

Management of the scientific projects


User manual of the Project managers

Access

The scientific project proposals can be submitted by registered users of the infranalytics.eu website.

The user account creation form can be reached from the login page of the proposal submission page, or directly here:

<https://infranalytics.eu/en/infra/create-a-user-account>



Création de compte utilisateur

Les données fournies lors de la création du compte utilisateur seront utilisées par défaut pour le dépôt de projet.

Identifiant * Mot de passe * ORCID

Vous utiliserez cet identifiant pour vous connecter. Votre mot de passe doit avoir au moins 5 caractères. 0000-0000-0000-0000

Titre Nom * Prénom *






Adresse e-mail * Confirmez votre adresse e-mail *

Expertises

☐ RMN ☐ RPE ☐ FT-ICR

Inscription à la Newsletter INFRANALYTICS ☐ Oui ☐ Non

Politique de confidentialité ☐ Accepter ☐ Refuser En vous enregistrant sur ce site vous acceptez sa [politique de confidentialité](#) et vous acceptez que ce site enregistre vos informations.

Sélectionner "the pencil" parmi les images suivantes ☐  ☐  ☐  ☐  ☐ 

☒ Créer mon compte

The logged-in users can start a new scientific project from the top-menu, under " INTRANET > Submit a proposal"

<https://infranalytics.eu/en/intranet/submit-a-proposal>



 INTRANET SUIVRE UN PROJET ÉVÈNEMENTS FR / EN in twitter magnifying glass

Mon compte **Déposer un projet** Projets Fichiers Édition de contenu ?

Soumettre une proposition de Projet Scientifique

La publication des travaux et expériences menées sur l'un des spectromètres hauts champs dans le cadre de l'accès à l'IR Infranalytics devra faire mention du

The manager of a project (Project Manager / Principal Investigator) is always the website user who submits the proposal.

After the proposal is submitted, the project manager receives an email notification including a weblink leading to the project URL.

It is a secured permanent link containing a unique identifier matching with this pattern: <https://infranalytics.fr/c-project?pid=random&permanent-alphanumeric-string>

This type of link allows the project manager to following up the proposal through all its stages.

Project follow up

Basic use of the console

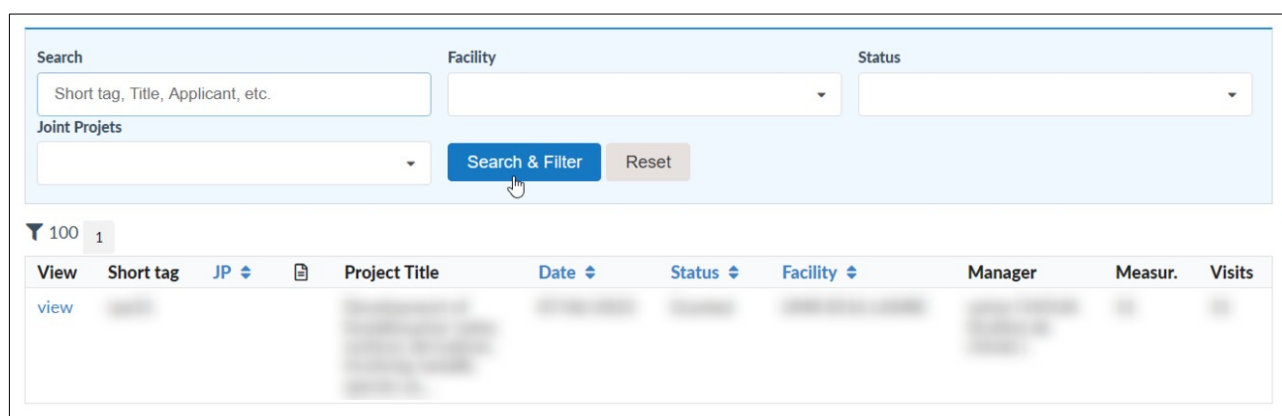
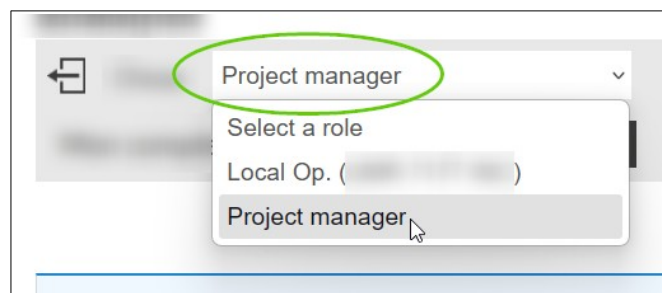
After a project proposal is submitted, the project manager can follow it up thanks to the URL link embedded into the email notification, or from the menu item " INTRANET > Proposals ".

In both cases, the project manager must be logged-in so as to access the project's page whose access is restricted.

When a user having several access levels is logged-in, he can switch between his multiple roles by using the drop-down list " Select a role " next to the username.

The page " INTRANET > Proposals " (<https://infranalytics.eu/en/intranet/proposals>) lists all the projects that the user can access.

By default, its table is sorted according to the date of the most recent event (=Status change).



It is possible to narrow the list down, thanks to a manual Search (on the Project's short-tag, the Title, etc.), or the Facility, or the Status of the projects.

When the project is found, its detailed page can be displayed by clicking on "View", on the left.

Pre-screening stage

At this stage, no action is available to the project manager. However, he can follow up the Events about the pre-screening of the project.

1 – First the project must be approved by a local responsible of the facility where the proposal was submitted.

2 – Then the proposal must be approved by one of the scientific experts that have been selected for reviewing the proposal.

History			
Date	Event	Facility	Comment
	3 Granted		
	2 Approved by scientific expert		
	1 Approved by local responsible		

A local responsible of the facility where the proposal was submitted can also choose to forward the proposal to another facility which could be better suited to the project.

Then the project must be approved by a local responsible of this new facility (step 1).

History		
3	Approved by local responsible	UMR 7281 BIP-AMU
2	Forwarded to different facility	UMR 7281 BIP-AMU
1	New	UMR 7334 IM2NP

3 - The project is finally accepted when it is “Granted”.

Granted projects

Shared projects

The Granted projects can be shared amongst several facilities, especially when measurements must be performed on several machines.

The sharing of a project is controlled by the local responsible persons of the facilities managing it.

History			
Date	Event	Facility	User
2025/07/18 09:51	Shared with a new facility	CEMHTI	
2025/06/02 15:22	Granted	IMEC-ISB-UCCS	
2025/06/02	Approved by	IMEC-ISB-	

Project user accounts

When a project becomes “ Granted ” a Person entry of type “ PM ”(Project Manager) is automatically added by using the project manager’s information entered when submitting the proposal.

The project manager, can :

- create new Persons of type “ VS ” (Visiting Scholar),
- edit any Person linked to the project,
- unlink any Person of type “ VS ” who used to be linked to the project and for who no visit is entered.

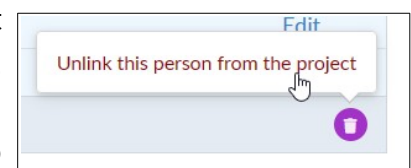
Persons			Add a New person
Name	Type	Email	
	PM		Edit
	VS		Edit
	VS		Edit

The Person’s details are shared amongst the diverse projects as much as possible.

Unlinking Persons

In case a Person must be unlinked from the project, the project manager must click on its trash icon, then into the tooltip box, on “*Unlink this person from the project*”.

This process helps preventing unintentional deletions due to accidental clicks.



Documented visits and Measurement Times

The visits and measurements are scheduled by the local managers of the Facility where the project was submitted and possibly of the Facility sharing the management of the project.

In the project details page, the project manager can see the documented Visits and the Measurement times that have been entered for the project.

The measurement time can not be longer than 15 days.

Persons			Add a New person
Name	Type	Email	
[Redacted]	PM	[Redacted]	Edit
[Redacted]	VS	[Redacted]	Edit
[Redacted]	VS	[Redacted]	Edit

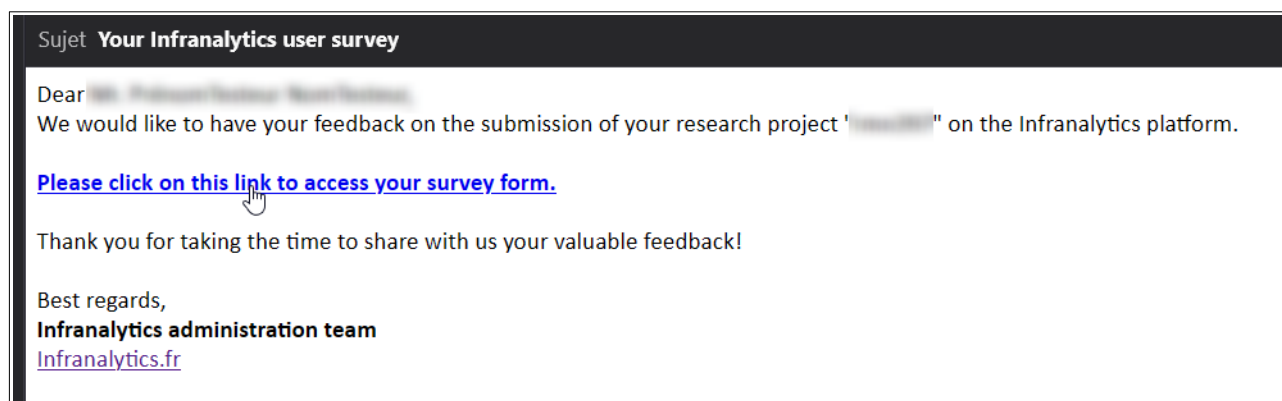
Documented visits			
Workdays	Start	End	Visitor
5	02/08/2021	06/08/2021	[Redacted]
5	02/08/2021	06/08/2021	[Redacted]

Measurement Times					
Workdays	Start	End	Local Correspondant	Machine	Comment
7	02/08/2021	08/08/2021	[Redacted]	[Redacted]	
0.5	15/07/2021	15/07/2021	[Redacted]	[Redacted]	

Satisfaction survey

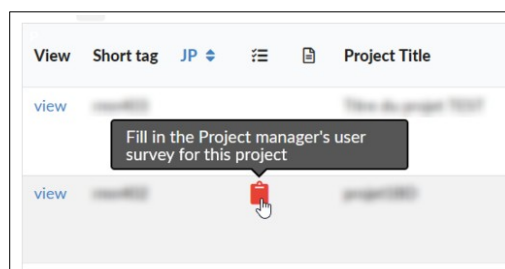
When a local manager enters new measurement times, they can authorize access to the satisfaction survey for the project. This feature is automatically activated after 14 days of measurements (taking into account the total already recorded).

At the end of this measurement time, an email is sent to the project manager inviting him/her to complete the satisfaction survey. This message contains a link allowing direct access to the survey (after logging in as a project manager).



A reminder message is sent if the satisfaction survey is not completed 15 days after the sending of the first invitation.

The project manager can also access the survey from the page " INTRANET > Proposals ", by clicking on the red icon in the " Survey " column (4th column).



The form includes 10 questions to be rated from 1 to 5, 6 yes/no questions, and a free comment field.

Infranalytics user survey

We would like your feedback on the submission of your research project **rmn402** on the Infranalytics website ("projet1BD").
Main Platform : IMEC-ISB-UCCS (Lille)
Questions to rate from 1 to 5 (from 1 for "not satisfactory" to 5 for "very satisfactory").

User-friendliness of the Infranalytics website

Project submission system

Technical support for preparing analyses

Time between project submission and completion

Facility reception and accessibility

Instrument performance

Support for conducting experiments

Support for data processing

Data transfer and availability

Overall rating of the platform used

Were you informed about the possibility of Infranalytics covering accommodation and travel expenses?

Would you like to have access to new tools or technologies?

Were you informed of Infranalytics' data policy?

Are you familiar with the procedure for citing Infranalytics in your publications and communications regarding your results obtained from data collected through the infrastructure?

Are there any training courses you would like to attend, in the form of webinars, on a type of tool/technology available within the Infranalytics network?

Are there any particular topics you would like to see covered during Infranalytics user days?

Free comment

Thank you for taking the time to share your valuable feedback!

Send my satisfaction survey

After the sending of this form, in the page " INTRANET > Proposals ", a green icon indicates that the project manager has successfully filled in the satisfaction survey.

