

**Use and Access Agreement (UAA)**

version 04/26/19

- 1) **Prior to a User arriving at the Pacific Northwest Center for CryoEM (PNCC)**, training requirements and badge access documentation must be completed, submitted and approved. These requirements include submission of a completed/signed:
  - a) EMSL User Portal Acknowledgement
  - b) PNCC Use and Access Agreement (UAA) [this document **signed by all** regardless of onsite visitation or remote use to comply with policy terms for our institution for every approved proposal].
  - c) Unescorted Visitor Information Form (UVIF) (required for all non-OHSU users visiting on-site).
  - d) Institutional Verification letter submitted (on letterhead) by their home institution verifying that a clear background check is on file (required for all non-OHSU users visiting on-site).
- 2) All users of PNCC are required to follow standard policies for NIH data sharing, co-authorship, acknowledgement of PNCC support in research publications and presentations, and public access to publications. (See Use terms 10-16).
- 3) PNCC users will be assigned a Scientific Point of Contact (SPOC) to discuss any technical questions regarding their proposal. PNCC users will email Lauren Hales Beck ([lauren.halesbeck@pnnl.gov](mailto:lauren.halesbeck@pnnl.gov)) with any reductions or cancellations of instrument reservations at least two weeks in advance. This will allow other users to be accommodated.
- 4) Samples will stay in the PNCC for 8 weeks and then be removed unless arrangements are made with Claudia López ([lopezcl@ohsu.edu](mailto:lopezcl@ohsu.edu)).

**PNCC On-site visitors:**

- 5) PNCC users shall respect the privacy of all scientists and the work activities that are ongoing in the PNCC and surroundings.
- 6) PNCC Emergency Safety procedures will be reviewed with each visitor upon their first arrival to PNCC.
- 7) PNCC access badges will be held by visitors only during their scheduled time and forfeited back to the PNCC upon departure for the day (unless they are scheduled to be on site overnight and vetted for instrument use).
  - a) PNCC Visitors must report a misplaced or lost access badge immediately to both PNCC staff and to OHSU Public Safety **503 494-7744**, for deactivation and replacement. A charge of \$25 will be incurred for replacement of a badge.
- 8) Visiting PNCC users will have their training and EM skills vetted by a PNCC staff member before independently using any PNCC instrumentation or lab space. For samples prepared with a BSL2 protocol, users must provide their IBC protocol and approval letter, and certification that users handling these samples have the appropriate institutional training.
  - a) Independent usage of PNCC instrumentation must be entered in the appropriate electronic logs.
- 9) Problems with PNCC instrumentation must be reported to a PNCC staff member as quickly as possible; this will help ensure immediate repairs. Do not attempt to repair the equipment on your own. Failure to report problems as soon as they are identified may result in the loss of user privileges.
  - a) Instruments, and all parts, must be cared for as instructed during training. Abuse of any of the instruments/parts will result in potential loss of user privileges. Any broken parts will be replaced by the user.
  - b) **Problems after hours:** Contact the PNCC Staff member that is on-call.

## PNCC Use Terms: Data Sharing and Publication

Acknowledgements required for all research publications and presentations supported by use of PNCC.

- 10) For **all presentations and posters**, a shortened acknowledgement is acceptable. Include the exact phrase “Use of Pacific Northwest Center for Cryo-EM supported by NIH grant U24GM129547” on any Acknowledgements/Funding paragraph or slide.
- 11) For **all research publications** or press releases, the full acknowledgement is required. Include the exact phrase "A portion of this research was supported by NIH grant U24GM129547 and performed at the Pacific Northwest Center for Cryo-EM at Oregon Health & Sciences University (OHSU) and accessed through EMSL (grid.436923.9), a DOE Office of Science User Facility sponsored by the Office of Biological and Environmental Research" in the appropriate Acknowledgements/Funding section. All users of PNCC are required to follow standard policies for co-authorship, data sharing, and public access to publications.

*Co-Authorship of PNCC staff for publications involving data derived from use of PNCC:*

- 12) If PNCC staff only provided standard specimen and data services, then co-authorship is not warranted. Instead, please recognize the expert assistance of center staff (credited by name) in the acknowledgements section of the publication.
- 13) If on behalf of a user, PNCC staff developed new methods that were required to attain the data used in a publication, then PNCC staff co-authorship is warranted.
- 14) In cases where PNCC staff make significant intellectual contributions to a published study in the course of providing research guidance and/or cross-training, then co-authorship is expected.

*Data sharing and archival of raw and initial processed datasets:*

- 15) All imaging and other data generated by PNCC must be made public following established accepted practices for data validation and deposition to publicly accessible worldwide repositories (EMDB or PDB) prior to manuscript publication. Additionally, all raw and initial processed datasets acquired by PNCC will be archived using the MyEMSL archive. Users can access their project related archived data anytime and anywhere via the “Get Data” tab within the EMSL User Portal. Data is owned by the user during the awarded proposal period and for 1-year following the end of the respective user proposal. During this window only the proposal PI, their designated team and PNCC staff can access the data. **However, 1-year after the end of each individual user proposal**, all associated data for that specific proposal is made publicly searchable within MyEMSL and is available to the general scientific community. The archiving of PNCC data is automatic and does not remove the requirement to deposit data related to individual publications in worldwide repositories.

*Public access to publications for dissemination of information and tracking purposes by NIH and PNCC:*

- 16) NIH requires that all research papers describing research supported using PNCC must be available to the public through PubMed Central. Additionally, NIH requires that the PNCC have a copy of all resulting publications and information on all deposited structures/maps. All users of PNCC are therefore required to report all journal articles, conference proceedings, books or book chapters, contributed news articles, et cetera that include data generated by use of the PNCC. Authors must upload these documents to the EMSL User Portal and link it to their awarded project within 2-weeks of publication and enter the PMCID number as soon as it is issued.

**Signature below attests that the individual understands and will comply by the terms and conditions listed herein:**

PNCC User \_\_\_\_\_  
Name Signature Date

Approved Proposal # \_\_\_\_\_

PNCC Proposal PI \_\_\_\_\_  
Name Signature Date

PNCC Receipt \_\_\_\_\_  
Name Signature Date