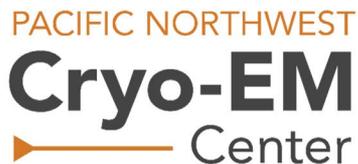# Step-by-step guide showing how to submit proposal for access to Pacific Northwest Center for CryoEM (PNCC)
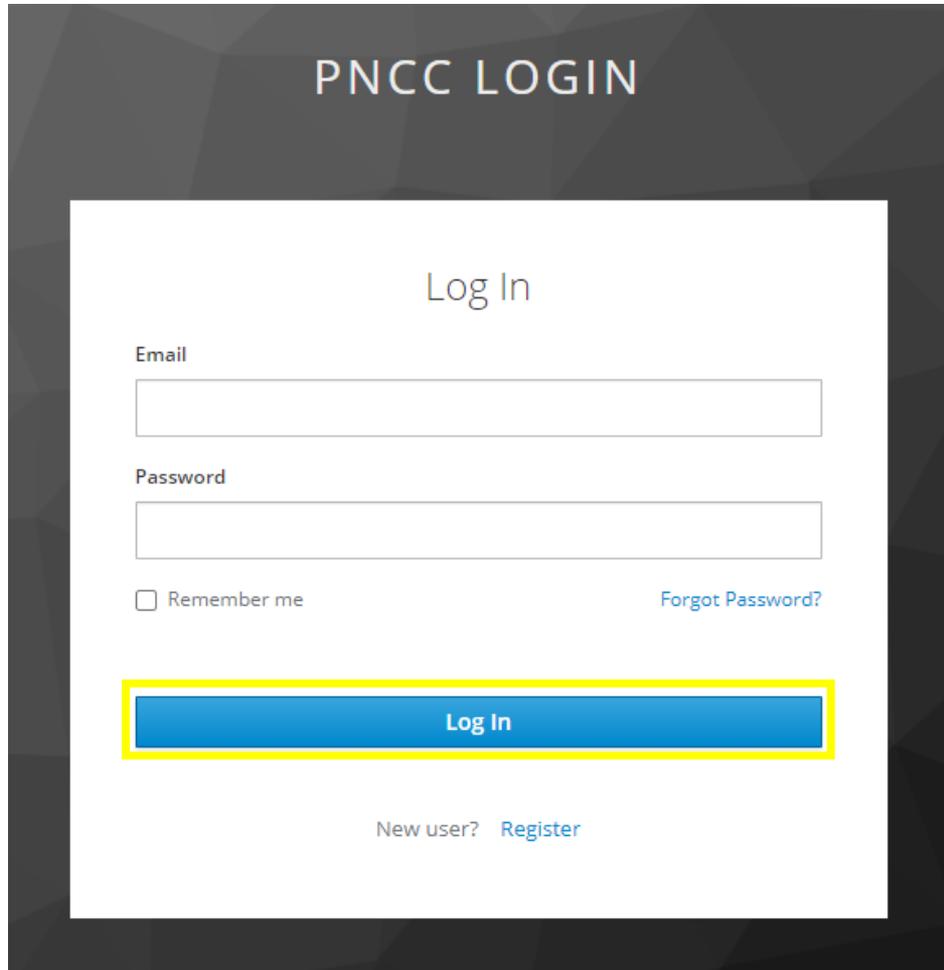
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Step 1: Navigate to PNCC User Portal and sign in

https://pnccportal.labworks.org/

Step 1a: Or (if needed) Register for New Account
Citizenship information is required after clicking "Register"
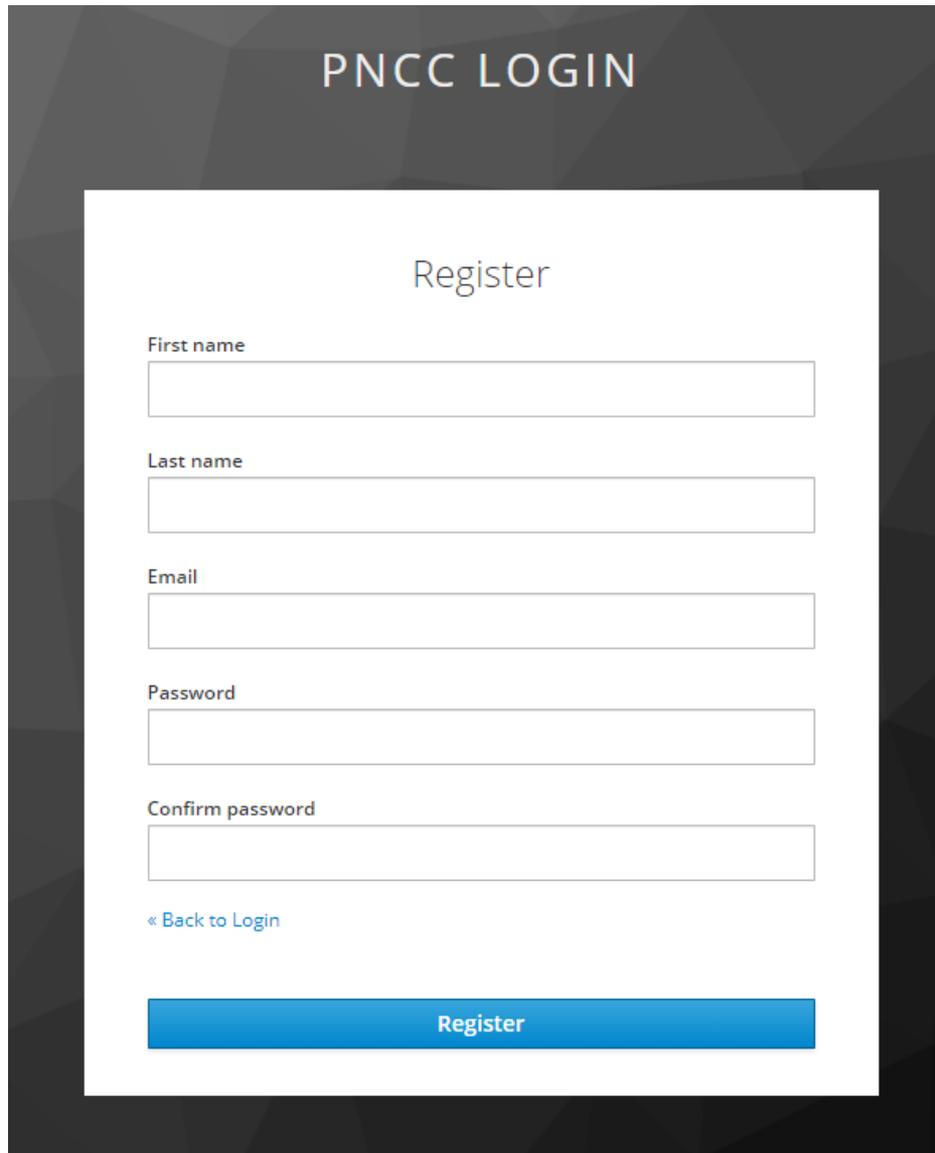
Step 2: PNCC User Portal homepage overview
Specific user announcements in the highlighted box below

Step 3: Begin new proposal submission process

Step 4: Fill in the proposal title and abstract, then download the current template
Prefer short title and 150 word or less abstract

Step 5: Upload PDF version of Proposed Research
Including research plan (max 3 pages) and required NIH Biosketch for PI/Co-PI

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

Step 7: Adding PI and team information
ORCID is required for PI/Co-PI and users requesting PNCC Compute

Step 7a: Add Participants

Step 7b: Add User Access
Select user interaction for sample prep and data collection

Step 7c: Select 1 participant (if needed) for PNCC Compute
Processing of downstream PNCC Compute application occurs though PNNL's offices

Step 7d: Select PI and Co-PI role
ORCID is required for PI/Co-PI

Step 7e: Add ORCID information

ORCID must be added by the individual user on "My Profile"

Step 7e: Add ORCID information

ORCID must be added by the individual user on "My Profile"

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!

Step 8: Add Funding Source
Type to narrow search, then select and enter grant number (required)

Step 8a: For Industry or University Based Funding
Type either the company name or university name in the grant # box

Step 9: Adding Samples

Step 9a: Fill in all required sample information

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

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

Step 10: Review Proposal Submission and Submit