**Experiment Report Form**

**This form must be completed by all users or user groups who have been granted beamtime at the TARLA.
Once finalized, the report must be submitted electronically via the TARLA User Portal. Link** TARLA User Portal.

Deadlines for Submission of Experiment Reports

The Experiment Report must be submitted via the TARLA User Portal no later than 3 months after the completion of the experiment.

For reports supporting the submission of new or continuation proposals, the deadline is approximately 3 days after the proposal submission deadline, even for experiments carried out close to this date (in such cases, a “preliminary report” may be submitted).

The Proposal Review Panels reserve the right to reject new proposals from groups that have not submitted reports on previously allocated beamtime.

Instructions for preparing your Experiment Report

The report must describe the outcomes and results of the experimental session. It should be written in free text and must, at a minimum, address the following:

* Description and number of samples/projects investigated.
* Description of the measurements performed.
* Assessment of whether the experimental objectives were achieved, with supporting details.
* (Preliminary) results, including references to abstracts, publications, or database repositories, if available.

In addition:

* The report must be written in English, using a minimum font size of 12.
* Relevant tables and figures should be included as appropriate
* If the work has been published or is in press, the abstract (in English) may be inserted along with the full reference details.
* Once finalized, the report must be saved in PDF format (unprotected, unencrypted, and not exceeding 30 MB).
* The report will remain confidential for 3 years following the end date of the experiment session (accessible only to proposal reviewers, the user team, and relevant TARLA staff). In accordance with the TARLA public data policy, the report will be made publicly available after this embargo period. In accordance with the TARLA proprietary data policy, reports from proprietary beamtime will remain confidential.

Please remove this instruction page prior to uploading your report.

Published papers

Please read and carefully follow the TARLA publications rules (Link TARLA Reporting Publications).

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| --- | --- |
| Experiment title:  | Experiment number: |
| Beamline: | Date of experiment:from: to:  | Date of report: |
| Shifts: | Local contact(s): | *Received at TARLA:* |
| Names and affiliations of applicants (\*refers to the experimental team): |

**Report:**