



Step-by-step guide showing how to submit proposal for access to Pacific Northwest Center for Cryo-EM (PNCC)

James Evans
August 22, 2018

Step 1: Migrate to the EMSL User Portal

Click "Apply Here" link on PNCC ACCESS webpage

Or any of the User Portal links

Or type this URL:
eus.emsl.pnl.gov/Portal

PACIFIC NORTHWEST Cryo-EM Center

HOME | ACCESS | TRAINING | INSTRUMENTS | TEAM MEMBERS

ACCESS

PNCC accepts three categories of user proposals each conferring different access and instrument allocation levels as outlined in the following table.

[Apply Here](#)

[Download Submission Guide](#)

Proposal Type	Allowed Instrument Allocation	Proposal Focus	Proposal Due Date (Review Timeframe)	Page Limit
Rapid Access	8-24 hours	Preliminary data or time-sensitive investigations. Scheduled by PNCC staff as time is available.	Proposal due every Friday (Review process 1-2 weeks)	1 page
Standard Access	Up to 5 days	Most research projects. Onsite training optional. PNCC staff operation of instrumentation.	Proposal due 1st of every month (Review process 2-3 weeks)	2 pages
Programmatic Access	20 days per year and up to 2-year access. Scheduled in 5-day increments	Long-term projects of significant impact. Onsite training recommended. PNCC staff or qualified user operation of instrumentation.	Proposal due Jan. 1, Apr. 1, Jul. 1, and Oct. 1 (Review process 3-4 weeks)	3 pages

USER

- PNCC Training Workshops / Symposia
- Submit PNCC CAT User Access Proposal
- Proposal Externally Reviewed
- Proposal Awarded
- User Metrics & Productivity Tracking/Reporting
- PNCC Personalized Cross-Training
- PNCC Cryo-EM Workflow Access

Individuals wanting access to PNCC resources must submit research proposals through the [User Portal](#), hosted by [EMSL](#) (a DOE National User Facility located at PNNL). To ensure proper handling, users must choose the "PNCC CAT" option in the Current Calls selection box. A step-by-step guide describing how to submit proposals is available for download. Proposals will be accepted starting August 2018 for first instrument access in November 2018.

Templates for each proposal type are included in the table above. Rapid access proposals can be submitted at any time by users and will be sent for review weekly. Standard access and Programmatic access proposals can also be submitted at any time; however, they will be reviewed on a monthly and quarterly basis, respectively.

After proposal submission, an external review committee will review each proposal to assess feasibility, science impact and (with staff help) estimate required resources (instrumentation time & staff assistance). Reviewer's scores will be forwarded to the PNCC management team for award decisions and access allocation. Every effort will be made for all proposal reviews and decisions to be complete within 1 to 4 weeks of the due dates based on proposal type. The result of the merit review will be communicated to users directly, and if time is awarded, a link will be provided for scheduling. All raw and processed data generated at PNCC will be automatically uploaded and stored on the EMSL data archive. Remote access for users will be available through the MyEMSL downloader, which can be accessed via the "Get Data" tab on the user-specific [EMSL User Portal](#) homepage. All users must sign a User Agreement document prior to utilization of the PNCC. The User Agreement includes an attestation that all publications incorporating data acquired at PNCC must be properly acknowledged. The User Agreement will be sent to all members of a successfully awarded proposal.

Step 2: Create EMSL User Portal account

Secure | <https://eus.emsl.pnl.gov/Portal/>

EMSL User Portal

You are not logged in.

Welcome to the EMSL User Portal

This site is designed for EMSL's research community and provides access needed to manage proposal submission and project activity and to conduct peer reviews.

Enter your Email and Password to log in.

Email:

Password: [Need a Password](#)

First-time EMSL User? [Create a new User Account](#)

NOTE: If you are using Internet Explorer and are experiencing slow page loads and/or overall slowness, try using [Firefox](#) or [Chrome](#) instead.

Create ID & Password
Note: An ORCID ID will need to be linked to all new accounts.

Step 3: EMSL User Portal homepage overview

EMSL User Portal

Welcome, James Evans. [LOG OUT](#)

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EMSL

James Evans

Training Due You have [mandatory training](#) that needs completing.

This home page is individualized to you. It has links to your profile, training due, proposal and publication history, as well as a tab to retrieve raw and processed data from all awarded projects you are associated with.

Proposals + Create New Proposal

Pending & Open	Status
Unraveling New Pathways for Carbon Capture to Enhance Lipid-Biomass Feedstocks Load proposal #49612	Approved
Integrated multi-omic analysis of high lipid accumulation in the oleaginous green microalgae <i>Ostreococcus tauri</i> to engineer metabolic pathways for improved triacylglycerol feedstocks Load proposal #50036	Approved
High-Content Nanowell Screening for Characterization of Cellular Dynamics Load proposal #50187	Pending Approval
Visualizing pathways in cells for more accurate biodesign Load proposal #50188	Approved
Collaborative Access Team: Pacific Northwest Cryo-EM Center (PNCC) Load proposal #50414	Approved

Saved	Last Saved
Transforming Membrane Protein Structure Determination with the EMSL Quiet Wing	Nov 26, 2013

Step 4: Begin new proposal submission process

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James Evans

 **Training Due** You have [mandatory training](#) that needs completing.

To submit proposal click here.

Note: This guide describes submission path exclusive to PNCC. Any request for non-PNCC tools requires standard EMSL User Proposal.

Proposals
+ Create New Proposal

Pending & Open	Status
Unraveling New Pathways for Carbon Capture to Enhance Lipid-Biomass Feedstocks Load proposal #49612	Approved
Integrated multi-omic analysis of high lipid accumulation in the oleaginous green microalgae <i>Ostreococcus tauri</i> to engineer metabolic pathways for improved triacylglycerol feedstocks Load proposal #50036	Approved
High-Content Nanowell Screening for Characterization of Cellular Dynamics Load proposal #50187	Pending Approval
Visualizing pathways in cells for more accurate biodesign Load proposal #50188	Approved
Collaborative Access Team: Pacific Northwest Cryo-EM Center (PNCC) Load proposal #50414	Approved

Saved	Last Saved
Transforming Membrane Protein Structure Determination with the EMSL Quiet Wing	Nov 26, 2013

Step 5: Add PI and team information

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New Proposal - Untitled
Not Saved [Save Proposal](#) [Preview Proposal Summary](#)

- 1** Participants
★ James Evans [Add Participant](#)
- 2** Details
- 3** Logistics
- 4** Submit Proposal

★ **James Evans** (Environmental Molecular Sciences Laboratory) [Remove from this proposal](#)

Please note if you're submitting this proposal on behalf of the PI or co-PI, and required contact or ORCID® iD information (ID number or permissions) is missing, **they will need to log in to their User Info tab and update this information before the proposal can be submitted.**

WARNING: If you do not have all of a new participant's required information or if information is missing from an existing participant, you will need to remove the participant before you can save or submit the proposal. For existing participants, contact the User Support Office (509-371-6003 or emsl@pnnl.gov) to update the information in the database. If you are facing a Call deadline, the USO can help you add the participant after you submit your proposal.

Name James E Evans [Why can't I change my name?](#)

* Profession

* Email address [EMSL Announcements](#)

iD * ORCID iD [What is this?](#)

* ORCID Record Permissions

Institution Information

Fill-out name, profession, and email for each team member. *Note: Only Primary PI and Co-PI need to have ORCID ID linked.*

Click here to add team

Step 6: Add PI and team information

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- 1 **Participants**
 - ★ James Evans
 - [Add Participant](#)
- 2 **Details**
- 3 **Logistics**
- 4 **Submit Proposal**

Name James E Evans [Why can't I change my name?](#)

*** Profession**

*** Email address** [EMSL Announcements](#)

id * ORCID iD [What is this?](#)

*** ORCID Record Permissions**

Institution Information

*** Institution Name**

*** Type of Institution**

*** Country**

*** State**

*** City**

*** Postal code**

Fill-out institution
info for each team
member

Step 7: Add proposal details, upload template, mark proposal type as PNCC CAT, and list cryo-EM method(s)

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New Proposal - Untitled Not Saved [Save Proposal](#) [Preview Proposal Summary](#)

- 1 **Participants**
 - ★ James Evans
 - + Add Participant
- 2 **Details** ⇨
- 3 **Logistics**
- 4 **Submit Proposal**

Proposal Details

* = required

* **Primary Research Area**

* **Title**

* **Abstract** (approximately 500 words)

[What should be included in my abstract?](#)
Note: Nonproprietary abstracts as submitted may appear on public websites.

* **Proposed Research** (.pdf) [What do I need in my proposed research?](#)

Important Note: Proposals exceeding page lengths as stated on the EMSL website will not be accepted. Please confirm you are meeting EMSL requirements before submitting.

* **Proposal Type**

Click here to add details

Select research area, insert title and insert abstract

Step 8: Add proposal details, upload template, mark proposal type as PNCC CAT, and list cryo-EM method(s)

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1 Participants
★ James Evans
[Add Participant](#)

2 Details ⇄

3 Logistics

4 Submit Proposal

Proposal Details

* = required

* **Primary Research Area**

* **Title**

* **Abstract**
(approximately 500 words)

[What should be included in my abstract?](#)
Note: Nonproprietary abstracts as submitted may appear on public websites.

* **Proposed Research** (.pdf) [What do I need in my proposed research?](#)

Important Note: Proposals exceeding page lengths as stated on the EMSL website will not be accepted. Please confirm you are meeting EMSL requirements before submitting.

* **Proposal Type**

Upload completed PNCC proposal template as PDF (download blank template from PNCC website)

Step 9: Add proposal details, upload template, mark proposal type as PNCC CAT, and list cryo-EM method(s)

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- Participants**
 - James Evans
 - [Add Participant](#)
- Details** ⇨
- Logistics**
- Submit Proposal**

*** Proposed Research** [Add File...](#) [What do I need in my proposed research?](#)
(.pdf)

Important Note: Proposals exceeding page lengths as stated on the EMSL website will not be accepted. Please confirm you are meeting EMSL requirements before submitting.

*** Proposal Type** [Select proposal type...](#)

- General
- Partner Proposal
- EMSL Staff
- Current Calls** ▶
- CAT** ▶
- CAT: PNCC CAT**

*** Preferred Start Date**

*** Is this proposal associated with a National Foundation Supplemental Funding Request?**

*** Will you desire the assistance of EMSL Staff in obtaining and interpreting results?** Yes No

If you have discussed this proposal with a Laboratory staff member, please enter his/her name.

Laboratory Staff Contact

Be sure to select “Current Calls”, then “CAT”, and “CAT: PNCC CAT” under proposal type to ensure proper routing

Step 10: Add proposal details, upload template, mark proposal type as PNCC CAT, and list cryo-EM method(s)

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New Proposal - Untitled

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- Participants
 - James Evans
 - [Add Participant](#)
- Details
- Logistics
- Submit Proposal

*** Proposed Research** [+ Add File...](#) [What do I need in my proposed research?](#)
(.pdf)

Important Note: Proposals exceeding page lengths as stated on the EMSL website will not be accepted. Please confirm you are meeting EMSL requirements before submitting.

*** Proposal Type** [CAT: PNCC CAT](#)

*** Preferred Start Date**  ←

*** Is this proposal associated with a National Science Foundation Supplemental Funding Request?** Yes No [What is this?](#)

*** Will you desire the assistance of EMSL Staff in obtaining and interpreting results?** Yes No

If you have discussed this proposal with a Laboratory staff member, please enter his/her name.

Laboratory Staff Contact

Select preferred start date.

Note: This is only a preference. Official start date will be set by PNCC upon award of project.

Step 11: Add proposal details, upload template, mark proposal type as PNCC CAT, and list cryo-EM method(s)

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New Proposal - Untitled

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- 1 Participants
 - ★ James Evans
 - + Add Participant
- 2 Details ⇨
- 3 Logistics
- 4 **Submit Proposal**

* Proposed Research [+ Add File...](#) [What do I need in my proposed research?](#)
(.pdf)

Important Note: Proposals exceeding page lengths as stated on the EMSL website will not be accepted. Please confirm you are meeting EMSL requirements before submitting.

* Proposal Type **CAT: PNCC CAT**

* Preferred Start Date

* Is this proposal associated with a National Science Foundation Supplemental Funding Request? Yes No [What is this?](#)

* Will you desire the assistance of EMSL Staff in obtaining and interpreting results? Yes No

If you have discussed this proposal with a Laboratory staff member, please enter his/her name.

Laboratory Staff Contact

1) Answer NSF funding question.
2) Select "No" for the EMSL staff assistance (*PNCC staff assistance is assumed*)

Step 12: Add proposal details, upload template, mark proposal type as PNCC CAT, and list cryo-EM method(s)

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- 1 Participants
★ James Evans
+ Add Participant
- 2 Details ⇄
- 3 Logistics
- 4 **Submit Proposal**

Laboratory Staff Contact

Resources

[Descriptions and Specifications](#)

If you know what EMSL resources you would like to use during your proposal, please add them below.

Begin typing to filter resources: [Clear Filter](#)

- + [PNCC Cryo-EM Single Particle \(restricted to PNCC CAT members only\)](#)
- + [PNCC Cryo-Micro Electron Diffraction \(restricted to PNCC CAT members only\)](#)
- + [PNCC Cryo-Tomography \(restricted to PNCC CAT members only\)](#)

Resource	Usage
----------	-------

Type "PNCC" into search box (*don't hit enter*)

Step 13: Add proposal details, upload template, mark proposal type as PNCC CAT, and list cryo-EM method(s)

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- 1** Participants
★ James Evans
[Add Participant](#)
- 2** Details ⇨
- 3** [Logistics](#)
- 4** [Submit Proposal](#)

Laboratory Staff Contact

Resources
[Descriptions and Specifications](#)

If you know what EMSL resources you would like to use during your proposal, please add them below.

Begin typing to filter resources: PNCC [Clear Filter](#)

- PNCC Cryo-EM Single Particle (restricted to PNCC CAT members only)
- [PNCC Cryo-Micro Electron Diffraction \(restricted to PNCC CAT members only\)](#)
- [PNCC Cryo-Tomography \(restricted to PNCC CAT members only\)](#)

Resource	Usage
PNCC Cryo-EM Single Particle (restricted to PNCC CAT members only)	48 Hours -

Select method(s) used by proposal then list the preferred hours for each method. *Note: Total hours awarded may be more or less based on reviews.*

Step 14: Add proposal logistics, select funding source and answer safety questions

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1 Participants
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[Add Participant](#)

2 Details

3 Logistics ⇨

4 Submit Proposal

Proposal Logistics

* Funding source supporting the PI's work on this current project
(To select multiple agencies, use 'Ctrl' on PC and 'Cmd' on Mac)

LDRD, PNNL
National Aeronautics and Space Administration
National Institutes of Health
National Science Foundation

* = required

The EMSL Business Office uses the info below to verify whether the work is government or private.

* Grant ID

Materials & Equipment

* Will your research involve the use of human blood, tissues, DNA, cells, cell lines, or human biological samples in any form? Yes No

* Does this work involve the use of animals? Yes No

* Will you be bringing or sending any chemicals to the EMSL facility? Yes No

* Does your experiment on EMSL resources involve samples? Yes No

Select relevant funding agency

Fill-out Grant ID if box is visible to you. If not, include this info in the comments box below

Click here to add logistics

Step 15: Add proposal logistics, select funding source and answer safety questions

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New Proposal - Untitled Not Saved [Save Proposal](#) [Preview Proposal Summary](#)

- 1 Participants
 - James Evans
 - [Add Participant](#)
- 2 Details
- 3 Logistics ⇨
- 4 [Submit Proposal](#)

Proposal Logistics

* = required

* Funding source supporting the PI's work on this current project
(To select multiple agencies, use 'Ctrl' on PC and 'Cmd' on Mac)

LDRD, PNNL
National Aeronautics and Space Administration
National Institutes of Health
National Science Foundation

The EMSL Business Office uses the info below to verify whether the work is government or private.

* Grant ID

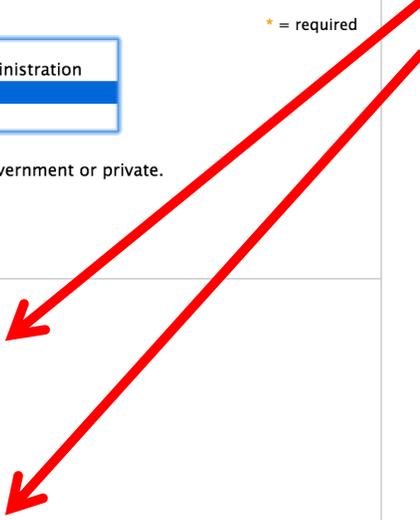
Materials & Equipment

* Will your research involve the use of human blood, tissues, DNA, cells, cell lines, or human biological samples in any form? Yes No

* Does this work involve the use of animals? Yes No

* Will you be bringing or sending any chemicals to the EMSL facility? Yes No

* Does your experiment on EMSL resources involve samples? Yes No



These questions are EMSL specific (not PNCC) so answer all safety and logistics questions about samples or equipment as "No"

These questions are EMSL specific (not PNCC) so answer all safety and logistics questions about samples or equipment as "No"

Step 16: Add proposal logistics, select funding source and answer safety questions

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1 Participants

★ James Evans

[Add Participant](#)

2 Details

3 Logistics ⇄

4 [Submit Proposal](#)

* Does this work involve the use of animals? Yes No

* Will you be bringing or sending any chemicals to the EMSL facility? Yes No

* Does your experiment on EMSL resources involve samples? Yes No

If you intend to bring any equipment to EMSL for this proposed research, please list it here. If you are bringing computers that will need to connect to the PNNL network, please list them as well.

User Equipment

You have listed no equipment being brought to EMSL.

Equipment Description [Add Equipment](#)

Comments

Please enter any additional needs or comments you have regarding the proposal or the process.

These questions are EMSL specific (not PNCC) so answer all safety and logistics questions about samples or equipment as “No”

Step 17: Add proposal logistics, select funding source and answer safety questions

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1 Participants
★ James Evans
[Add Participant](#)

2 Details

3 Logistics ⇄

4 Submit Proposal

* Does this work involve the use of animals? Yes No

* Will you be bringing or sending any chemicals to the EMSL facility? Yes No

* Does your experiment on EMSL resources involve samples? Yes No

If you intend to bring any equipment to EMSL for this proposed research, please list it here. If you are bringing computers that will need to connect to the PNNL network, please list them as well.

User Equipment

You have listed no equipment being brought to EMSL.

Equipment Description [Add Equipment](#)

Comments

Please enter any additional needs or comments you have regarding the proposal or the process.



Insert any additional comments for PNCC staff consideration. Note: List Grant IDs here and/or a NIH Application ID.

Step 18: Submit your finished proposal

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- 1 Participants
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 - + Add Participant
- 2 Details
- 3 Logistics ⇄
- 4 **Submit Proposal**

* Does this work involve the use of animals? Yes No

* Will you be bringing or sending any chemicals to the EMSL facility? Yes No

* Does your experiment on EMSL resources involve samples? Yes No

If you intend to bring any equipment to EMSL for this proposed research, please list it here. If you are bringing computers that will need to connect to the PNNL network, please list them as well.

User Equipment

You have listed no equipment being brought to EMSL.

Equipment Description [+ Add Equipment](#)

Comments

Please enter any additional needs or comments you have regarding the proposal or the process.

Submit proposal

After submission: Await proposal review results

EMSL User Portal

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James Evans

This home page will track the status of each of your proposals. Email notification will also be provided for confirmation of submission and final decision. If awarded access, PNCC staff will contact you regarding scheduling of experiments and any training requirements.

Proposals		+ Create New Proposal
Pending & Open		Status
Unraveling New Pathways for Carbon Capture to Enhance Lipid-Biomass Feedstocks Load proposal #49612	Approved	
Integrated multi-omic analysis of high lipid accumulation in the oleaginous green microalgae <i>Ostreococcus tauri</i> to engineer metabolic pathways for improved triacylglycerol feedstocks Load proposal #50036	Approved	
High-Content Nanowell Screening for Characterization of Cellular Dynamics Load proposal #50187	Pending Approval	
Visualizing pathways in cells for more accurate biodesign Load proposal #50188	Approved	
Collaborative Access Team: Pacific Northwest Cryo-EM Center (PNCC) Load proposal #50414	Approved	
Saved		Last Saved
Transforming Membrane Protein Structure Determination with the EMSL Quiet Wing		Nov 26, 2013

After award: All raw and processed data associated with your awarded projects can be accessed via "Get Data" tab

EMSL User Portal

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Get Data

This page provides a list of your projects in numerical order and the associated instruments that have data available to download (i.e., it will not show all instruments used, only those with available data). At this time, these datasets are the raw data files, but in the future, your analyzed datasets will be available as well. Note that different instruments store different parameters, and some files require proprietary software to open. We recommend you first contact the instrument scientist to determine which files to select and the appropriate program(s) you will need for each.

To learn more about accessing these datasets, please refer to the Help document on this page.

48522 Systems Biology Through an Integrated Multimodal Imaging and Analysis Framework

Instrument	Data Link
Mass Spectrometer: LTQ_Orb_Velos 3	Get Data

49134 Systems Biology Through an Integrated Multimodal Imaging and Analysis Framework

Instrument	Data Link
Mass Spectrometer: LTQ_Orb_Velos 4	Get Data
Electron Microscope: Transmission, Scanning with Electron Energy Loss (EELS) Spectrometer	Get Data
Influx - Flow Cytometer Cell Sorter	Get Data

Data binned
by user →
proposal
number and
instrument

If there are any remaining questions, please email me at James.Evans@PNNL.Gov