



*A hub for  
materials research*

# **ARIA Access Portal Guide**

## **Completion of the**

## **USER FEEDBACK FORM**



- Once your team has accessed a **ReMade@ARI** facility, the facility will record information on your visit in the ARIA portal, including dates of access and the number of hours spent at the facility and visiting users (if physical access).
- The Main Applicant of the proposal will then receive an automated email to complete the **USER FEEDBACK FORM** in the ARIA portal.
- The **Experiment Report** should be submitted in the Feedback Form and the template for this is available [here](#).
- The Feedback Form must be submitted before requests for reimbursement can be processed. Information on reimbursement can be found in our [User Access Guidelines](#).
- Instructions follow on how to complete the form.

Login / Register

1. Login at [apply.remade-project.eu/](https://apply.remade-project.eu/)



Home

Request Access

Dashboard

Calls

2. Go to your "Dashboard" in the top left corner.

## Test for Users

Number of Visits: 2

Funding Routes: (1) ReMade-TNA Standard Access

Stage: Approved

PID: 24474

View Proposal

3. Click view proposal.

VID: 46453 – SAXS-WAXS at MAX IV, Lund, Sweden

(1) ReMade-TNA Standard Access

Awaiting Technical  
Evaluation

In-Progress

Awaiting User  
Feedback

Complete



4. On the visit page, in the panel for the visit you wish to provide feedback, click the "Submit Report" purple button on the right-hand side. This should open up the feedback form.

Session 1: ReMade: ForMAX beamline

Awaiting Facility  
Report

Complete

Submit Visit Report

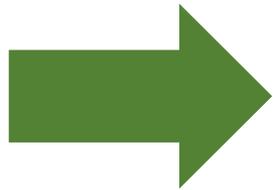
Thank you for completing our User Feedback Form. We look forward to welcoming you back to ReMade@ARI in the future.

Complete Review

5. Click "Complete Review" to send the feedback form. Feedback must be received to formally complete and close the visit.

Example screenshot of

# USER FEEDBACK FORM



Visit Report – VID: 46453 – SAXS-WAXS at MAX IV, Lund, Sweden



## INSTRUCTIONS

You are asked to complete this User Feedback Form, as it is a requirement to enable reimbursement of team members for travel expenses.

Please ensure that ALL team members that either accessed the facility or are involved somehow in the proposal are added in the previous page using the "Add Team Member" field.

The Experiment Report is a mandatory part of this form - please have this ready before submission. Our Experiment Report template can be found on our Documents page at <https://remade-project.eu/index.php/documents-to-help-you/>

Future proposals from team members will not be considered if previous Feedback Forms have not been submitted.

### Team Members

Please confirm team members who ACCESSED this facility, including their names, affiliation and country of affiliation (\*):

500 characters remaining

Please provide the names of the (MAX) 2 team members who may request reimbursement for travel and

200 characters remaining