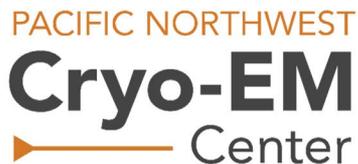


Step-by-step guide showing how to submit proposal for access to Pacific Northwest Center for CryoEM (PNCC)

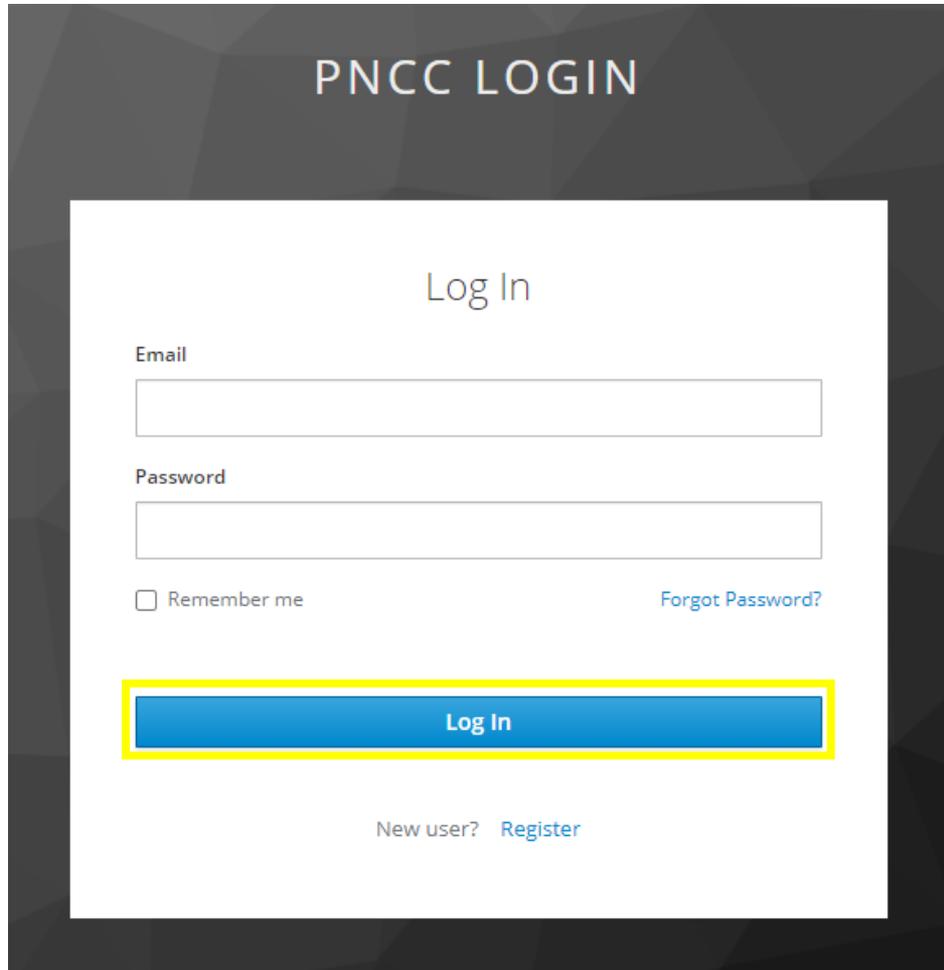
Lauren Hales Beck

April 1st, 2021



Step 1: Navigate to PNCC User Portal and sign in

<https://pnccportal.labworks.org/>



The image shows a screenshot of the PNCC LOGIN user portal. The page has a dark grey background with a white central box containing the login form. At the top of the page, the text "PNCC LOGIN" is displayed in white. Below this, the word "Log In" is centered in a large, grey font. The form consists of two input fields: "Email" and "Password", both with empty text boxes. Below the "Email" field is a checkbox labeled "Remember me". To the right of the "Remember me" checkbox is a blue link labeled "Forgot Password?". At the bottom of the form is a prominent blue button with the text "Log In" in white, which is highlighted with a yellow border. Below the button, the text "New user? Register" is displayed, with "Register" being a blue link.

PNCC LOGIN

Log In

Email

Password

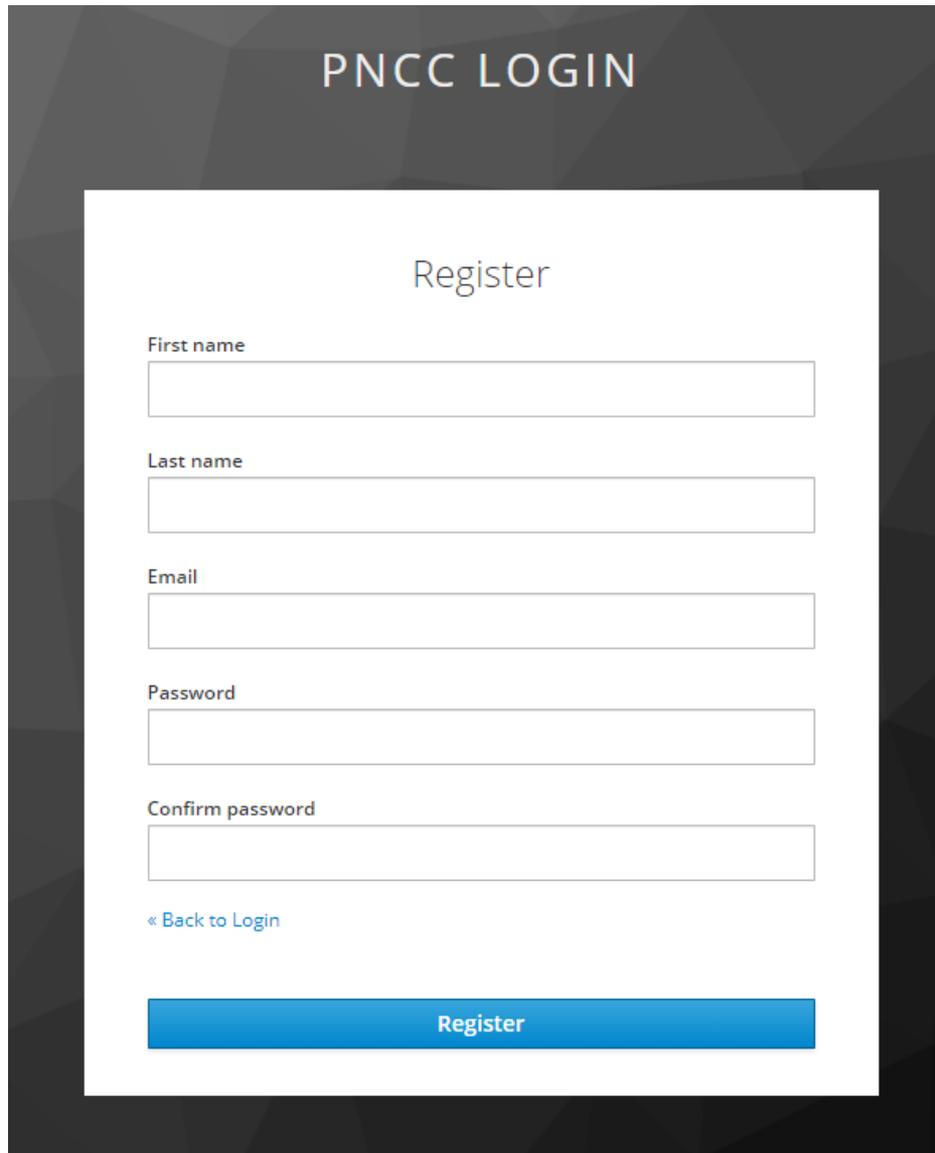
Remember me [Forgot Password?](#)

[Log In](#)

New user? [Register](#)

Step 1a: Or (if needed) Register for New Account

Citizenship information is required after clicking "Register"

A screenshot of a web form titled "PNCC LOGIN" with a "Register" sub-header. The form contains five input fields: "First name", "Last name", "Email", "Password", and "Confirm password". Below the fields is a blue link "« Back to Login" and a large blue "Register" button. The form is centered on a dark grey background.

PNCC LOGIN

Register

First name

Last name

Email

Password

Confirm password

[« Back to Login](#)

Step 2: PNCC User Portal homepage overview

Specific user announcements in the highlighted box below

PACIFIC NORTHWEST
Cryo-EM
Center

User Portal

Welcome *Lauren Hales Beck*
Impersonate User | My Profile | Sign Out

QUICK LINKS

- Home
- My Profile
- Submit a Proposal
- Schedule an Experiment
- Search my Data
- Add a Publication
- Submit Peer Review
- Provide Feedback
- Sign out

Announcements

- Sign User Agreement

Proposals / Projects

Schedule Experiments

Get Data

Submit Peer Review

Training

Publications

Project Feedback

Tweets by @CryoEM_PNCC

PNCC Retweeted

The He lab
@YuanHe_NWU

So thrilled to share our #CryoEM structure of the 56-subunit human #Mediator bound #Transcription PIC. Led by fearless @RyanAbdella and @anna_talyzina in a wonderful collaboration with the @TjianDarzacq group.
[science.sciencemag.org/content/early/...](https://science.sciencemag.org/content/early/)

Step 3: Begin new proposal submission process

PACIFIC NORTHWEST
Cryo-EM
Center

User Portal

Welcome *Lauren Hales Beck*
Impersonate User | My Profile | Sign Out

QUICK LINKS

- Home
- My Profile
- Submit a Proposal**
- Schedule an Experiment
- Search my Data
- Add a Publication
- Submit Peer Review
- Provide Feedback
- Sign out

Announcements

- Sign User Agreement

Proposals / Projects

Schedule Experiments

Get Data

Submit Peer Review

Training

Publications

Project Feedback

Tweets by @CryoEM_PNCC

PNCC Retweeted

The He lab
@YuanHe_NWU

So thrilled to share our #CryoEM structure of the 56-subunit human #Mediator bound #Transcription PIC. Led by fearless @RyanAbdella and @anna_talyzina in a wonderful collaboration with the @TjianDarzacq group.
[science.sciencemag.org/content/early/...](https://science.sciencemag.org/content/early/)



Step 4: Fill in the proposal title and abstract, then download the current template

Prefer short title and 150 word or less abstract

» Proposals » New

QUICK LINKS

- Home
- My Profile
- Submit a Proposal
- Schedule an Experiment
- Search my Data
- Add a Publication
- Submit Peer Review
- Provide Feedback
- Sign out

Submit a Proposal

1 Details 2 Participants 3 Funding 4 Materials Summary

* Title

* Abstract (approx 500 words)

* Proposed Research (.pdf)

Click or drag file to this area to upload

[Download current template here.](#)

* Proposal Type

Select Proposal Type...

* Please select the Science Theme that best fits your proposed research.

Single Particle

Tomography

* Globus ID [?](#)

* Preferred Software [?](#)

Relion 3.1

CryoSPARC

I'll process myself

< Back

Cancel

Save

Next >

Step 5: Upload PDF version of Proposed Research

Including research plan (max 3 pages) and required NIH Biosketch for PI/Co-PI

» Proposals » New

QUICK LINKS

- Home
- My Profile
- Submit a Proposal
- Schedule an Experiment
- Search my Data
- Add a Publication
- Submit Peer Review
- Provide Feedback
- Sign out

Submit a Proposal

- 1 Details
- 2 Participants
- 3 Funding
- 4 Materials
- ✓ Summary

* Title

* Abstract (approx 500 words)

* Proposed Research (.pdf)

Click or drag file to this area to upload

[Download current template here.](#)

* Proposal Type

* Please select the Science Theme that best fits your proposed research.
 Single Particle
 Tomography

* Globus ID

* Preferred Software Relion 3.1 CryoSPARC I'll process myself

< Back

Cancel Save

Next >

Step 6: Select the remaining items, then save and go to Participants

» [Proposals](#) » [New](#)

QUICK LINKS

- Home
- My Profile
- Submit a Proposal
- Schedule an Experiment
- Search my Data
- Add a Publication
- Submit Peer Review
- Provide Feedback
- Sign out

Submit a Proposal

- 1 Details — 2 Participants — 3 Funding — 4 Materials — Summary

* Title

* Abstract (approx 500 words)

* Proposed Research (.pdf)

Click or drag file to this area to upload

[Download current template here.](#)

* Proposal Type

* Please select the Science Theme that best fits your proposed research.

- Single Particle
 Tomography

* Globus ID [?](#)

* Preferred Software [?](#)

- Relion 3.1 CryoSPARC I'll process myself

< Back

Cancel

Save

Next >

Step 7: Adding PI and team information

ORCID is required for PI/Co-PI and users requesting PNCC Compute

» Proposals » New

Submit a Proposal

1 Details — 2 Participants — 3 Funding — 4 Materials — 5 Summary

+ Add Participant

Name	User Access	PNCC Compute Access - Limited to one user per project	Proposal Role	
Hales Beck, Lauren	<input type="radio"/> On-Site <input type="radio"/> Remote <input type="radio"/> Both * Sample <input type="text" value="Select option..."/> * Data Collector <input <="" td="" type="text" value="Select option..."/> <td>* <input type="radio"/> Yes <input type="radio"/> No</td> <td><input checked="" type="checkbox"/> Principal Investigator <input type="checkbox"/> Co-Investigator</td> <td></td>	* <input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="checkbox"/> Principal Investigator <input type="checkbox"/> Co-Investigator	

IMPORTANT: EMSL's supercomputer Cascade 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.

< Back

Cancel

✓ Save

Next >

Step 7a: Add Participants

» [Proposals](#) » [New](#)

Submit a Proposal

✓ Details — 2 Participants — 3 Funding — 4 Materials — ✓ Summary

Add Participants

First Name:

Last Name:

Search

Name	Institution	ORCID iD	
Hales Beck, Lauren NMN	Environmental Molecular Sciences Laboratory		

Cancel

OK

IMPORTANT: EMSL's supercomputer Cascade 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.

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Cancel

✓ Save

Next >

Step 7b: Add User Access

Select user interaction for sample prep and data collection

» Proposals » New

Submit a Proposal

Details **2** Participants Funding Materials Summary

+ Add Participant

Name	User Access	PNCC Compute Access - Limited to one user per project	Proposal Role	
Hales Beck, Lauren	<input type="radio"/> On-Site <input type="radio"/> Remote <input type="radio"/> Both * Sample Prep <input type="text" value="Select option..."/> * Data Collector <input <="" td="" type="text" value="Select option..."/> <td>* <input type="radio"/> Yes <input type="radio"/> No</td> <td><input checked="" type="checkbox"/> Principal Investigator <input type="checkbox"/> Co-Investigator</td> <td></td>	* <input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="checkbox"/> Principal Investigator <input type="checkbox"/> Co-Investigator	

IMPORTANT: EMSL's supercomputer Cascade 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.

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Cancel

✓ Save

Next >

Step 7c: Select 1 participant (if needed) for PNCC Compute

Processing of downstream PNCC Compute application occurs though PNNL's offices

» Proposals » New

Submit a Proposal

1 Details — 2 **Participants** — 3 Funding — 4 Materials — 5 Summary

+ Add Participant

Name	User Access	PNCC Compute Access - Limited to one user per project	Proposal Role	
Hales Beck, Lauren	<input type="radio"/> On-Site <input type="radio"/> Remote <input type="radio"/> Both * Sample Prep <input type="text" value="Select option..."/> * Data Collector <input <="" td="" type="text" value="Select option..."/> <td>* <input type="radio"/> Yes <input type="radio"/> No</td> <td><input checked="" type="checkbox"/> Principal Investigator <input type="checkbox"/> Co-Investigator</td> <td></td>	* <input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="checkbox"/> Principal Investigator <input type="checkbox"/> Co-Investigator	

IMPORTANT: EMSL's supercomputer Cascade 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.

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Cancel

✓ Save

Next >

Step 7d: Select PI and Co-PI role

ORCID is required for PI/Co-PI

Home » Proposals » New

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- Schedule an Experiment
- Search my Data
- Add a Publication
- Submit Peer Review
- Provide Feedback
- Sign out

Submit a Proposal

Details **2** Participants Funding Materials Summary

+ Add Participant

Name	User Access	PNCC Compute Access - Limited to one user per project	Proposal Role	
Hales Beck, Lauren	<input type="radio"/> On-Site <input type="radio"/> Remote <input type="radio"/> Both * Sample Prep <input type="text" value="Select option..."/> * Data Collector <input <="" td="" type="text" value="Select option..."/> <td>* <input type="radio"/> Yes <input type="radio"/> No</td> <td><input checked="" type="checkbox"/> Principal Investigator <input type="checkbox"/> Co-Investigator</td> <td></td>	* <input type="radio"/> Yes <input type="radio"/> No	<input checked="" type="checkbox"/> Principal Investigator <input type="checkbox"/> Co-Investigator	

IMPORTANT: EMSL's supercomputer Cascade 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.

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Cancel

Save

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Step 7e: Add ORCID information

ORCID must be added by the individual user on “My Profile”

🏠 » User Info

QUICK LINKS

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Provide Feedback

Sign out

NIH ERA Commons ID

ORCID ID Permissions

User records will now be associated with ORCID® IDs. Answering the question below will redirect you to the ORCID website so we can retrieve your ORCID ID. In addition, selecting "Yes" will authorize us to post non-proprietary PNCC user research awards, as well as other professional service activities, to your record. If you wish, you may opt out of these automatic updates by selecting "No" now or at any time in the future (see Help box for more details). The ORCID website will ask you to authorize the connection and will return you to this page.

Do you authorize PNCC to post to your ORCID record?

Yes No

[What is this?](#)

ORCID ID

ORCID ID not linked

Countries of Citizenship

Do you need to update your sensitive information?

Submit All Changes

Step 7e: Add ORCID information

ORCID must be added by the individual user on “My Profile”

🏠 » User Info

QUICK LINKS

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[My Profile](#)

[Submit a Proposal](#)

[Schedule an Experiment](#)

[Search my Data](#)

[Add a Publication](#)

[Submit Peer Review](#)

[Provide Feedback](#)

[Sign out](#)

NIH ERA Commons ID

ORCID ID Permissions

User records will now be associated with ORCID® IDs. Answering the question below will redirect you to the ORCID website so we can retrieve your ORCID ID. In addition, selecting "Yes" will authorize us to post non-proprietary PNCC user research awards, as well as other professional service activities, to your record. If you wish, you may opt out of these automatic updates by selecting "No" now or at any time in the future (see Help box for more details). The ORCID website will ask you to authorize the connection and will return you to this page.

Do you authorize PNCC to post to your ORCID record?

Yes No

[What is this?](#)

ORCID ID

ORCID ID not linked

Countries of Citizenship

Do you need to update your sensitive information?

[Submit All Changes](#)

Step 7f: Selecting Yes will direct you to login to ORCID's website

After you have logged in and given permission, it will redirect “my profile” in the portal
Make sure to submit all changes!

Sign in

example@email.com or 0000-0001-2345-6789

SIGN IN

Forgot your password or ORCID ID?
Don't have an ORCID ID yet? [Register now](#)

or

 **Access through your institution**

 **Sign in with Google**

 **Sign in with Facebook**

Step 8: Add Funding Source

Type to narrow search, then select and enter grant number (required)

» Proposals » New

Submit a Proposal

✓ Details — ✓ Participants — 3 Funding — 4 Materials — ✓ Summary

Principal Investigator

* **Funding Sources**

Select all funding sources...

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Cancel

Save

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QUICK LINKS

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Step 8a: For Industry or University Based Funding

Type either the company name or university name in the grant # box

» Proposals » New

Submit a Proposal

Details Participants **3** Funding 4 Materials Summary

Principal Investigator

* Funding Sources

US-Based Industry (IND)

US-Based University (UNV)

Funding Source	Primary Grant #
US-Based Industry (IND)	Grant Number #: <input type="text" value="<Company Name> funded"/>
US-Based University (UNV)	Grant Number #: <input type="text" value="<University Name> Start-up"/>

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Cancel

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Provide Feedback

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Step 9: Adding Samples

» [Proposals](#) » New

Submit a Proposal

✓ Details ———— ✓ Participants ———— ✓ Funding ———— **4** Materials ———— ✓ Summary

Only samples listed here will be accepted: New samples can be added during General Access extension request only. Requested samples should fall within the overall scientific scope of the submitted proposal. For example, proposing to extend a current study to the same system from a different organism is acceptable, but looking at a different and unrelated system would require a new proposal submission.

Sample Shipment: Shipments can only be sent after award and attending the initial user onboarding. Specimens should be submitted as frozen grids; however, approved proposals receive up to 4 hours of PNCC staff sample preparation time. BSL-2 samples must be shipped frozen, clearly labeled, and declared. Please review our [scheduling policies](#) and the number of sample allowed to be shipped to PNCC .

Sample Information and Preparedness

Sample Name	Sample Short Name	Total Mass (kDa)	Estimated Dimensions (Å)	Particle Symmetry	Final Sample BSL	Sample Conditions	Sample Shipment Date	Sample Readiness		
-------------	-------------------	------------------	--------------------------	-------------------	------------------	-------------------	----------------------	------------------	--	--

> * If the sample is, or is derived from, or contains any agent (or its DNA) ...

> ** We cannot accept any buffer or pre-stained grids containing ...

[+ Add experimental sample](#)

Comments

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

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Cancel

Save

Next >

Step 9a: Fill in all required sample information

QUICK LINKS

- Home
- My Profile
- Submit a Proposal
- Schedule an Experiment
- Search my Data
- Add a Publication
- Submit Peer Review
- Provide Feedback
- Sign out

Proposals » New

Add Experiment Resource

X

* Description of Sample

* Sample Short Name

* Total Mass (kDa)

* Estimated Dimensions (Å)

* Particle Symmetry

* Final Sample BSL

 1 2

* Sample Conditions

 Frozen Buffer

* Estimated sample shipment date

* Sample Readiness

Cancel

OK

Next >

Step 9b: Selecting BSL 2 will trigger requirement for IBC documents (can be redacted)

Add Experiment Resource



* Description of Sample

* Sample Short Name

* Total Mass (kDa)

* Estimated Dimensions (Å)

* Particle Symmetry

* Final Sample BSL

 1 2

* Sample Conditions

 Frozen Buffer

* Attach approved Institutional Biosafety Committee (IBC) document from your home institution for any sample designated BSL2 (pdf)

Click or drag file to this area to upload

* Estimated sample shipment date

Select date

* Sample Readiness

Select sample readiness

Cancel

OK

Next >

Summary

Step 9c: Select Sample Readiness from drop-down options

QUICK LINKS

- Home
- My Profile
- Submit a Proposal
- Schedule an Experiment
- Search my Data
- Add a Publication
- Submit Peer Review
- Provide Feedback
- Sign out

Add Experiment Resource

* Description of Sample

* Sample Short Name

* Total Mass (kDa)

* Estimated Dimensions (Å)

* Particle Symmetry

* Final Sample BSL 1 2

* Sample Conditions Frozen Buffer

* Estimated sample shipment date

* Sample Readiness

- biochemical optimization ongoing
- sample screening (never been in ice before)
- grid screening (initial conditions identified)
- data collection ready (prescreened and clipped grids)

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Summary

quest

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duling

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Step 10: Review Proposal Submission and Submit

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QUICK LINKS

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- [Search my Data](#)
- [Add a Publication](#)
- [Submit Peer Review](#)
- [Provide Feedback](#)
- [Sign out](#)

Submit a Proposal

Details — Participants — Funding — Materials — Summary

Confirmation

Below is a summary of the details you have provided for this proposal. Any items marked in red indicate required information. You must complete all required fields before you can submit the proposal

Details

* Title

* Abstract (approx 500 words)

* Proposed Research (.pdf)

Test.pdf



[< Back](#)

[Cancel](#)

[Save](#)

[Submit](#)

[Next >](#)