Stanford Synchrotron Radiation Lightsource
Format for Proposal Extension Request

- Proposals that have not already exceeded the number of shifts originally estimated when the proposal was submitted may be eligible for a one-time extension from the SSRL Proposal Review Panel (PRP). If approved, the PRP may extend the proposal for **up to 2** additional years, change the rating and/or limit the amount of beam time allocated.
- Submit proposal extension requests by email by attaching a Word or PDF including the following information.
- Submit extension requests by the posted deadline for new proposals (May 1, August 1, November 1). Send extension requests by email to: ssrl-user-office@slac.stanford.edu

1. **Indicate PROPOSAL NUMBER** and **SPOKESPERSON’S NAME**.
2. **PROGRESS**: Provide a progress report describing work accomplished at SSRL on this proposal to date (2-4 paragraphs).
3. **NEW ELEMENTS**: Describe any new elements that may add interest to extending the proposal, if applicable (1-2 paragraphs).
4. **FUTURE PLANS**: Describe the next steps or future plans that you propose to pursue under this proposal (1-2 paragraphs).
5. **COLLABORATORS**: If different from the original proposal, list current collaborators, including institution, address, work phone, e-mail address and citizenship of each collaborator. Ask any new collaborators to register as a new user on the user portal: https://userportal.slac.stanford.edu/
6. **SUMMARY OF BEAM TIME RECEIVED**: List beam time used at facilities other than SSRL. (This information will not affect your SSRL Proposal Extension Request.)
7. **PUBLICATIONS**: Provide a list of all publications related to this work conducted at SSRL on this proposal, and include a link to or copy of 1-3 of the key publications.