUNT INFORMATION

Email *

When you first set up your account, you cannot edit your email address.

PERSONAL INFORMATION

Title <input style="width: 90%;" type="text"/>	First Name * <input style="width: 95%;" type="text"/>	Other Names <input style="width: 95%;" type="text"/>
Last Name * <input style="width: 95%;" type="text"/>	Country of Citizenship * <input style="width: 95%;" type="text"/>	Gender <input style="width: 95%;" type="text"/>

ORGANISATION INFORMATION

Organisation <input style="width: 95%;" type="text"/>	Add Organisation <input style="width: 95%;" type="text"/>
Position Title <input style="width: 95%;" type="text"/>	Department <input style="width: 95%;" type="text"/>
Telephone (Mobile) * <input style="width: 95%;" type="text"/>	Telephone (Other) <input style="width: 95%;" type="text"/>
Website <input style="width: 95%;" type="text"/>	

If your organisation is not displayed in the drop-down list, please enter your organisation name in the 'Add Organisation' field.

Please include your country and area code in your telephone number

ADDITIONAL

Email Updates

 I do NOT want to receive emails unrelated to my proposals.

1.3. Account login

1. Go to <https://portal.ansto.gov.au/>
2. Enter your email address
3. Enter your associated password

If someone has created an account on behalf of you, then there will be no account information associated with your details. You will need to create an account as per the previous steps.

1.3.1. Password reset

1. Click 'forgot your password' to receive a reset link
2. Enter your email address
3. Click reset password

If you do not receive the reset link email please contact the user.office.nsw@ansto.gov.au.

1.4. User Dashboard

When you login to the ANSTO Research Portal your user dashboard will appear. Depending on your permissions, you may see the following tabs: dashboard, proposals and profile.

- **Dashboard** - This will show your five most recent proposals submitted in the ANSTO Research Portal.
- **Proposals** - All proposals on which you are Principal Scientist, Co-proposer or Co-proposer (editor) are listed on this page. Available options (Edit, PDF, View, Copy) for each proposal are at the right-hand side of the page for each proposal.
- **Profile** - On this page you can update your password, personal information and organisation information.
- You will only see **Reviews** and **Schedules** and **Reports** tabs if you have those permissions or are a System Administrator.

Dashboard	Proposals	Reviews	Schedules	Reports	Profile
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Pending Review Allocations

ID	Round	Review Type	Status	Due Date ^	Actions
1254	2019-1	Technical	Awaiting Allocation	04/04/2019	Allocate Report

1 2 3

[See All Allocations](#)

My Reviews

This a list of reviews that are still open.

ID	Proposal Title	Capability	Review Type	Status	Due Date ^	Actions
AP12067	Test	-	Scientific	Assigned	30/06/2020	Review Proposal

[See All Reviews](#)

My Proposals

 [Create new proposal](#)

This only shows you your five most recent proposals. For the complete list, see the Proposals tab.

ID ^	Round	Title	Type	Owner	Status	Actions
AP14914	2023-1	This is a test proposal	Access Proposal		In Preparation	Edit View PDF Copy

[See All Proposals](#)

2. Landing page

2.1. Create new proposal

At the bottom of your dashboard, you will see  [Create new proposal](#). Please click here to start a new proposal. You will be taken to the Proposal Creation Page.

On the Proposal Creation page you select the type of proposal you wish to create:

- [Other NSW Facilities and Capabilities](#) - this enables you to request access to ANSTO's capabilities at Lucas Heights excluding the Australian Centre for Neutron Scattering and the National Deuteration Facility which have their own tabs for proposals.

dealing with such topics as intellectual property, liability, site access, safety, and publications.
A list of all ANSTO's capabilities, capability groups and contact scientists is available [here](#).

<p>Australian Centre for Neutron Scattering </p>	<p>Select for merit access proposals to the Australian Centre for Neutron Scattering Instruments and capabilities. For all other proposals, please use the Legacy ACNS Customer Portal tab. Click for more information about the ACNS and the Neutron Beam facility.</p>
<p>National Deuteration Facility </p>	<p>Select for merit access proposal submissions to the National Deuteration Facility capabilities for provision of deuterated and multiple isotopically labelled molecules for neutron scattering and other applications. For proposal types other than merit access such as user pays/collaborative or commercial and for any enquiries, please contact the NDF via ndf-enquiries@ansto.gov.au. Further information about NDF user access and capabilities can be found here.</p>
<p>Other ANSTO NSW Facilities and Capabilities</p>	<p>Select for merit access proposals to Biosciences, Centre for Accelerator Science, Isotope Tracing in Natural Systems, Nuclear Stewardship and Vivarium capabilities. Please ensure that you discuss your proposal with relevant capability experts (capability contacts) before proposal submission. Capability List</p>
<p>Link to legacy ACNS Customer Portal </p>	<p>Except for current merit applications for ACNS and NDF, all other proposal types, including commercial, are accessed through the Legacy ACNS Customer Portal. Previous neutron and deuteration proposals can still be found there as well. Please contact the User Office NSW with</p>

3. 'Other NSW Facilities and Capabilities' Access Proposal

The 'Other NSW Facilities and Capabilities' Access Proposal form enables you to request access to ANSTO's capabilities and facilities at Lucas Heights excluding the Australian Centre for Neutron Scattering and the National Deuteration Facility. If you would like to request access to the capabilities and facilities at either of these hubs please click the appropriate link and you will be taken to the specific proposal type.



All questions which have a red asterisk * must be completed. You do not have to complete questions in sequence however you will not be able to submit your proposal if you haven't answered any of these questions.

Please save your work frequently.

- Proposal Title *: Please provide a short, descriptive title for your proposal. This field will not accept superscripts, subscripts, other alphabet letters etc.
- Proposal Type *: The proposal type defaults to the type of proposal you selected on the previous page.
- Proposal Round *: Only rounds that are currently open will be available for selection.
- To complete this initial Proposal Creation page, press Create. This saves your work and takes you to the Main page.

3.1. Main Page

The Main Page shows the information you have previously entered and allocates a unique proposal number.

3.1.1. Key words

Key words are index or subject words which help identify the proposal's topic and objectives. Key words should include techniques and field(s) of research.

3.1.2. People

Please enter the details of all the researchers (including students) involved with this proposal.

- o Enter the given name and family name of your collaborator. The field will also search on either name. Click on your collaborator's name if it appears. Click **Add User**.
- o If your collaborator's name does not appear in the dropdown list, click **Create User** at the bottom of the dropdown list. Complete the details in the popup Add a new user form. You need to know the following information about your collaborator:
 - Given name
 - Family name
 - Email address
 - Affiliated organisation
 - Options for affiliated organisation are available from a dropdown list. Please enter the beginning of the name of the organisation and the closest match will appear. Click on the organisation name. If the organisation is not listed please enter the name of the organisation. Click Submit and then Close.
- o For each person, select the appropriate **User role**.



- There can be only one Principal Investigator for each proposal.
- Only the Principal Investigator can submit a proposal
- If you would like any of your co-proposers to be able to edit the proposal (have read and write access) please select Co-proposer – editor in the Role field.
- If the person has not used ANSTO's capabilities or facilities before, check the First Time User box.
- If the person is a student, use the dropdown list to select the Student Type (Honours, Masters, PhD). If you select a Student Type please enter the student's Supervisor Name.

Please ensure you include all ANSTO staff who will contribute to this proposal and any people who will be associated with the outputs &/or outcomes of this project.

3.2. Categorisation

Merit Access or ANSTO Internal? *

Choose: **Merit Access**

Merit Access

ANSTO allocates a proportion of time on nominated capabilities and facilities for access for non-proprietary research, with access determined by a peer-review system based on the merit of your proposal. The primary advantage of merit access is that it ensures that only high-quality science is performed on what are expensive and limited-capacity large scale research facilities.

The criteria used in selecting proposals and determining their priority include technical feasibility, expected outcomes, scientific quality and team experience (relative to opportunity).

3.2.1. Collaborative or Service? and Co-authorship?

Merit access may be collaborative or service. Collaborative proposals include intellectual input from ANSTO scientists. This may be the provision of expert advice on experimental design, analysis and review of data etc. Co-authorship of expected outputs should be discussed between the user and the ANSTO contact scientist(s) before the experiment is performed. Service proposals do not include intellectual input from ANSTO scientists: ANSTO scientists will perform a routine setup for an experiment and co-authorship is not required however acknowledgement as set out in the [Merit Access Terms and Conditions](#) is required.

3.2.2. Contributions and recipients *

Support may be from the ARC or NHMRC, research organisations, universities, industry, state or federal governments (Australian or overseas governments, organisations or industry), etc. If applicable, please include the grant number, grant title and period of funding. Provide the name of the supporting organisation or the organisation which will receive the project outputs e.g. will your university receive a benefit from this work?.

This is a mandatory question. If there are no contributing organisations or recipients please enter None.

3.2.3. IP and confidentiality

If there is an intention to generate IP from this work or the generation of IP is likely, then an appropriate Research Agreement or Non-disclosure agreement must be in place between your organisation and ANSTO.

Research or Student Agreements cover intellectual property ownership, confidentiality and publications. They are

- Essential for students who are not covered by an AINSE PGRA but visit ANSTO for an experiment and
- Must be in place before the student visits ANSTO

An agreement (e.g. research collaboration, material transfer or confidentiality) between the relevant organisation(s) and ANSTO must be in place before work commences. You may be required to upload a copy of the fully executed agreement as a condition of access to ANSTO's capabilities &/or facilities. If you wish to upload a copy now, please use the Figures page.

If there is existing IP held by any of the proposers or by ANSTO that will impact upon this proposal please ensure it is declared

3.3. Declarations

3.3.1. Is your organisation aware of this proposal / project?

You should ensure that your organisation (e.g. your research office) is aware that you are submitting a proposal at ANSTO.

3.3.2. Is there an existing agreement with ANSTO in writing regarding this proposal/project e.g. an MoU?

If a Memorandum of Understanding (MoU) or equivalent has not been signed, you must ensure that a Research Agreement is in place before work commences.

3.3.3. Discussions with relevant ANSTO staff

You must discuss your project with relevant ANSTO scientist(s) before selecting capabilities or facilities. ANSTO's scientists can

- work with you to develop your proposal
- advise on the most appropriate capability or facility selections
- help you optimise the use of our capabilities or facilities

A list of ANSTO's capabilities, capability groups and contact scientists is available [here](#). If you don't discuss your proposal with the relevant ANSTO scientists your proposal may not pass the initial technical feasibility, safety and regulatory reviews. Please ensure you name the ANSTO staff with whom you have discussed this proposal.

3.4. Research Priorities

3.4.1. Australian Science and Research Priorities

The Government has developed a set of Science and Research Priorities, and corresponding Practical Research Challenges, designed to increase investment in areas of immediate and critical importance to Australia and its place in the world. The Science and Research Priorities and associated Practical Challenges will help ensure that appropriate levels of public funding are allocated to research that addresses the most immediate problems facing the nation. The Science and Research Priorities and Practical Research Challenges will be reviewed every two years to allow for new initiatives to take effect and to ensure that issues being addressed are still the most pressing for the nation.

More information on each of the Australian Science and Research Priorities is available on the [Science in Government](#) website.

3.4.2. Field(s) of Research Codes

Field of Research codes are used to allocate reviewers. It is essential that you select the appropriate code(s).

The Australian and New Zealand Standard Research Classification is a framework for measuring research and development activity and helps to ensure that R&D statistics collected are useful. You can download a copy of the 1297.0 - Australian and New Zealand Standard Research Classification (ANZSRC), 2020 from the Australian Bureau of Statistics (ABS) [here](#).

Field of Research is based on the **methodology** used in the research. The categories in the classification include major fields of research (FOR) investigated by national research institutions and organisations, and emerging areas of study. The six digit FOR Codes are downloadable on the link above.

3.5. Expected outputs

Outputs are the measurable, tangible, and direct products or results of the proposal activities and include things like

- Publications including e-publications, reports, briefings, media, theses and conference presentations as well as journal articles.
- New IP: patents and inventions

3.6. Expected outcomes

Outcomes are the changes that occur or the differences that are made for individuals, groups, organizations, systems, or communities during or after the project. It is the effect of research beyond academia.

Outcomes include

- New knowledge
- Increased skills
- New or improved products or processes including commercial products, licences and revenue
- Modified practices or behaviours

Explain the significance of the proposed work in terms of its expected outcomes e.g. the advance in knowledge or the impact it may have in its field, the likelihood of influential publications, etc.

The Australian Research Council (ARC), in conjunction with a number of Australia’s publicly funded research organisations adopted the following definition in its Research Impact Principles and Framework (2012):

“Research impact is the contribution that research makes to the economy, society, environment or culture, beyond the contribution to academic research.”

More information can be found at: <https://www.arc.gov.au/about-arc/strategies/research-impact-principles-and-framework>.

Research Impact Pathway				
Inputs	Activities	Outputs	Outcomes	Benefits
<ul style="list-style-type: none"> • Research income • Staff • Background IP • Infrastructure • Collections 	<ul style="list-style-type: none"> • Research Work and Training • Workshop/Conference Organising • Facility Use • Membership of Learned Societies and Academies • Community and Stakeholder Engagement 	<ul style="list-style-type: none"> • Publications including E-Publications • Additions to National Collections • New IP: Patents and Inventions • Policy Briefings • Media 	<ul style="list-style-type: none"> • Commercial Products, Licences and Revenue • New Companies – Spin offs, Start Ups or Joint Ventures • Job Creation • Implementation of Programs and Policy • Citations • Integration into Policy 	<ul style="list-style-type: none"> • Economic, Health, Social, Cultural, Environmental, National Security, Quality of Life, Public Policy or Services • Higher Quality Workforce • Job Creation • Risk Reduction in Decision Making

3.7. Socio-economic Objectives

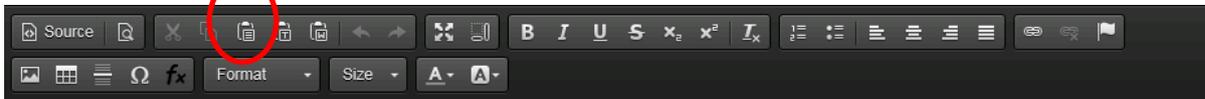
Socio-economic Objectives allow R&D to be categorised according to the purpose or outcome of the research. There are economic, social, technological or scientific domains for identifying the principal purposes of the R&D can be downloaded from the 2020 Australian and New Zealand Standard Research Classification (ANZSRC) page [here](#).

A research project should be considered in its broadest sense and in terms of the dominant beneficiary of the research output at the conclusion of the research project. On the hyperlinked page above, of the ABS website you can find the two, four and six digit Sector and Division and Impact codes, respectively. Please choose the six digit code most closely aligned with your research objective and impact.

4. Science

Copying and pasting formatted text from Word documents

If there is a ribbon (as shown below) above an answer field then you can copy and paste from Word documents and retain the formatting from Word. The ribbon includes an icon for pasting from Word:



Highlight and copy the text in your Word document, click in the answer field and then click the paste from Word icon.

4.1. Proposal Objectives

Proposal objectives, that is, the research question(s) to be answered, should be well defined and clearly and concisely described.

4.2. Background and Significance

Provide a clear and concise context for your work. Show how

- your research fits within its field: how does your research align or contrast with current research?
- this proposal fits into your overall research plan: explain the significance of the proposed work within your research

4.3. Proposal Details

Give context to your request for access to ANSTO's capabilities and facilities. Show that you have a research plan and how access to ANSTO fits into your research plan. Describe the research plan and experiment design(s).

Identify which parts of the work will be done at ANSTO and which parts of the work will be done at other facilities e.g. your home institution.

Justify the requested ANSTO capabilities in terms of use and quantity: explain why you have selected a particular capability or technique and why you have requested the number of samples or days.

If you are selecting multiple capabilities, please provide a clear pathway of dependence. Indicate which capability is required first, second, third etc. and show the relationship. For example, your second capability selection may depend on the success of the experiment with using first capability however the third capability may be independent of the success of the experiment using the first capability.

For large projects please list and number the milestones, the anticipated time frames, the major activities and the people responsible for the milestones / major activities and their time commitments.

4.4. References

Clearly identify documents referenced e.g. For example: Duvert, C., Stewart, M. K., Cendón, D. I., & Raiber, M. (2016). Time series of tritium, stable isotopes and chloride reveal short-term variations in groundwater contribution to a stream. *Hydrol. Earth Syst. Sci.*, 20(1), 257-277. doi: <http://dx.doi.org/10.5194/hess-20-257-2016>

Including the doi helps reviewers quickly find your reference.

4.5. Profile of Research Team

Briefly describe team members in terms of their expertise (relative to opportunity) and expected contribution to the proposal. Please identify any team members who are students or early career researchers. If any of the team members have accessed ANSTO's capabilities &/or facilities in the past e.g. through ACNS, AS or through AINSE, please include recent outputs or outcomes arising from this access.

5. Capabilities

We encourage you to contact the relevant ANSTO scientist(s) to discuss your project before selecting capabilities or facilities. ANSTO's scientists can

- work with you to develop your proposal,
- advise on the most appropriate capability or facility selections,
- help you optimise the use of our capabilities or facilities.

This [page](#) on the ANSTO website provides a menu of the capability groups under the infrastructure hubs with links to more information on the ANSTO website and to ANSTO contact scientists. Make a note of the capability group and the specific capability or capabilities you will request – you will need both to make your selection.

Please ensure you select the correct unit for the capability from the drop-down list e.g. sample, day, metre etc.

5.1. Accelerator selection

Select an accelerator only if you need a specific accelerator for your proposal e.g. previous samples have been run on STAR 2MV. For other capabilities which require access to accelerators, the appropriate accelerator will be nominated by the technical feasibility reviewer.

6. Regulatory Requirements

There are strict regulations regarding the use of uranium, plutonium, thorium, deuterium, heavy water, and nuclear grade graphite. The penalties for breaching these regulations are severe. It is your responsibility to ensure compliance.

7. Samples

You must clearly and accurately describe any samples you wish to bring or send to ANSTO. This is key information for safety reviewers. The samples you describe here must be the samples you bring or send to ANSTO. You must not substitute other samples.

8. Animal Ethics

If your proposal includes the use of animals you must complete this section.

9. Figures

If you wish to add figures to your proposal use the file upload facility on this page. You may add five (5) files of up to 3MB each. The file formats may be jpeg, jpg, pdf, and png.

10. Schedule

If you or any of your team are planning to visit ANSTO to conduct your experiment, please complete this section. The selected date may be adjusted by ANSTO when your proposal is scheduled.

You may also use this section to indicate the expected submission of samples. Please enter "Samples only" in the Description field and do not tick any names under Attendees.

10.1. Visit Information

10.1.1. Description

Provide a short description of the activities you expect to carry out if your proposal is supported.

10.1.2. Date requested

Please select the week commencing date i.e. select the Monday of the week you plan to visit. It is understood that these dates are not binding given the vagaries of research and the lead time.

10.1.3. Scheduling comment

Use this to describe any relationship between capabilities requested that need to be considered during scheduling.

If you are requesting multiple capabilities, please provide a clear pathway of dependence. Indicate which capability is required first, second, third etc. and show the relationship. For example, your second capability selection may depend on the success of the experiment with using first capability however the third capability may be independent of the success of the experiment using the first capability.

10.1.4. Resources

Select the appropriate capabilities for this visit.

10.1.5. Attendees

Select the appropriate people for this visit.

If you wish to add further visits click Add Visit.

11. Submit page

You must accept the [Merit Access Terms and Conditions](#) before you can submit your proposal.

Any mandatory questions (those marked with *****) which haven't been completed will be highlighted on this page with a link to the appropriate page and question. You will not be able to submit your proposal until all mandatory questions are completed.



Only the Principal Investigator can submit a proposal.

12. Revision record

Rev	Description	Date
0	Original issue	20 Oct 2017
1	Update to include external user guide, ACS167876 and amendment of custodian/approver (following the ARP Steering Committee meeting). Removed ARP project roles and responsibilities; and terms with no definitions. Expanded table of contents.	30 Oct 2017
2	Update to new template; update of links and terminology	15 Aug 2022

End of Document

