



Procedure to Use LaserNetUS Materials and Supplies Grants

Purpose/Description

This procedure explains how to obtain Materials & Supplies (M&S) grants through LaserNetUS. These grants support experiments by funding consumables and fabrication costs for essential components. The procedure outlines the steps for submitting requests, item eligibility criteria, and the approval process.

Table of Contents

Purpose/Description	1
Table of Contents	1
Step 1: Determine Eligibility for Funding	2
Eligible Items	2
Ineligible or Restricted Items	2
Step 2: Make Credit Card Purchases from SLAC Suppliers	2
Step 3: Purchase Items Requiring a Purchase Order (PO)	3
Step 4: Follow the Approval Process	4
Step 5: Receive and Return Items	4
Step 6: Address Common Issues and Troubleshoot	4
Contact Information	5
FAQs	5

Step 1: Determine Eligibility for Funding

Before applying for a Material and Supplies (M&S) grant, confirm that the items you need qualify for funding under LaserNetUS guidelines. Eligible and ineligible or restricted items are outlined below.

Eligible Items

- **Consumables:** Raw materials for sample or target preparation, optics, etc.
- **Fabrication Costs or Components:** Must be purchased from General Atomics or another US-based vendor.
- **Returnable Items:** All purchased items must be returned to LaserNetUS management after completing the experiment.

Ineligible or Restricted Items

- **Computers, Cameras, Detectors, or DOE-Controlled Items:** Vacuum pumps, vacuum chambers, or other items subject to DOE property control require additional review and a management plan and may not be approved.
- **Amazon Purchases:** Items must be purchased directly from Amazon and not through a third-party Amazon vendor.
- **Used or Refurbished Items:** Purchases of used or refurbished items are prohibited.

Note: *Purchase of items exceeding \$10,000 requires approval time of up to 8 weeks, so plan accordingly.*

Step 2: Make Credit Card Purchases from SLAC Suppliers

For credit card purchases from standard suppliers such as Thorlabs, Edmund Optics, Ted Pella, etc., follow the steps below:

- **Fill Out the Purchase Request Form**
Complete the M&S Grant request form, available through the LaserNetUS User Office.
- **Submit the M&S Grant Request Form to the LaserNetUS User Office**
Email the completed form and details about the items to be purchased to the LaserNetUS User Office at [ccurry@slac.stanford.edu](mailto:c Curry@slac.stanford.edu).

Required Information

- Supplier name (e.g., Thorlabs, Edmund Optics, Ted Pella)
 - A list of items, quantities, and prices
 - Justification for the items (i.e., how they support your experiment)
 - Contact information for the user and experiment ID (e.g., K-12345)
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Step 3: Purchase Items Requiring a Purchase Order (PO)

For items that require a purchase order (PO), including those from General Atomics or other niche vendors, follow these steps:

- **Obtain a Quote**
 - Request and obtain a written quote from the supplier.
 - **Important:** *The quote you receive must be addressed as shown below; please ensure the quote is addressed as follows—*

Chandra Breanne Curry
2575 Sand Hill Road
Menlo Park, CA 94025

- **Submit the Quote**
Email the quote to the LaserNetUS User Office for review and approval at ccurry@slac.stanford.edu.

Important Notes

- **New Vendors:** If you purchase from a vendor that has not worked with the U.S. government or SLAC, allow four weeks for vendor registration, even for low-cost items.
- **No Work Before PO Issuance:** Vendors *must not* begin work or fabrication before the PO is issued. If work starts before the PO is finalized, you will not be eligible for future M&S grants.

Tip: Plan your purchase timelines around the internal procurement process and the vendor's stated lead time.

Step 4: Follow the Approval Process

- **Approval Timeline**
 - For standard purchases under \$10,000, approvals generally take 1-2 weeks.
 - For purchases of \$10,000 and above, approvals can take up to 8 weeks.
 - **DOE Supplier Registration**

If not already registered, vendors must [register as SLAC and DOE suppliers](#), which can take up to four weeks, regardless of the purchase amount.
 - **Notifications**

You will receive an email notification once the purchase request is approved. However, the approval process may take longer if additional review is required (e.g., for DOE-controlled items).
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Step 5: Receive and Return Items

- **Receive Items**
 - Ensure the items are shipped to the address provided in the PO or form.
 - Review the items upon receipt to verify that they match the order.
 - **Return Items to LaserNetUS**

After your experiment is complete, return all purchased items to LaserNetUS management. This ensures compliance with grant guidelines and enables future eligibility for M&S support.
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Step 6: Address Common Issues and Troubleshoot

- **Amazon Purchases:** Confirm that items ordered from Amazon are "Amazon Direct" and not from third-party vendors.
Important: *Follow this rule to avoid rejection of the purchase.*
- **Used or Refurbished Items:** Always purchase new items, as used or refurbished items are not allowed under LaserNetUS M&S grants.
- **Lead Times:** Plan for procurement times, especially for high-cost or niche vendor purchases.

Contact Information

For any questions or clarifications, please contact the LaserNetUS User Office at—

- Email: ccurry@slac.stanford.edu
 - Phone: 650-926-2877
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FAQs

- **How long does it take to get approval for M&S purchases?**
 - Small purchases under \$10,000 are generally approved within 1-2 weeks.
 - Larger purchases of \$10,000 and above may take up to 8 weeks.
- **What if a vendor has never worked with SLAC or DOE before?**
 - Allow up to 4 weeks for new vendor registration.
 - Work closely with the LaserNetUS procurement team to ensure timely processing.
- **Can I start the work before the PO is issued?**
 - No, work must begin only *after* the PO is issued.
 - **Important:** *Starting work prematurely will result in disqualification from future M&S support; please ensure the PO has been issued before starting work.*