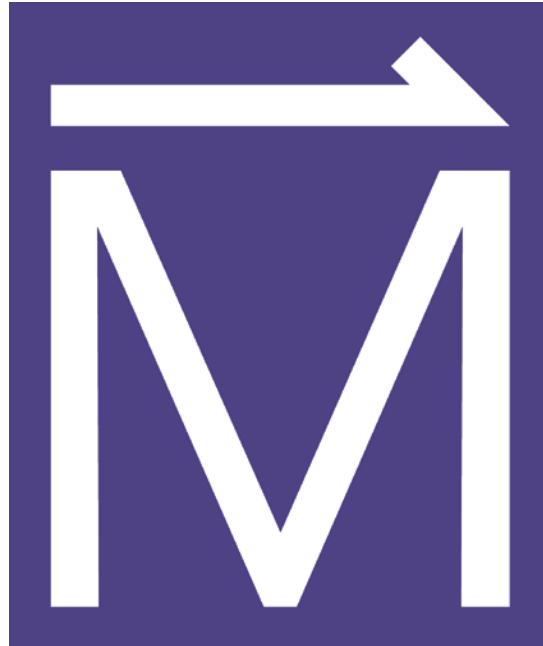


NHMFL User's Program Documentation

AMRIS Proposal & Experiment Workflows



National High Magnetic Field Laboratory
Florida State University

Revised: June 2017

Table of Contents

I. Mag-Lab Funded Research

1) Proposal Workflow – Create Proposal (Submitter).....	1
2) Proposal Workflow – Submit Proposal (Submitter).....	3
3) Proposal Workflow – Open Review Process (Review Manager)	4
4) Proposal Workflow – Review the Proposal (Reviewers)	5
5) Proposal Workflow – Approve the Proposal (Review Manager)	6
6) Experiment Workflow – Create and Submit Experiment (Submitter)	8
7) Experiment Workflow – Duplicate Experiment (Submitter).....	10
8) Experiment Workflow – Begin Review Experiment (Facility Director/ Facility Manager).....	11
9) Experiment Workflow – Review and Approve Experiment (Facility Director/ Facility Manager).....	13
10) Experiment Workflow – Scheduling & Usage (Facility Director/ Facility Manager).....	16

II. Independently-Funded Research

1) Workflow – Create FIRST Experiment (Submitter).....	17
2) Workflow – Create ADDITIONAL Experiment (Submitter).....	19
3) Experiment Workflow – Open Review Process (Facility Director/ Facility Manager).....	20
4) Experiment Workflow – Review and Approve Experiment (Facility Director/ Facility Manager).....	22

III. Managing Billing-Codes – (Facility Director/ Facility Manager).....24

Appendix: AMRIS User Program Workflow.....	25
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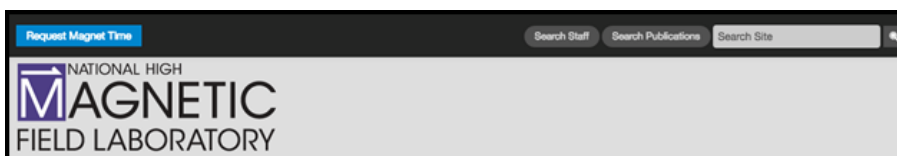
Objective:

The purpose of this document is to clearly outline the proposal and experiment submission workflows for users, as well as, the governing processes of review, approval, scheduling and recording usage for facility management.

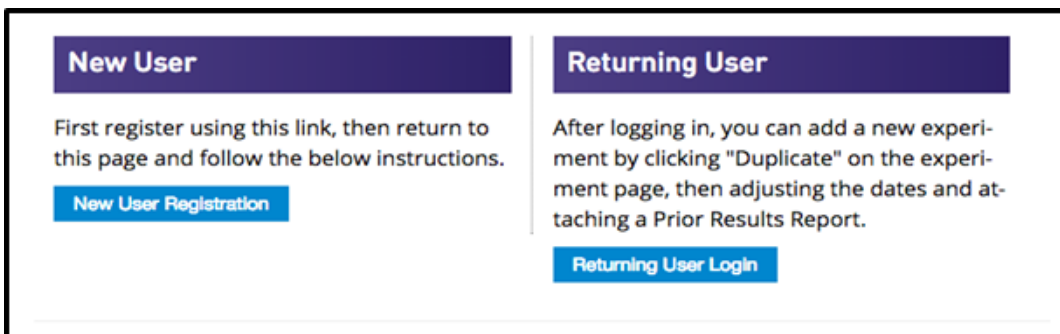
I. Mag-Lab Funded Research

1) Proposal Workflow – Create Proposal (SUBMITTER)

1. Navigate to <https://nationalmaglab.org> in your browser and click Request Magnet Time button on the top left.



2. If you are a first time user, click *New User Registration* button. If you are a returning user, click *Returning User Login* button.



3. After log-in you will be redirected to the **user profile page**.
4. Click **“Create Proposal”** to begin the proposal creation process.
5. Select **“AMRIS – UF (Gainesville)”** from the drop-down menu and a control will appear asking is this research **“Independently Funded?”**.
6. Select **“No”** and the normal proposal workflow is shown.
7. Fill out the Proposal creation form and click **“Create”**.

A screenshot of the 'Submit a Proposal' form. The form is titled 'Submit a Proposal' and contains several fields: 'Choose Facility' (a dropdown menu with 'AMRIS - UF (Gainesville)' selected), 'Independently Funded?' (a dropdown menu with 'No' selected), 'Billing Code' (a dropdown menu with 'ML-A Billing Code needs to be assigned' selected), 'Title' (a text input field with 'TEST' entered), 'Discipline' (a dropdown menu with 'Biology, Biochemistry, Biophysics' selected), 'Principal Investigator' (a text input field with 'Long, Joanna' entered), 'Collaborators' (a list of text input fields with 'Plant, Daniel' entered in the first), and 'Excluded Reviewers' (a text input field). At the bottom of the form are three buttons: 'Create' (highlighted in yellow), 'Cancel', and 'Add New Participant'.

NOTE:

* If you have **NOT** been assigned a billing-code or you **DON'T KNOW** the billing-code you have been assigned leave the default option **“ML-A Billing Code Needs to Be Assigned”** in the Billing Code drop-down menu.

** There is also an **“Add New Participant”** feature that can be used when a PI or Collaborator is not registered in the User’s System at the time of proposal submission. A Submitter may use the **“Add New Participant”** feature to partially register a user. This feature aborts the proposal creation or submission workflow and begins User Registration. The new user will be sent an **Activation** e-mail and must respond to participate in the experiment.

* * * **The PI and Collaborators** are added to proposals using an **Auto-Suggest** feature which will return a list of registered users as more letters of the person’s first or last name is entered.

For example: Begin entering “Joanna” or “Long” and the results will be:

The screenshot shows the 'Submit a Proposal' form with the following fields and values:

- Choose Facility: AMRIS - UF (Gainesville)
- Independently Funded?: No
- Billing Code: ML-A Billing Code needs to be Assigned
- Title: (empty)
- Discipline: Biology, Biochemistry, Biophysics
- Principal Investigator: joan
- Collaborators: Willey, Joan; Cano, Joan; Paulino, Joana; Collingwood, Joanna; Long, Joanna

The screenshot shows the 'Submit a Proposal' form with the following fields and values:

- Choose Facility: AMRIS - UF (Gainesville)
- Independently Funded?: No
- Billing Code: ML-A Billing Code needs to be Assigned
- Title: (empty)
- Discipline: Biology, Biochemistry, Biophysics
- Principal Investigator: long
- Collaborators: Long, Dong; Long, Gary; Long, Jeffrey; Long, Joanna; Longo, Liam; Hu, Longqian

2) Proposal Workflow – Submit Proposal (SUBMITTER)

1. After proposal creation you will be directed to the proposal display page. Here there is a list of **“To Do Tasks”**. Complete all tasks on the list.

The screenshot shows a proposal display page with the following elements:

- Metadata:** Title: test; Facility: AMRIS; Billing Code: ML-A Billing Code Needs to Be Assigned; Discipline: Biology, Biochemistry, Biophysics; Status: New; Excluded Reviewers: (empty).
- Proposal Participants Table:**

Proposal Participants	
Role	Name(s)
Submitter	Anke Toth (O)
PI	Akash Gunjan (S)
Collaborator(s)	Adeline Fournet (G) (Remove)
- Actions Bar:** A vertical menu on the right with options: Edit, Attach Proposal (PDF) (highlighted), Print Preview, Actions, Delete, Experiments, Add/View Experiments.
- To Do Tasks:** A section below the participants table with a red heading and a single task: Attach a Proposal File (including Bio-Sketch) (highlighted).

NOTE:

* **Attach a Proposal File (include Bio-Sketch)** in PDF format via the **“Attach Proposal (PDF)”** link on the Actions bar. The file should contain proposal abstract and bio-sketch information. Browse to the file location and click **“Upload”**.

2. Click **“Submit”** on the Actions bar if you do not wish to submit an experiment with your proposal.
3. You will be redirected to the confirmation page.
4. Only if your proposal is a rapid access request, click the check box in the **“Rapid Access Requests”** panel.
5. Review the **NHMFL User Proposal Policy** document and check the checkbox labeled **“I have read the NHMFL User Proposal Policy”**.
6. Click **“Confirm Submission”**.

The screenshot shows a confirmation page titled **Prepare to Submit**. It contains the following text and elements:

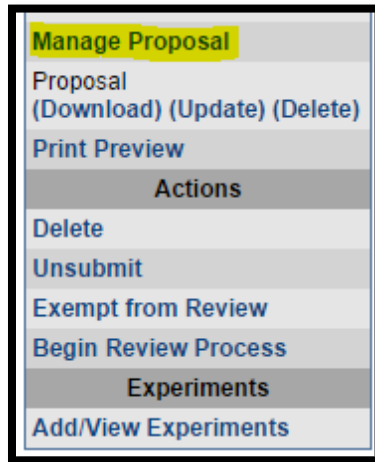
- Text: Please review the [NHMFL User Proposal Policy](#) before submitting your proposal and experiment.
- Checkbox: I have read the NHMFL User Proposal Policy
- Buttons: **Confirm Submission** (highlighted) and **Back**.

NOTE:

*Next steps for Submitters are listed in section I.6)

3) Proposal Workflow – Open Review Process (REVIEW MANAGER)

1. At this point in the workflow, the **Facility Review Manager** is responsible for starting the review process.
2. Navigate to <https://users.magnet.fsu.edu/Users/Login.aspx> in the browser.
3. **“Log In”** using the link in the top right-hand corner.
4. Click the **“Proposal”** link at the top of the page on the navigation bar to locate the appropriate proposal.
5. To indicate the PI is a “New User” and change the status of the **“Rapid Access”** request, click the **“Manage Proposal”** link on the Actions bar.



6. To add a new collaborator, click on **“Edit”** and enter the collaborator and click **“Update”**.
7. To begin the review process, click the **“Begin Review Process”** link on the Actions bar.
8. Then set reviewers for the proposal using the **“Set Reviewers”** link on the Actions bar.
9. Select UPRC members or **“Add Additional Reviewers”** and click the **“Set Reviewers”** button, which sends an email notification to those selected reviewers.

NOTE:

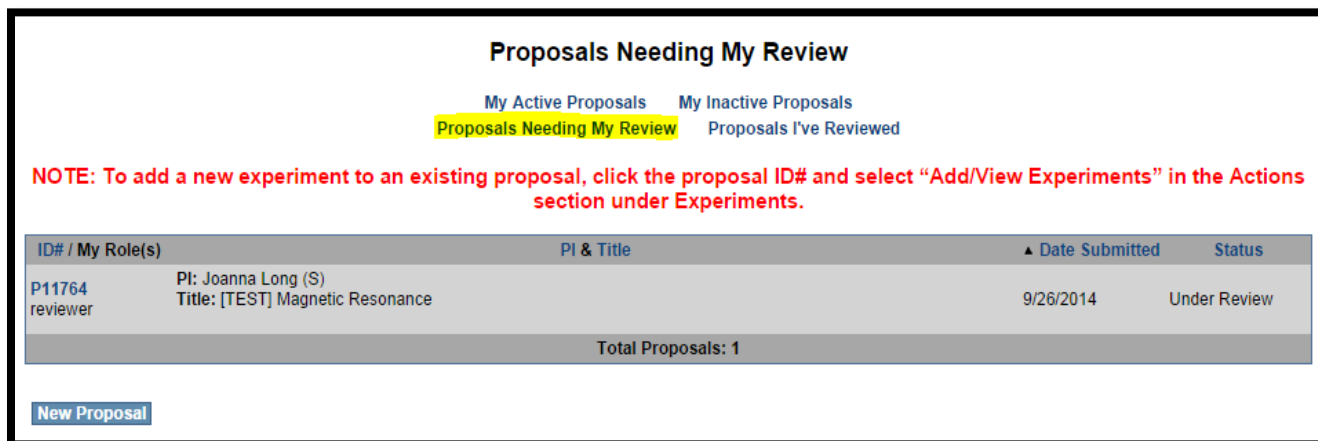
*Next steps for Review Manager are listed in section I.5)

4) Proposal Workflow – Review the Proposal (REVIEWERS)

1. Navigate to <https://users.magnet.fsu.edu/Users/LogIn.aspx> in the browser.
2. “**Log In**” using the link in the top right-hand corner.
3. Click the “**Proposals**” link at the top of the page on the navigation bar.



4. You will be redirected to a page with “**My Active Proposals**” as a header at the top.
5. If you are selected as a reviewer for a proposal there will be a “**Proposals Needing My Review**” link. Click this link.



Proposals Needing My Review

[My Active Proposals](#) [My Inactive Proposals](#)
[Proposals Needing My Review](#) [Proposals I've Reviewed](#)

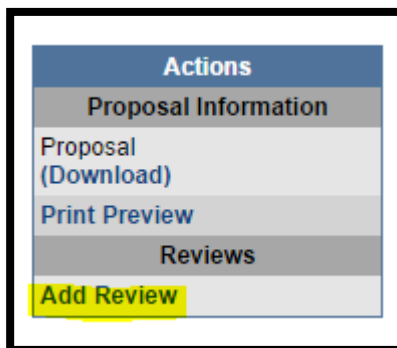
NOTE: To add a new experiment to an existing proposal, click the proposal ID# and select “Add/View Experiments” in the Actions section under Experiments.

ID# / My Role(s)	PI & Title	▲ Date Submitted	Status
P11764 reviewer	PI: Joanna Long (S) Title: [TEST] Magnetic Resonance	9/26/2014	Under Review

Total Proposals: 1

[New Proposal](#)

6. Select the appropriate proposal from the listing.
7. On the proposal display page, download the proposal abstract with its bio-sketch for review. After reviewing the document, click the “**Add Review**” link on the Actions bar, follow the instructions, and then click “**Submit**” to submit your review. Logout.



Actions

Proposal Information

Proposal (Download)
Print Preview

Reviews

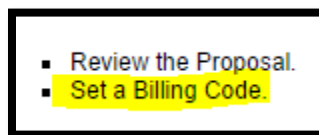
[Add Review](#)

5) Proposal Workflow – Approve the Proposal (REVIEW MANAGER)

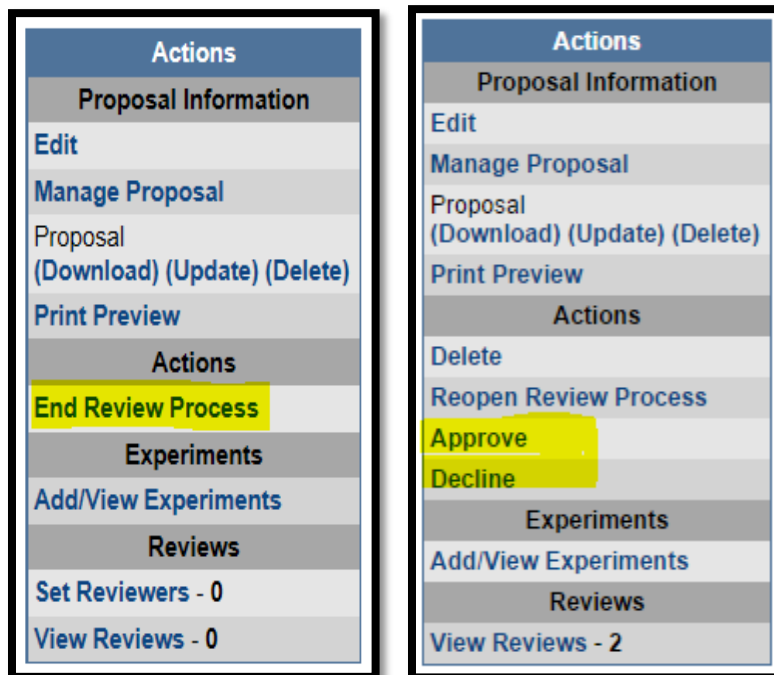
1. **After reviews** have been submitted, navigate to <https://users.magnet.fsu.edu/Users/LogIn.aspx> in the browser.
2. **“Log In”** using the link in the top right-hand corner.
3. Click the **“Proposal”** link at the top of the page on the navigation bar to locate the appropriate proposal.

NOTE:

* If the submitter selects **“ML-A Billing Code Needs to Be Assigned”** as a billing code, the **“Set a Billing Code”** task will appear on the **“Approval Tasks”** list. Click the **“Edit”** link on the Actions bar, select the correct billing code and click the **“Update”** button.



4. Click on **“End Review Process”** on the Action bar of the proposal display page and next click **“Approve”** or **“Decline”** to make a decision about the proposal.

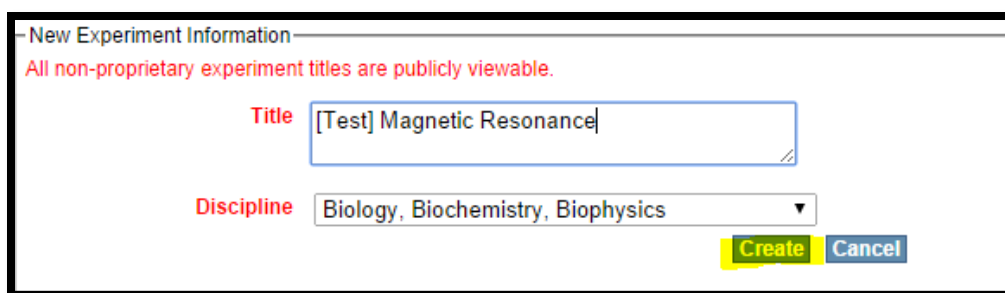


NOTE:

* In the case of a proposal that is Exempt from Review and the submitter, selects **“ML-A Billing Code Needs to Be Assigned”** as a billing code, **“Set a Billing Code”** tasks will appear on the **“Approval Tasks”** list. Use the **“Edit”** link on the Actions bar to **“Update”** the billing code to the correct value before the **“Approve”** or **“Decline”** step can be completed.

6) Experiment Workflow – Create and Submit Experiment (SUBMITTER)

1. **“Log In”** using the link in the top right-hand corner.
2. Click the **“Proposal”** link at the top of the page on the navigation bar to locate the appropriate proposal.
3. Click the **“Add/View Experiments”** link on the Actions bar on the proposal display page.
4. You will be redirected to the **Experiments on Proposal PXXXX** section with a listing of all the experiments related to this proposal.
5. Click the **“Add New Experiment”** button at the bottom of the page.
6. Fill out the form and click **“Create”**.



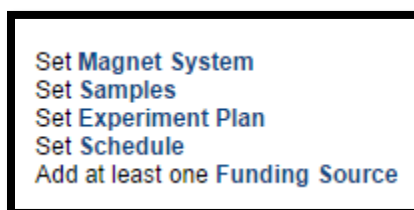
New Experiment Information
All non-proprietary experiment titles are publicly viewable.

Title [Test] Magnetic Resonance

Discipline Biology, Biochemistry, Biophysics

Create Cancel

7. Use the **“To Do Tasks”** list and complete the required actions.



Set Magnet System
Set Samples
Set Experiment Plan
Set Schedule
Add at least one Funding Source

8. After completing the items on the **“To Do Tasks”** list, click the **“Submit”** button on the Actions bar.

NOTE:

* **Independently-funded** experiments are NOT required to read the **NHMFL User Proposal Policy** before submitting.

9. You will be redirected to the confirmation page. Follow instructions and check **“I have read the NHMFL User Proposal Policy”**, and click the **“Click Submission”** at the bottom of the page and logout.

Prepare to Submit

Please review the [NHMFL User Proposal Policy](#) before submitting your proposal and experiment.

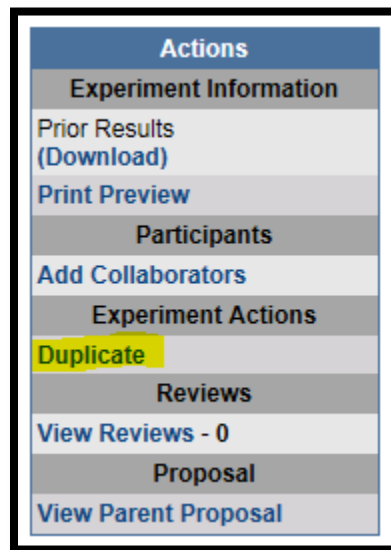
I have read the NHMFL User Proposal Policy

[Confirm Submission](#) [Back](#)

7) Experiment Workflow – Duplicate Experiment (SUBMITTER)

NOTE:

* After an experiment has been submitted, the **Duplicate Experiment** feature becomes available. This feature allows the submitter to duplicate experiments for a streamlined creation and submission process. Click the **“Duplicate”** button to begin a new experiment based on the information in the current experiment with a status of “New”.



Actions
Experiment Information
Prior Results (Download)
Print Preview
Participants
Add Collaborators
Experiment Actions
Duplicate
Reviews
View Reviews - 0
Proposal
View Parent Proposal

8) Experiment Workflow – Begin Review Experiment (FACILITY DIRECTOR/ FACILITY MANAGER) IF APPLICABLE

1. Navigate to <https://users.magnet.fsu.edu/Users/Login.aspx> in the browser.
2. **“Log In”** using the link in the top right-hand corner.
3. Click the **“Experiment”** link at the top of the page on the navigation bar to locate the appropriate experiment.
4. If applicable, click the **“Begin Review Process”** link on the Actions bar of the experiment display page and **“Set Reviewers”** using the Actions bar on the right.

Actions
Experiment Information
Edit
Magnet System
Sample(s)
Experiment Plan
Schedule
Funding Source(s)
Attach Prior Results (PDF)
Print Preview
Participants
Add Collaborators
Experiment Actions
Duplicate
Delete
Unsubmit
Exempt From Review
Begin Review Process
Approve
Decline
Reviews
Set Reviewers - 0
Add Review
View Reviews - 0
Proposal
View Parent Proposal

NOTE:

* In the case of an experiment that is Exempt from Review, skip steps #4-5 and instead click the link labeled **“Exempt from Review”** on the actions bar.

9) Experiment Workflow – Review and Approve Experiment (FACILITY DIRECTOR/ FACILITY MANAGER)

1. Navigate to <https://users.magnet.fsu.edu/Users/LogIn.aspx> in the browser.
2. “Log In” using the link in the top right-hand corner.
3. Click the “Experiments” link at the top of the page on the navigation bar.

[Contacts](#) | [Management](#) | [Profile](#) | [Proposals](#) | [Experiments](#) | [Search](#) | flowers@magnet.fsu.edu [Home](#) | [Log Out](#)

4. You will be redirected to a page with “My Active Experiments” as a header at the top. If you are selected as a reviewer for an experiment there will be an “Experiments Needing My Review” link. Click this link.

Experiments Needing My Review

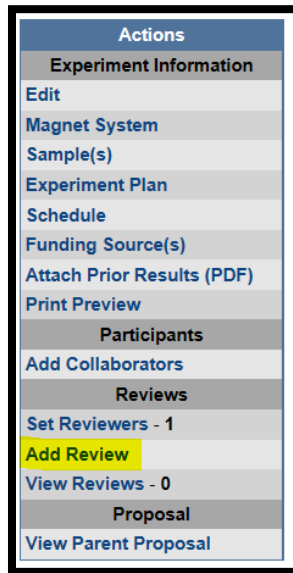
[My Active Experiments](#) [My Inactive Experiments](#)
[Experiments Needing My Review](#)

NOTE: To quickly add another experiment to an existing proposal, click the ID# of a submitted experiment and select “Duplicate” in the Actions section under Experiment Actions.

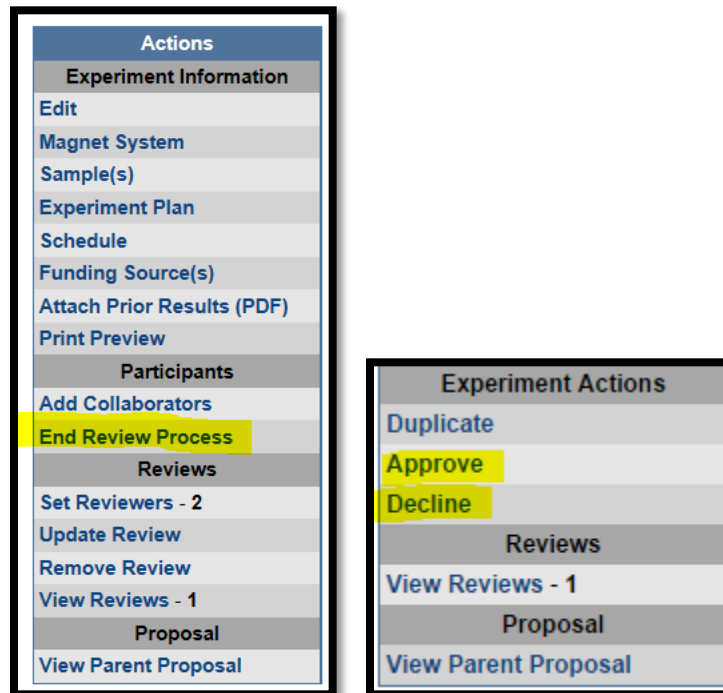
ID# / My Role(s)	PI & Title	▲ Date Submitted	Status
P11764-E001-AMRIS reviewer	PI: Joanna Long (S) Title: [TEST] Magnetic Resonance Proposal Title: [TEST] Magnetic Resonance	10/15/2014	UnderReview

Total Experiments: 1

5. Select the appropriate experiment from the listing.
6. On the experiment display page click the “Add Review” link on the Actions bar.



7. Click the link and follow instructions to **“Submit”** a review.
8. Click **“End Review Process”** and next, click either **“Approve”** or **“Decline”** on the Actions bar to the right.



NOTE:

*** Independently-funded experiments are NOT required to complete this step.**

9. You will be redirected to the experiment approval or disapproval page. Choose your decision consideration from the option provided.

Indicate below the reasons that influenced your decision in APPROVING this experiment.
This information will be kept confidential and not communicated to the PI.

Considerations that **increased** prioritization of this experiment: (For Internal Use Only)

- PI is an early career researcher (<7 years since receipt of PhD)
- PI is from an underrepresented group
- PI is from an institution serving underrepresented populations
- PI is a first-time principal investigator
- PI has not received magnet time recently, i.e. during the previous scheduling period.
- PI has used past magnet time effectively.
- Other

Considerations that **decreased** prioritization of this experiment: (For Internal Use Only)

- Previous high-quality data collected by the PI at the NHMFL has not been published in a timely manner
- Compelling evidence that the requested experimental technique is **not** likely to yield high quality data based on PI's prior results or discussions with the PI.
- Other

Additional Comments

Decline Experiment

The following text will be emailed to the PI.

PI Notification Statement

Indicate below the reasons that influenced your decision in DECLINING this experiment.
This information will be kept confidential and not communicated to the PI.

Considerations that **increased** prioritization of this experiment: (For Internal Use Only)

- PI is an early career researcher (<7 years since receipt of PhD)
- PI is from an underrepresented group
- PI is from an institution serving underrepresented populations
- PI is a first-time principal investigator
- PI has not received magnet time recently, i.e. during the previous scheduling period.
- PI has used past magnet time effectively.
- Other

Considerations that **decreased** prioritization of this experiment: (For Internal Use Only)

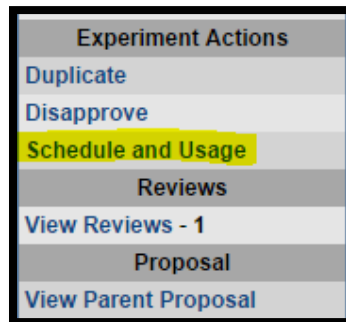
- Previous high-quality data collected by the PI at the NHMFL has not been published in a timely manner
- Compelling evidence that the requested experimental technique is **not** likely to yield high quality data based on PI's prior results or discussions with the PI.
- Other

Additional Comments

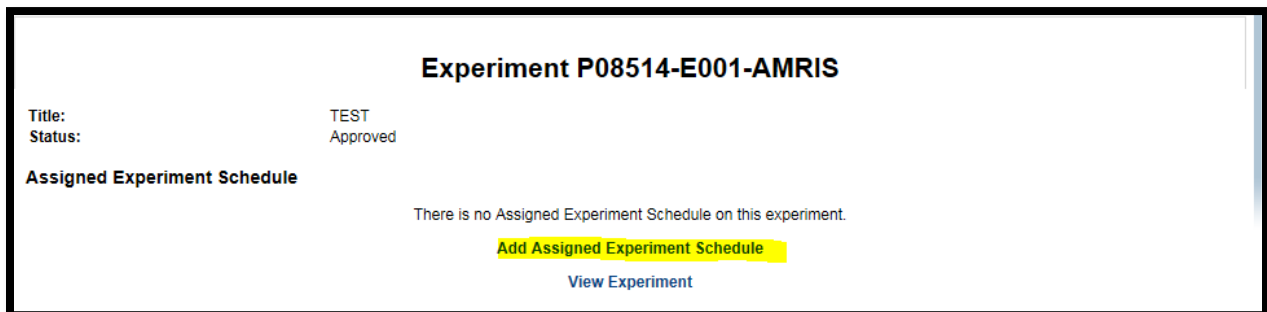
10) Experiment Workflow – Scheduling & Usage (FACILITY DIRECTOR/ FACILITY MANAGER)

NOTE:

* If the experiment was approved, a **“Schedule and Usage”** link will appear on the Actions bar.



1. Click **“Schedule and Usage”** on the action bar and you will be redirected to the Schedule and Usage page.

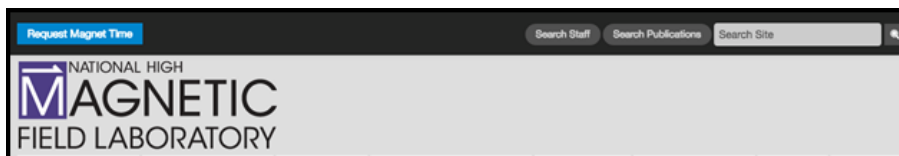


2. Click **“Add Assigned Experiment Schedule”** to complete the form and **“Save”** an experiment schedule.
3. After adding the assigned schedule you will be redirected to the experiment display page.
4. Logout.

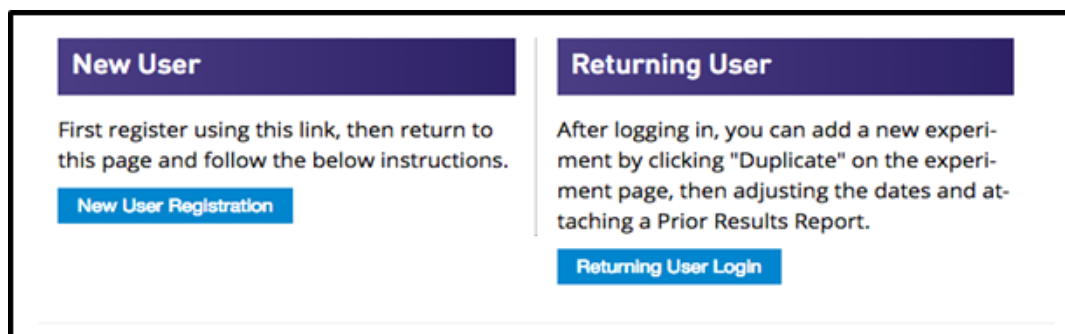
II. Independently-Funded Research

1) Workflow – Create FIRST Experiment (SUBMITTER)

1. Navigate to <https://nationalmaglab.org> in your browser and click Request Magnet Time button on the top left.



2. If you are a first time user, click *New User Registration* button. If you are a returning user, click *Returning User Login* button.



3. After log in you will be redirected to the **user profile page**.
4. Click **“Create Proposal”** to navigate to the proposal creation page.



5. Select **“AMRIS – UF (Gainesville)”** as the facility in the drop-down list and a control will appear asking is this research **“Independently Funded?”**
6. Select **“Yes”** and the PI and the **“Create New Experiment”** button will appear and the proposal process is bypassed.

A screenshot of the 'Submit a Proposal' form. At the top, there is a red warning message: 'All non-proprietary proposal titles are publicly viewable and included in the NHMFL Annual report.' Below this, the form has the title 'Submit a Proposal' and several fields: 'Choose Facility' with a dropdown menu showing 'AMRIS - UF (Gainesville)', 'Independently Funded?' with a dropdown menu showing 'Yes', 'Billing Code' with a dropdown menu showing 'A Billing Code Needs to Be Assigned', and 'Principal Investigator' with a text input field containing 'Long, Joanna'. At the bottom of the form is a yellow button labeled 'Create New Experiment'.

7. You will be redirected to the **experiment workflow** and may “**Submit**” your first experiment for review.

NOTE:

* For **Experiment creation and submission workflows** see section I.6.

2) Workflow – Create ADDITIONAL Experiment (SUBMITTER)

1. Navigate to <https://users.magnet.fsu.edu/Users/LogIn.aspx> in the browser.
2. **“Log In”** using the link in the top right-hand corner.
3. Click the **“Experiments”** link at the top of the page on the navigation bar.

5. You will be redirected to a page with **“My Active Experiments”** as a header at the top. Select the appropriate experiment from the listing.
6. Click the **“Duplicate”** button to begin a new experiment based on the information in the current experiment with a status of **“New”**.

Actions
Experiment Information
Print Preview
Participants
Add Collaborators
Experiment Actions
Duplicate
Reviews
View Reviews - 0

NOTE:

*Next steps are listed in section I.7)

3) Experiment Workflow – Open Review Process (FACILITY DIRECTOR/ FACILITY MANAGER)

1. Navigate to <https://users.magnet.fsu.edu/Users/Login.aspx> in the browser.
2. **“Log In”** using the link in the top right-hand corner.
3. Click the **“Experiment”** link at the top of the page on the navigation bar to locate the appropriate experiment.

NOTE:

* If the submitter chooses **“A Billing Code Needs to Be Assigned”** for an independently-funded scenario, Facility Director/Facility Manager are responsible for setting the correct billing code during the experiment approval process.

4. In order to approve, click on **“View Parent Proposal”** to first set a Billing Code.

The screenshot displays the Magnet System interface for an experiment. On the left, a metadata section lists: Title: TEST; Facility: AMRIS; Discipline: Biology, Biochemistry, Biophysics; Status: Submitted; Proposal Billing Code: A Billing Code Needs to Be Assigned; Date Submitted: 12/10/2014; Proposal: [Independently-funded Research Proposal]. Below this is a table titled 'Experiment Participants' with columns 'Role' and 'Name(s)'. The table lists: Submitter: Anke Toth (O); PI: Akash Gunjan (S); Collaborator(s): (empty). Underneath the table, a red heading 'Approval Tasks' is followed by a yellow-highlighted task: '■ Proposal: Set a Billing Code.' On the right side, a vertical 'Actions' menu includes: Experiment Information (Edit, Magnet System, Sample(s), Experiment Plan, Schedule, Attach Prior Results (PDF), Print Preview), Participants (Add Collaborators), Experiment Actions (Exempt From Review, Begin Review Process, Decline), Reviews (Set Reviewers - 0, Add Review, View Reviews - 0), Proposal (View Parent Proposal), and a yellow-highlighted 'View Parent Proposal' link at the bottom.

5. Click **“Edit”** on the actions bar to update the Billing-Code with the correct value.
6. Go back to **“Add/View Experiments”**.
7. If applicable, **“Set Reviewers”** using the Actions bar on the right.

Actions
Experiment Information
Edit
Magnet System
Sample(s)
Experiment Plan
Schedule
Funding Source(s)
Attach Prior Results (PDF)
Print Preview
Participants
Add Collaborators
Reviews
Set Reviewers - 0
Add Review
View Reviews - 0
Proposal
View Parent Proposal

NOTE:

* In the case of an experiment that is Exempt from Review, skip steps #4-5 and instead click the link labeled **“Exempt from Review”** on the actions bar.

4) Experiment Workflow – Review and Approve Experiment (FACILITY DIRECTOR/ FACILITY MANAGER)

1. Navigate to <https://users.magnet.fsu.edu/Users/LogIn.aspx> in the browser.
2. **“Log In”** using the link in the top right-hand corner.
3. Click the **“Experiments”** link at the top of the page on the navigation bar.



4. You will be redirected to a page with **“My Active Experiments”** as a header at the top. If you are selected as a reviewer for an experiment there will be an **“Experiments Needing My Review”** link. Click this link.

Experiments Needing My Review

[My Active Experiments](#) [My Inactive Experiments](#)
[Experiments Needing My Review](#)

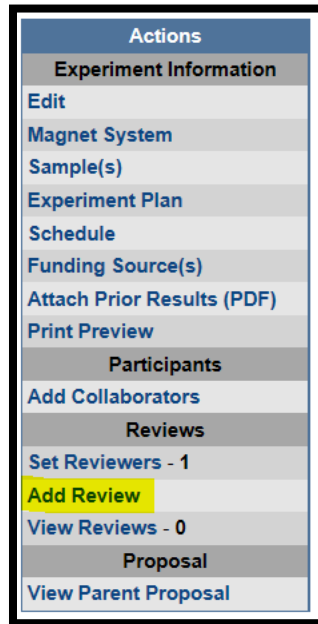
NOTE: To quickly add another experiment to an existing proposal, click the ID# of a submitted experiment and select “Duplicate” in the Actions section under Experiment Actions.

ID# / My Role(s)	PI & Title	▲ Date Submitted	Status
P11764-E001-AMRIS reviewer	PI: Joanna Long (S) Title: [TEST] Magnetic Resonance Proposal Title: [TEST] Magnetic Resonance	10/15/2014	UnderReview

Total Experiments: 1

5. Select the appropriate experiment from the listing.

6. On the experiment display page there is an **“Add Review”** link on the Actions bar.



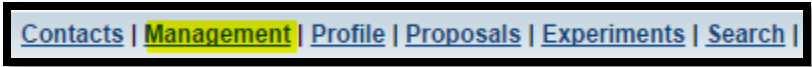
7. Click the link and follow instructions to **“Submit”** a review.
8. Next, click either **“Approve”** or **“Decline”** on the Actions bar to the right.
9. Logout.

NOTE:

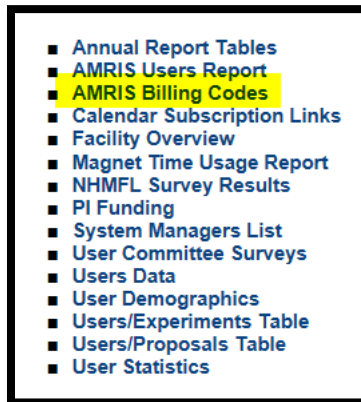
* Reference the experiment schedule and usage see section I.10)

III. Managing Billing-Codes – (FACILITY DIRECTOR/ FACILITY MANAGER)

1. Navigate to <https://users.magnet.fsu.edu/Users/LogIn.aspx> in the browser.
2. “Log In” using the link in the top right-hand corner.
3. Click on the “Management” tab on the navigation bar at the top.



4. Look for AMRIS Billing Codes and click the link.



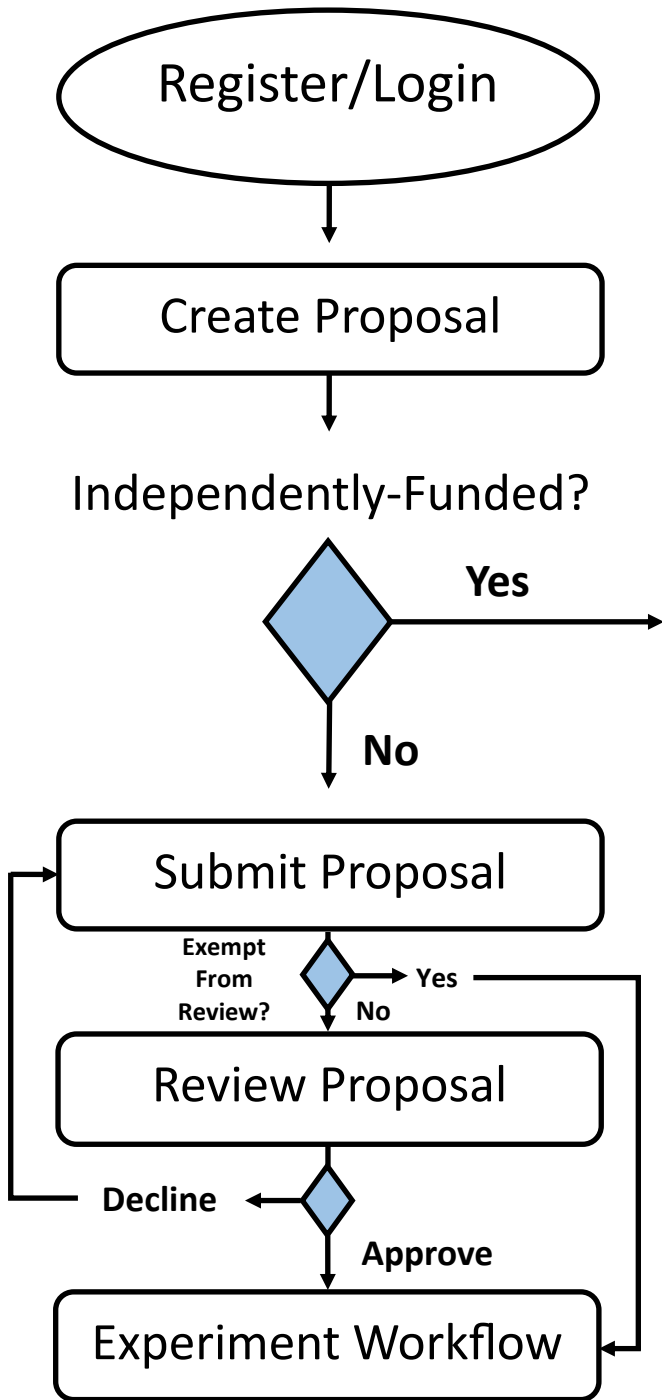
5. A list of billing codes is shown. At the bottom click “New Billing Code”.



6. When creating a new billing code, use “ML-“without spaces and with capital letters for MagLab Funded research.
7. Click “Create”.
8. Click on a specific code to Activate, Inactivate, or Delete the code.



Proposal Workflow



*** (Not pictured in either workflow): In the event a proposal or experiment is declined, Facility Management is given the option to Reconsider.

*** For certain facilities, during submission of a proposal for NSF-funded research a first experiment must be submitted along with the proposal.

*** After an experiment is submitted it may be duplicated and edited to reduce entry time for the next experiment submission.

Revised 06/12/2017

Appendix: AMRIS User Program Workflow

Experiment Workflow

