

Call for Scheduling requests

To : Spokespersons of Approved Jefferson Lab Experiments
Cc : Jefferson Lab Users Group
From : Nuclear Physics Experiment Scheduling Committee
Subject: Beam Time Requests for January 2015 thru June 2016
Link : http://www.jlab.org/exp_prog/experiments/scheduling.html

The 12-GeV accelerator commissioning has by now continued through the entire machine. Larger than 6 GeV beam with three passes was reached on April 1st. Then, on May 7th, CEBAF's energy was scaled to 10.5 GeV through its entire 5.5 passes and was delivered into the new Hall D complex, in the tagger beam dump vault. We have completed an experiment readiness review for Hall A startup, and recently one for Hall D/GlueX to begin operations. An experiment readiness review for the Hall B/Heavy Photon Search experiment is scheduled for this week.

For the upcoming periods, priority will remain on 12 GeV pre-operations to establish CD4B key performance parameters, and on further accelerator commissioning to establish robust operations for physics experiments. Nonetheless, we have now reached the time to restart the Nuclear Physics Experiment Scheduling (NPES) Process to establish a longer-term schedule folding in periods of science data taking, be it opportunistic or not, and set multi-Hall operational priorities.

Please be aware that we have implemented some changes in the procedures for beam time requests within the Procedures for Nuclear Physics Experiments process. The requirements to be met before scheduling can be requested are given in subsection V of http://www.jlab.org/user_resources/PFX/NP-PFX/text.html.

In short, you can only request scheduling when construction of all major components of the experiment are (near-)completed, as at this stage the experiment layout and components are considered frozen, and any design modifications will require a change control, approved by the Division Management. For now, we have had experiment readiness reviews fulfilling this requirement only for a very few initial engineering runs and/or experiments. Experiment spokespersons should also note that robust and reliable multi-Hall beam operations are still subject to commissioning periods, so routine beam properties still have to be established. Please discuss with your Hall Leader if there are specific questions.

Under this condition, experiment collaborations requesting beam time for the January 2015 to June 2016 period (with the last 6 months tentative only) must deliver their requests to the Jefferson Lab User Liaison Office by close of business WEDNESDAY, JULY 30 (*but see the note on the conversion to a web-based submission below*). This is one month later than the timeline we will use in future Calls for Scheduling Requests, see the updated schedule at: http://www.jlab.org/exp_prog/experiment_schedule/beamreq.html. This seems fine given that we will only have select experiments in position to answer to this first call, with 12-GeV physics equipment construction still in full swing. *Of course, we will allow some leniency and flexibility with the Hall Leaders given the short turnaround time, also folding in that this is the first call again after many years, with some changes implemented in the process.*

These requests will be reviewed by the Nuclear Physics Experiment Scheduling (NPES) committee, which prepares the combined accelerator and experiment schedule. See http://www.jlab.org/exp_prog/experiments/NPEScommittee.html for the updated web pages on the composition of the NPES committee.

REQUEST INTSTRUCTIONS

(Note: we are in the process of converting to web-based submission of documents, and electronic signatures for concurrence, but for now these instructions also refer to the paper forms and submission to the Jefferson Lab User Liaison Office. Even if the web-based system would be fully operational shortly, we will this time around accept a mix of paper and web-based submissions)

Beam Request Forms: There is a specific set of forms to be completed as part of the beam request. These forms are available from the User Liaison (CEBAF Center, room L111), and are also on line at:

http://www.jlab.org/exp_prog/experiments/beam_req.html

One-Page Summary: A one-page summary of your experiment is **required** to accompany your beam time request. The summary should provide a broad overview of the experiment and the questions it is addressing aimed at a general science audience rather than a nuclear physicist. This request is similar as was done for the 6-GeV operations era, and a list of one-page summaries for earlier Jefferson Lab experiments can be found online at http://www.jlab.org/exp_prog/experiments/summaries/.

Hall Leader Concurrence: All beam time requests and one-page summaries must be signed off by the appropriate Hall Leader PRIOR to their submission. Please allow for adequate time, particularly if your experiment requires extensive testing and/or installation.

If you have any questions or comments, please send them to users@jlab.org or contact one of the Hall Leaders.

Halls A & C	Cynthia Keppel (keppel@jlab.org , 757-269-7580)
Hall B	Volker Burkert (burkert@jlab.org , 757-269-7540)
Hall D	Eugene Chudakov (gen@jlab.org , 757-269-6959)

Thank you for taking time to help ensure an optimal process for scheduling experiments at Jefferson Lab. The scheduling is of great importance to the Laboratory User community and the Laboratory and we appreciate your endeavors.