

beamline*	BL	contact person	
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* STXM (BL4U, Takuji Ohigashi or NK), Liquid XAS (BL3U, Masanari Nagasaka or NK), Organic ARPES (BL6U, Hiroyuki Yamane or NK)

title of proposal	
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check if completed	<ul style="list-style-type: none"> always necessary optional 	when	to/from whom	
√	<ul style="list-style-type: none"> [STXM only] Proposal Submission Signed by the representative 	(1) April-September Beamtime deadline : Middle December (2) October-March Beamtime deadline : Middle June	Hisayo Nagasono hisayo@ims.ac.jp	Contact person for proposal : Takuji Ohigashi & Nobuhiro Kosugi ohigashi@ims.ac.jp kosugi@ims.ac.jp
√	[STXM only] Beamtime Assignment for approved proposal	(1) in March (2) in September	[STXM only] Takuji Ohigashi	
/	○ Invitation letter by IMS	before beamtime	Hisayo Nagasono	GO TO Member Table Sheet.
/	○ Passport [Copy]	at latest 6 weeks before beamtime	Hisayo Nagasono	For short stay visa in Japan
	<ul style="list-style-type: none"> ID Card / X-ray Security Application Form [Copy] 	at latest 2 weeks before the first beamtime in (1)	Hisayo Nagasono	IMS calendar starts from every April. ID Card is valid through the end of March if explicitly declared. If not, apply for every beamtime. https://www.uvsor.ims.ac.jp/staff/BL4U/forms/forms.html
	<ul style="list-style-type: none"> ID Card / X-ray Security Application Form [Original] 	on arrival at IMS	Contact Person	
	<ul style="list-style-type: none"> Sample Specification Form Submission [Copy] 	at latest 2 weeks before beamtime	Hisayo Nagasono	https://www.uvsor.ims.ac.jp/staff/BL4U/forms/forms.html
	<ul style="list-style-type: none"> Room Booking 	at latest 4 weeks before beamtime	Hisayo Nagasono	The earlier, the better.
	<ul style="list-style-type: none"> Itinerary (flight schedule) 	at latest 4 weeks before beamtime	Hisayo Nagasono	Local expenses (room & meals) for max 3 members covered. Negotiate with Nobuhiro Kosugi if support for more than 3 members needed.
	<ul style="list-style-type: none"> Receipt of flight fare 	at latest 4 weeks before beamtime	Hisayo Nagasono	Flight fare is not covered by IMS, but may be covered by Nobuhiro Kosugi's own budget in an exceptional case.
	<ul style="list-style-type: none"> Payment for Room Receipt of Room Key <i>If applicable, receipt of IMS support of cash in JPY.</i> 	on arrival at IMS	Hisayo Nagasono	ca. 3,000 JPY/day in Mishima Lodge ca. 5,000 JPY in a hotel Subtracted from support for local expenses for max 3 members (or more than 3 in an exceptional case) <i>Room key may be found in Foreign User Room.</i>

