



## 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 (June 1, September 1, December 4).  
1. Send extension requests by email to: **ssrl-user-office@slac.stanford.edu**

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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.