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

Lauren Vega
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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 3a: Begin new proposal submission process
Step 4: Select the proposal type
Step 5: Fill in the proposal title and abstract with option to switch proposal types
Each criteria has a word/page limit
Step 5a: Fill in the remaining proposal details, upload figures, and then add citations. Each criteria has a word/page limit.
Step 6: Adding PI and team information

All PI/Co-PIs must fit NIH’s PI definition
Step 6a: Add Participants

Only registered PNCC users will show up by searching. If there is no result from searching for your team member, please have your team member navigate to the PNCC User Portal at https://pnccportal.labworks.org/ and register as a new user. After registering you can add them as participant.
Step 6b: Add User Access

Select user interaction for sample prep and data collection
Step 6c: Select PI and Co-PI role

ORCID is required for PI/Co-PI and users requesting Compute Access (data)
Step 6d: Add ORCID information
ORCID must be added by the individual user on “My Profile”
Step 6e: 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 7: Add Funding Source
Type to narrow search, then select and enter grant number (required)
Step 7a: For Industry or University Based Funding
Type either the company name or university name in the grant # box
Step 7b: Add PI/Co-PI NIH Biosketches

This is an NIH requirement
Step 8: Adding Samples

At least 1 sample is required to submit

Submit a Proposal

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. 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

<table>
<thead>
<tr>
<th>Sample Name</th>
<th>Sample Short Name</th>
<th>Total Mass (kJ/mol)</th>
<th>Estimated Dimensions (Å)</th>
<th>Particle Symmetry</th>
<th>Final Sample BSL</th>
<th>Sample Conditions</th>
<th>Sample Shipment Date</th>
<th>Sample Readiness</th>
</tr>
</thead>
</table>

> 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 (i.e. conflicts-of-interest with potential reviewers/institutions) you have regarding the proposal or the process.
Step 8a: Fill in all required sample information
Step 8b: Selecting BSL 2 will trigger requirement for IBC documents (can be redacted)
Step 8c: Select Sample Readiness from drop-down options

- **Sample Readiness**
  - biochemical optimization ongoing
  - sample screening (never been in ice before)
  - grid screening (initial conditions identified)
  - data collection ready (prescreened and clipped grids)
Step 9: Select how you would like to receive your microscope data

Globus is preferred for fastest transfer of TB files
Step 9a: If selecting Globus, type in Globus ID.
Go to https://www.globusid.org/faq for more info on how to setup a globus account
Step 9b: Select Preferred Software and (optional) Compute Access

Only 1 user can apply for Compute Access per proposal, application required later
Step 10: Review Proposal Submission and Submit

Submit a Proposal

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 (80 words or less)

* Abstract (150 words or less)

REMINDER: The abstract used with proposal submission will be made visible to the general public and also shared with NIH. Please avoid listing any details you do not want made public in the abstract.

Save  Submit