**PACIFIC NORTHWEST
CRYO-EM CENTER**

Mail code CL-P2M

2730 S.W. Moody Ave.

Portland, OR 97201

# Proposal Guidelines

Limited Access proposals are meant to provide high-priority scheduling on PNCC resources to accommodate time-sensitive projects. Scheduling for limited-access awards is accelerated, and users are given the option to exploit unexpected openings in instrument availability to jump ahead of scheduled time.

Note the following guidelines regarding Limited Access:

• Project goals should be feasible during a one-time access of 8-24 hours of microscope time that expires after 3 months of award notice. The awarded allocation may not be split into multiple sessions.

• A strong case should be provided to justify prioritization (deadlines, unexpected downtime, etc.)

• Samples should be available on short notice and must be submitted as frozen grids

• PNCC staff will handle all data collection to provide greatest chance at quick returns

• Proposals submitted by 11:59 PM Pacific Time on the 1st of each month will be sent for peer review that month. Submissions received after that date will wait to be sent for review on the following month. On average, a decision for proposal award / declination will be provided within 5-6 weeks of the proposal being sent for review.

• PI’s who have been previously awarded Limited Access are not eligible for another Limited Access grant for 3 months after the date of their previous award.

# How to Apply

1. Navigate to EMSL’s User Portal: <https://eus.emsl.pnl.gov/Portal>
	1. Log in OR Create a new User Account
2. Create a New Proposal
	1. Participants
		1. Add PI, Optional Co-PI, and Team Members (all MUST have an EMSL User Account)
			1. Select “Add Participant” to add new members.
				1. Search for existing EMSL Users or “Create a New User.”
	2. Details
		1. Research Area: Select Applicable
		2. Title: Short title
		3. Abstract: 150 words or less for PNCC (not 500 words for EMSL)
		4. Proposed Research: 1 pdf document including:
			1. Project Information
			2. Personnel Access and Training
			3. Research Plan
			4. Sample Information and Preparedness
			5. Biosketch(es)
		5. Proposal Type: Open Calls 🡪 CAT 🡪 CAT: PNCC CAT
		6. Preferred Start Date: preference only, official date set when approved
		7. National Science Foundation Supplement: YES or NO
		8. EMSL staff assistance: NO
		9. Resources: PNCC Arctica, PNCC Krios 1/2/3/4; select proposed hours
	3. Logistics
		1. Funding Source: Select Relevant
			1. If using startup funds, select University Funds
		2. Materials and Equipment: EMSL specific questions, all NO
		3. Comments: Grant ID numbers or description
	4. **Submit**

# Previous Publications (Required to be entered in EMSL User Portal)

Please update any publications that have resulted as part of previous PNCC data collection, if any in your EMSL User Portal account. This is located under the Publication tab.

# All Sections Below must be uploaded as a single PDF into EMSL under Details; Proposed Research[Refer to Our Submission Guide](https://pncc.labworks.org/sites/default/files/Submission_Guide_0.pdf)

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Limited Access Proposal

# Project Information (Will be entered in EMSL User Portal during submission)

**Title**: Please provide a brief title that describes the project.

**Abstract** (150 words or less): Provide a brief summary of the project goals and justification for limited access to PNCC resources. Please note that a limited set of project demographics will be sent to the National Institutes of Health (NIH) on a quarterly basis as part of the required project reporting.

**Related Funding Agency and Grant Numbers:** NIH requires PNCC to report usage for each approved project. List all research grants/applications related to the proposed work. Use format of Funding Agency: Grant Number.

**Globus ID:** To facilitate data transfer to your home institution, we will require a Globus ID. For more information on Globus file transfer requirements and obtaining a Globus ID, please see our access step for [downloading data](https://dfeprod01.pnl.gov/pncc2/prod/docroot/access/download-data).

# Personnel Access (all columns required)

Please fill out the table with all team member(s) whom will be involved with PNCC activities including PI/Co-PI. The PI/Co-PI should be authorized by their home institution to hold a federal grant and will be the main contact for this proposal.

**ALL** listed personnel must have an EMSL user portal profile.

The requested information will help the PNCC gauge which members will require onsite-access, training and desired training outcomes

*Note: If more personnel entries are needed, copy and paste new rows from the table below. Please delete unneeded row.*

|  |  |
| --- | --- |
| **Personnel Name**Last Name, First Name & Email | **User Access**PNCC performs work, no on-site visits |
|  | [ ]  Remote only |
|  | [ ]  Remote only |
|  | [ ]  Remote only |
|  | [ ]  Remote only |
|  | [ ]  Remote only |
|  | [ ]  Remote only |
|  | [ ]  Remote only |
|  | [ ]  Remote only |
|  | [ ]  Remote only |

**IMPORTANT:** EMSL’s supercomputerCascade which is where image processing and data archival for PNCC is performed is not approved for use with sensitive data. The processing, storage, or transmittal of sensitive data (e.g. Personally Identifiable Information, Official Use Only, etc.) is prohibited on Cascade. Due diligence must be used to prevent inadvertent disclosure of invention, patent, or other sensitive information. It is your responsibility to protect access to the information.

[ ] By checking this box, I am confirming that **participants on this proposal will NOT process, store, or transmit sensitive data** (e.g. Personally Identifiable Information, Official Use Only, etc.) **on Cascade.**

# Research Plan (1-page max, including figures)

Establish context for the proposed research and detail the planned experimental approach using typical NIH format (e.g., 12pt Times New Roman or 11pt Arial font, 0.5” border). Please include the following sections: Specific Aims and Impact, Preliminary Results, Experimental Approach, as appropriate (1-page, 800 words or less). Include references where relevant and attach the full list of citations in appropriate section below. Additional supplemental data/appendix will not be accepted.

* **Specific Aims and Impact**

State the specific objective(s) of the research proposed and impact if successful (150 words or less).

* **Preliminary Results (as applicable)**

Provide preliminary data (embedded figures optional) that demonstrate the feasibility and/or sample readiness for the aims of the project; such as SDS-PAGE gels, SEC traces, preliminary negative stain or cryo-EM images, etc. Label all figures and provide a brief description as appropriate.

* **Experimental Approach**

Describe the work to be conducted at PNCC during the awarded project period. For each aim and/or sample under investigation, provide a detailed description of the experiment(s) to be performed (e.g., specimen screening or single particle data collection) and expected outcomes. This section should also include a strong justification for specific instruments requested (Krios, Arctica, K2/K3, Falcon III, Phase Plate, etc), if any. Strength of justification can affect the overall science and resource scores.

# Sample Information and Preparedness (all columns required)

For each sample being studied, please provide the following information. This will help the PNCC establish feasibility and optimal instrument assignment. If awarded time, only samples listed here will be eligible for current allocated time on the instruments.

**Sample Shipment:** Specimens must be submitted as frozen grids. PNCC staff will handle data collection to provide greatest chance at quick returns. Up to 4 grids may be submitted for target selection and overnight data collection. Up to 11 grids may be submitted for one-time screening only requests.

*Note: If more sample entries are needed, copy and paste new rows from the table below.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sample Name(include buffer and conc. info, if any) | Total Mass (kDa) | Estimated Dimensions (Å) | Particle Symmetry | Final Sample BSL\* | Sample Conditions \*\* | Sample Readiness |
|  |  |  |  | [ ]  1[ ]  2 | [ ]  Frozen[ ]  Buffer | Enter Date |
|  |  |  |  | [ ]  1[ ]  2 | [ ]  Frozen[ ]  Buffer | Enter Date |
|  |  |  |  | [ ]  1[ ]  2 | [ ]  Frozen[ ]  Buffer | Enter Date |
|  |  |  |  | [ ]  1[ ]  2 | [ ]  Frozen[ ]  Buffer | Enter Date |

*\*If the sample is, or is derived from, or contains any agent (or its DNA) that can be infectious or toxic in humans, animals or plants (viruses, bacteria, toxins etc.), or is obtained from sources that could potentially harbor (latently) such agents (eg. serum-derived or obtained from human cell lines), then the risk group (RG) must be established, licenses for shipping obtained, and safe operating procedures defined according to biohazard safety level (BSL).  Guidance on risk groups is at* [*https://www.cdc.gov/biosafety/publications/bmbl5/BMBL5\_sect\_II.pdf*](https://www.cdc.gov/biosafety/publications/bmbl5/BMBL5_sect_II.pdf)*and references therein.  The starting point for our review will be the approval from the Institutional Biosafety Committee (IBC) from the applicant's home institution and the protocols on which the approval is based, so please attach both to this proposal after the biosketches. If your final sample might be considered RG1 but preparative work involved steps at BSL2, then a copy of your home-institution IBC approval indicating a down-grading of BSL during the purification will be needed to support that designation. Generally, center staff will oversee approval of RG1 agents, while acceptance of RG2 agents from US institutions will require involvement of OHSU's biosafety officer / IBC which may impact project award timeframes.  Shipping of agents from outside the US often requires additional approval from the CDC and/or USDA, and will be considered on an individual basis.*

*\*\*We cannot accept any buffer or pre-stained grids containing uranyl acetate, uranyl formate or any other radioactive material - even if considered “depleted.”*

# Citations

Include references or citations for research plan.

#  Biosketches (PI and Co-PI required)

Include NIH formatted biosketch for the principle investigator and co-investigators (if any) on this project. Biosketches for other personnel (e.g., students, staff, postdocs) are not required.