

PNCC Scheduling Policies

version 11

General Policies

1. All users must accept the PNCC [User Agreement](#) before requesting use of PNCC resources.
2. There are two [access mechanisms](#) at PNCC:
 - a. Screening Access - Grid freezing/optimization and screening only for users with limited cryo-EM resources.
 - b. General Access – access to training workshops, grid screening and data collection on shipped grids for ongoing cryo-EM projects.
3. There are two ways to [schedule experiments](#):
 - a. Static Reservation
 - i. Provides a reserved block of time/date with exclusive use of required equipment.
 - ii. Exclusively used for on-site visits and training.
 - iii. To visit on-site, requestors(s) must submit an [On-Site UVIF](#) to our [user office](#) if needed.
 - b. Dynamic Queue
 - i. Faster turnaround times for users with more lenient cancellation policies.
 - ii. Primarily for remote service requests (screening or data collection).
4. PNCC offers [microscope services](#), [independent access](#), and [sample optimization](#) consultation, and access to sample preparation equipment to our users.
 - a. Wait times for services may be dependent on length of session request and/or number of samples submitted.
5. Complex instrumentation can fail. PNCC will happily refund time lost due to microscope failures but cannot guarantee operation outside of standard hours. PNCC standard operating hours are weekdays from 9 am to 5 pm (Pacific).
6. Misuse or abuse of any PNCC policies, instruments, or staff can lead to a reduction (or revocation) of access.
7. All PNCC scheduling is limited to FIVE days-a-week, and as such, we only schedule one 2+ day request per proposal a week.
8. Screening sessions are a standard 6-hour increment and can accommodate up to 11 grids per proposal, per session.
9. Independent Screening sessions can be placed for 6 hours or 24 hours and accommodate up to 11 grids per session.
 - a. 24-hour sessions are only available to independent users.
 - b. Trained Independent users will be responsible for running the requested screening sessions on their proposals.
10. Data Collection sessions accommodate two grids per 24-hour session.
 - a. Trained Independent users will be responsible for running the requested data collection sessions for their proposals.
11. Only listed participants of the proposal are eligible to receive training from PNCC. Adding new participants is restricted for one month post proposal award.

Cancellation Policies

1. Static Reservations (primarily Screening Access Visits)
 - a. With ≥ 2 -weeks' notice: full refund of hourly cost.
 - b. With < 2 -weeks' notice: 50% loss of reserved time (minimum of 24 hours).

2. Dynamic Queue
 - a. With > 1-day: full refund of hourly allocation cost.
 - b. With ≤ 1-day notice: refund of reserved time after 24-hours.

Shipment Policies

1. We have guidelines and requirements for [shipments](#).
2. [New samples](#) can be added to an approved proposals in the portal.
3. Grids must be received at PNCC prior to requesting a session.

Grid Storage

1. PNCC will store user grids for six-months after being received. After this, users will be given a two-week notice to arrange for grid return before grids are disposed.
2. PNCC is not authorized to return BSL-2 grids, only to receive them. Samples will be destroyed after 6-months.

Time Allocation Policies

1. Screening Access
 - a. Proposals are issued up to 5-days of on-site PNCC access.
 - b. Hours expire four months after award.
2. General Access
 - a. Proposals are issued allocation(s) for instrument access in blocks of up to 120-hours.
 - b. Proposals are limited to a maximum of 480-hours per year.
 - c. Hours expire two years after award.*
 - d. PNCC does not guarantee utilization of the full 480-hours.
 - e. New allocations can be requested by submitting an [Extension Request](#).
 - i. New allocations can be requested after 60% of last allocation hours are exhausted.
 - ii. New allocations may be awarded as 24, 48, 72, 96 or 120-hours.
 - iii. Allocated hours cannot be banked or held indefinitely.

*Note: Awarded General Access Proposals having zero-hour utilization after one-year will be automatically closed due to inactivity.

Session Request Thresholding

1. Users can place session requests based on their available hours (120-hour max)
2. All projects by the same PI will be allowed a combined 120-hours of total reservations in the queue at any given time.
3. Projects with the same PI and team members participating in projects with other PIs are capped at a max of 240-hours of requests in the queue at any given time.

* Further examples can be viewed below.

General Access Project Scenarios	Tiered Thresholding For Simultaneous Reservations	Case Examples
PI with single project and self-contained team	Project level only thresholding – Capped by single project current allocation.	1 existing reservation for 24 hours. 24 or more hours would be eligible for new reservation based on project’s approved allocation / available hours.
PI with self-contained team across multiple projects	Project level and PI level thresholds – Capped by single project current allocation and then by 120-hour max reservation across all PI projects.	2 existing reservations for 48 hours each on one or more of the PIs projects. Only 24 hours would be eligible for a third reservation regardless of individual project available hours due to PI level threshold.
PI with single project and team member also on projects from other PI(s)	Project level and team level thresholds – Capped by single project current allocation and then by 240-hour max reservation across all projects with shared team members.	2 existing reservations for 120 hours each from projects with a shared team member. Zero hours would be eligible for any of the projects to make a new reservation until one of the existing reservations is completed and thresholds are reset. In this case, the team level threshold capped new reservations regardless of individual project available hours.
PI with multiple projects and team member also on projects from other PI(s)	Project level, PI level, and team level thresholds – Capped by single project current allocation, then by 120-hour max reservation across all PI projects, and finally by 240-hour max reservation across all projects with shared team members.	1 existing reservation for 48 hours from other PI projects with a shared team member. Up to 120 hours may be eligible for reservation based on individual project available hours as neither the PI nor team level thresholds would currently be limiting.