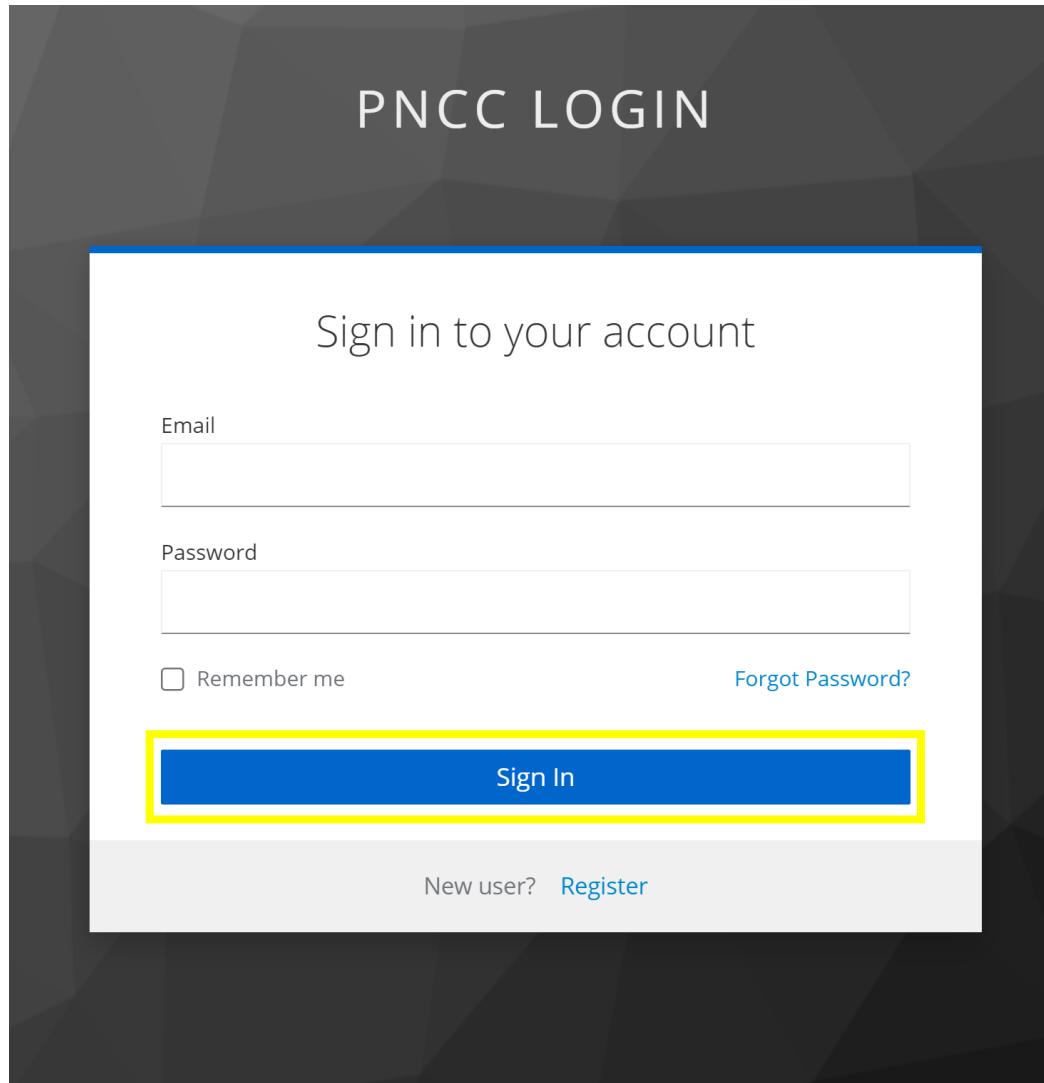


# Step-by-step guide showing how to submit proposal for access to Pacific Northwest Center for CryoEM (PNCC)

Kjirsten Wheeler  
January 9<sup>th</sup>, 2026

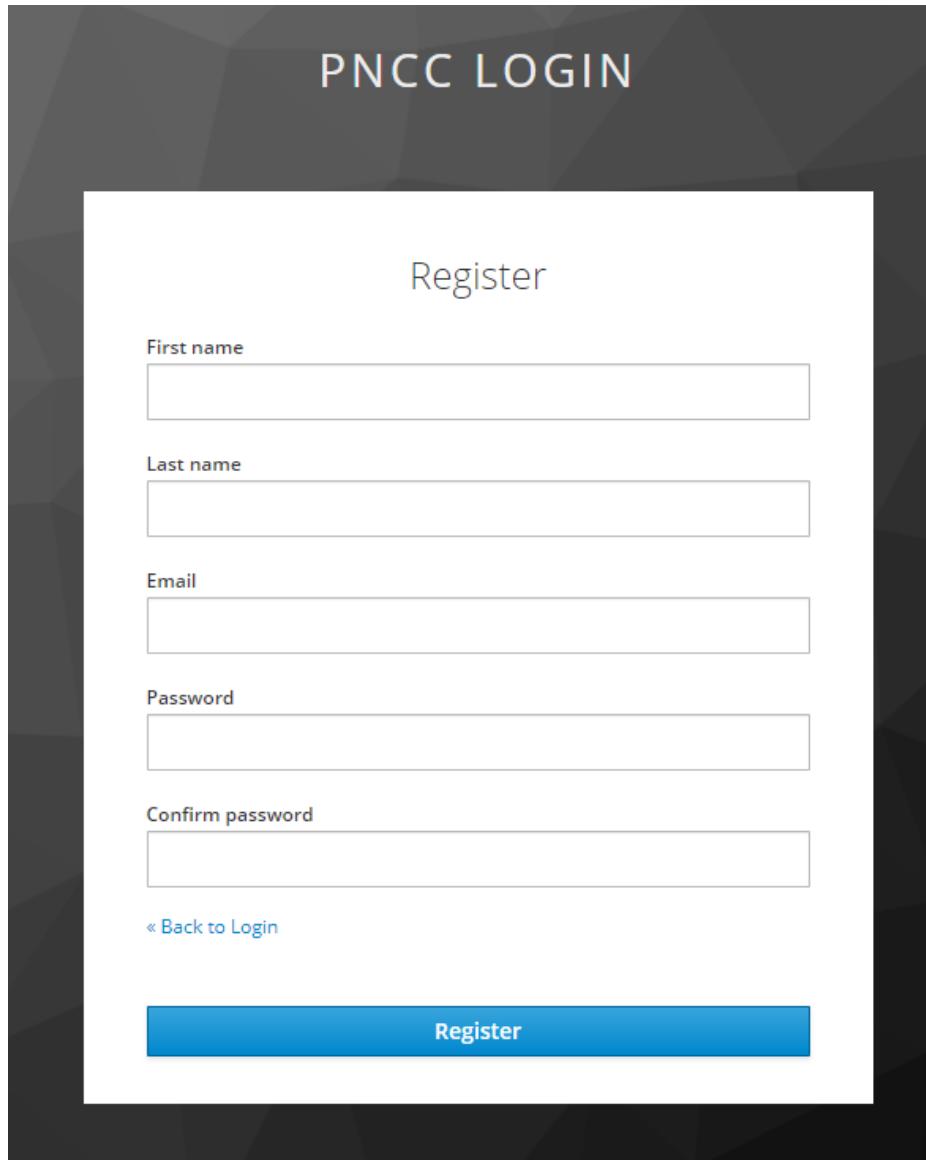
**Step 1: Navigate to PNCC User Portal and sign in:**

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



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

**Additional User details will be required after clicking “Register”**



The image shows a registration form titled "Register" within a "PNCC LOGIN" interface. The form consists of six input fields: "First name", "Last name", "Email", "Password", and "Confirm password". Below the form is a link "« Back to Login" and a large blue "Register" button at the bottom.

PNCC LOGIN

Register

First name

Last name

Email

Password

Confirm password

[« Back to Login](#)

Register

## Step 2: PNCC User Portal homepage overview

**Specific user announcements in the highlighted box below**

**\*New users will be required to complete a user acknowledgement. Failure to complete this will delay the processing of submitted proposals.**

PACIFIC NORTHWEST  
**Cryo-EM**  
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# User Portal

Welcome Kjirsten Wheeler  
Impersonate User | My Profile | Sign Out

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**Announcements**  
No announcements...

Proposals / Projects

Schedule Experiments

Get Data

Submit Peer Review

Training

Publications

Proposal Feedback

Contact Us



Terms & Conditions

Privacy

Frequently Asked Questions

user.office@pncc.online



Member  
Organization



## Step 3: Begin new proposal submission process

Do this by selecting the “Submit a Proposal” option in the left-hand menu.

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# User Portal

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[Impersonate User](#) | [My Profile](#) | [Sign Out](#)

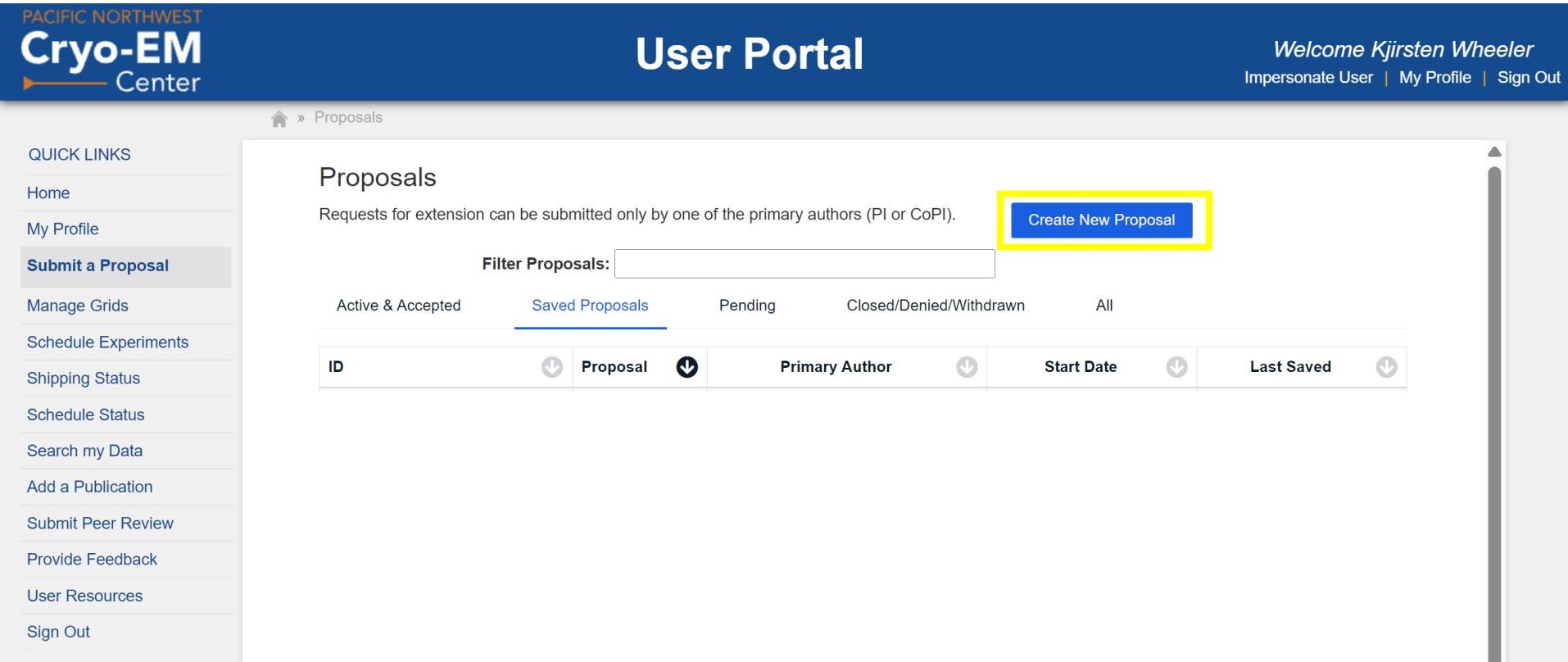
QUICK LINKS

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 <b>Announcements</b> No announcements...	 Proposals / Projects	 Schedule Experiments	 Get Data
 Submit Peer Review	 Training	 Publications	 Proposal Feedback

## Step 3a: Begin new proposal submission process

### Select the “Create New Proposal” button to begin



The screenshot shows the User Portal interface for the Pacific Northwest Cryo-EM Center. The top navigation bar includes the center's logo, a 'User Portal' title, and a welcome message for 'Kjirsten Wheeler'. The main content area is titled 'Proposals' and contains a message about extension requests. A 'Create New Proposal' button is highlighted with a yellow box. Below this are filtering options and a table header for proposal data.

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User Portal

Welcome Kjirsten Wheeler  
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Proposals

Requests for extension can be submitted only by one of the primary authors (PI or CoPI).

Create New Proposal

Filter Proposals:

Active & Accepted    **Saved Proposals**    Pending    Closed/Denied/Withdrawn    All

ID	Proposal	Primary Author	Start Date	Last Saved
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## Step 4: Select the proposal type

Details on proposal types are available below the selection drop down.

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# User Portal

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What is the Proposal Type?

\* Proposal Type

Select Proposal Type

For more information regarding proposal types, click [here](#)  
For reviewer criteria information, click [here](#)

Cancel Start new Proposal

50414	Collaborative Access Team: Pacific Northwest Cryo-EM Center (PNCC)	Jul 01, 2018	--	Started	--	37296
-------	--	--------------	----	---------	----	-------

# Step 5: Fill in proposal title, abstract with option to switch proposal types, science theme and topical areas.

Each field has a word/page limit

**PACIFIC NORTHWEST**  
**Cryo-EM**  
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**User Portal**

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**Submit a Proposal**

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

**\* Title (80 words or less)**

Please provide a brief title that describes the project

**\* Abstract (150 words or less)**

Abstracts should concisely summarize the project impact. Please note that abstracts and 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.

**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.

**\* Proposal Type**

General Access

For more information regarding proposal types, click [here](#).  
For reviewer criteria information, click [here](#).

Single Particle  Tomography

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

**\* Topical Areas**

- Cytosolic/Secreted
- Membrane Protein
- Antibody/Complex
- RNA/DNA
- Ribosome
- Fibril/Amyloid
- Virus/Phage
- Organelle/Cell

< Back Cancel Save Next >

# Step 5a: Fill in the remaining proposal details, upload figures, and add citations.

## Each field has a word/page limit

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» Proposals » New

**\* Aims & Impact (150 words or less)**

Please state the specific objectives of your project. Include the scientific and technological importance of your project.

**\* Feasibility & Data (300 words or less)**

Provide information and preliminary data for the samples associated with this proposal that impact feasibility of cryo-EM studies: molecular weight, stability, homogeneity, sufficient concentrations, etc. Experimental preliminary data may include: SDS-PAGE gels, SEC traces, negative-stain EM, preliminary cryo-EM screening, etc. Reference all uploaded figures and provide a brief description as appropriate.

**\* Proposed Experiments (150 words or less)**

Describe the work to be conducted at the national center during the awarded project period. For each aim and/or sample under investigation, provide a detailed description of the experiment(s) to be performed and expected outcomes. Strength of justification can affect the overall science and resource scores.

**\* Goals & Expectations (200 words or less)**

Please describe the goals for this project. This section should also include a justification for specific instruments requested, if any, and for the estimated allocation of time for each experiment.

**\* Expertise & Resources (200 words or less)**

Describe the team's expertise in CryoEM sample preparation, microscope operation, and data interpretation. Please state the available cryoEM and/or computational resources that your team has access to.

**\* Figures/Preliminary Data Results (max 1 page PDF)**

Click or drag file to this area to upload

Add a Citations PDF (optional)

If you wish to upload a citations file, you must first upload a Figures/Preliminary Data Results file.

**\* How did you hear about us**

Select an option...

< Back Cancel Save Next >

# Step 6: Add PI and team information for all expected participants

All PI/Co-PIs must fit NIH's PI definition

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### Submit a Proposal

1 Details 2 Participants 3 Funding 4 Materials 5 Data 6 Summary

+ Add Participant

Name	User Access <small>?</small>	Proposal Role
Wheeler, Kjirsten	<input type="radio"/> On-Site <input type="radio"/> Remote <input type="radio"/> Both  * Sample Prep Select option...  * Data Collection Select option...	<input checked="" type="checkbox"/> Principal Investigator <input type="checkbox"/> Co-Investigator

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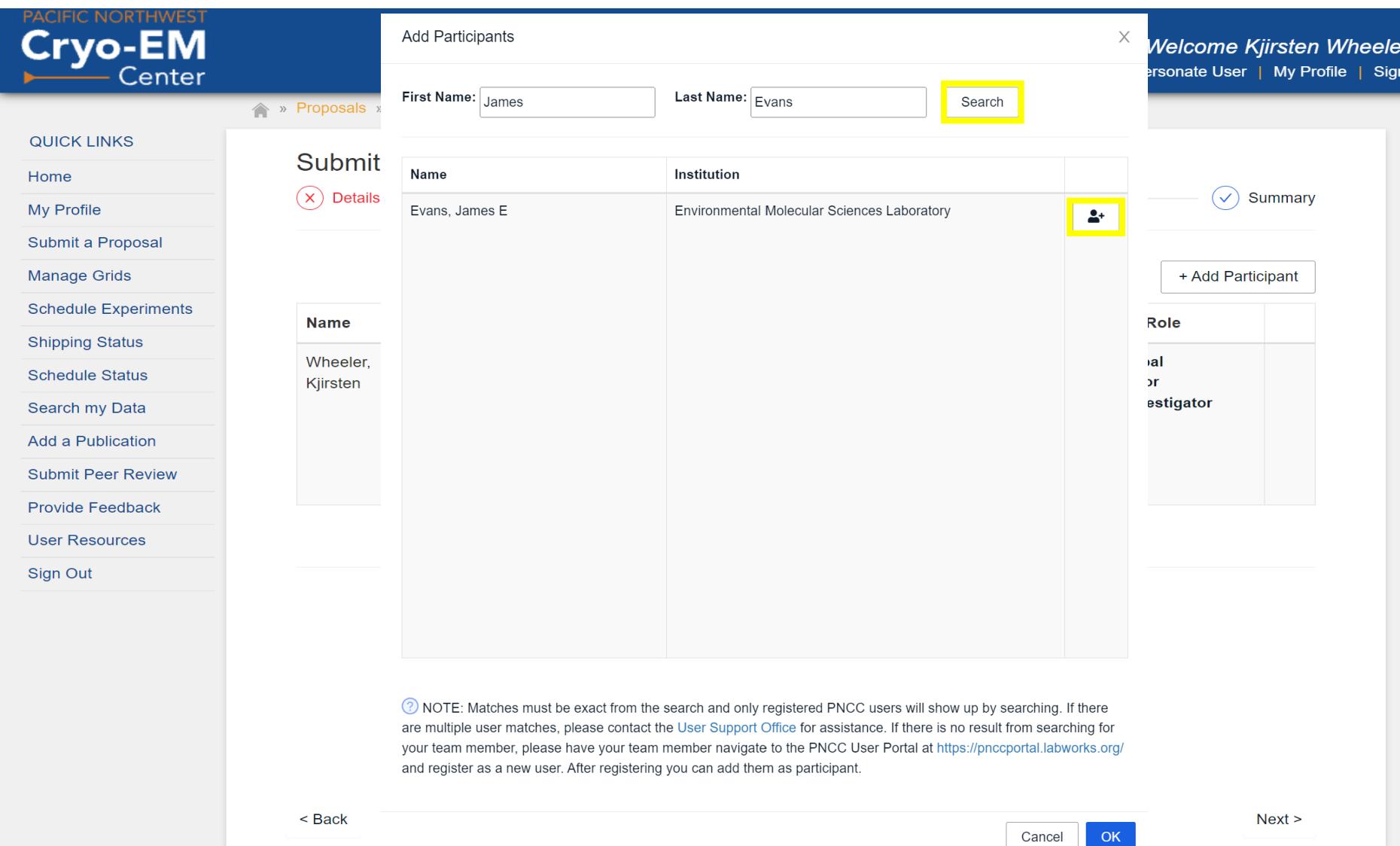
Cancel

Save

Next >

## Step 6a: Add Participants

When searching, use the complete first and last name.



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**Submit** (**Details**)

**Add Participants**

First Name: James Last Name: Evans **Search**

Name	Institution	Add Participant
Evans, James E	Environmental Molecular Sciences Laboratory	<b>Add Participant</b>

**Summary**

**+ Add Participant**

**Role**

Principal Investigator

NOTE: Matches must be exact from the search and only registered PNCC users will show up by searching. If there are multiple user matches, please contact the [User Support Office](#) for assistance. 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.

< Back **Cancel** **OK** Next >

## Step 6b: Add User Access

Select user interaction for sample prep and data collection

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User Portal

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Submit a Proposal

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

+ Add Participant

Name	User Access <small>?</small>	Proposal Role
Wheeler, Kjirsten	<p><input type="radio"/> On-Site <input type="radio"/> Remote <input type="radio"/> Both</p> <p>* Sample Prep <input type="button" value="Select option..."/></p> <p>* Data Collection <input type="button" value="Select option..."/></p>	<p><input checked="" type="checkbox"/> Principal Investigator <input type="checkbox"/> Co-Investigator</p>

< Back Cancel Save Next >

## Step 6c: Select PI and Co-PI role

ORCID is required for PI/Co-PI and users requesting Compute Access on PNCC's Boreal server

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### Submit a Proposal

1 Details    2 Participants    3 Funding    4 Materials    5 Data    6 Summary

+ Add Participant

Name	User Access <small>?</small>	Proposal Role
Wheeler, Kjirsten	<input type="radio"/> On-Site <input type="radio"/> Remote <input type="radio"/> Both <small>*</small> Sample Prep: Select option... <small>*</small> Data Collection: Select option...	<input checked="" type="checkbox"/> Principal Investigator <input type="checkbox"/> Co-Investigator

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## Step 6d: Add ORCID information

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

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» User Info

**NIH ERA Commons ID**

**Globus ID**

**ORCID iD Permissions**

If you provide a valid Globus ID, you will automatically be given access to your projects' data via PNCC Project Globus Guest Collections (one per project). Please allow up to 24 hours for the automation system to provide access. For more information please check out our FAQ page [here](#).

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.

Yes  No [What is this?](#)

**ORCID iD**

**Countries of Citizenship**

United States 

**Do you need to update your sensitive information?**

**Submit All Changes**

## Step 6e: Selecting Yes will direct you to login to ORCID's website

**After logging in and giving permission, you will be redirect to the PNCC portal.  
Please make sure to submit all changes!**

Sign in

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

[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 7: Add Funding Source

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

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Submit a Proposal

1 Details   2 Participants   3 Funding   4 Materials   5 Data   ✓ Summary

Principal Investigator

\* Funding Sources

\* PI/Co-PI NIH Biosketches

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## Step 7a: For Industry or University Based Funding

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

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Submit a Proposal

(X) Details — (X) Participants — (3) **Funding** — (4) Materials — (5) Data — (✓) Summary

Principal Investigator

\* Funding Sources

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

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# Step 7b: Add PI/Co-PI NIH Biosketches

This is an NIH requirement

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Submit a Proposal

1 Details 2 Participants 3 **Funding** 4 Materials 5 Data 6 Summary

Principal Investigator

\* Funding Sources Select all funding sources...

\* PI/Co-PI NIH Biosketches Click or drag file to this area to upload

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# Step 8: Adding Samples

At least 1 sample is required to submit a proposal

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**Submit a Proposal**

Details Participants Funding Materials Data 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. 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 (i.g. conflicts-of-interest with potential reviewers/institutions) you have regarding the proposal or the process.

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# Step 8a: Fill in all required sample information

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### Submit a Proposal

Details

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#### Add Experiment Resource

\* Full Sample Name (no acronyms)

\* Description of Sample (buffer concentrations, additives, etc.)

\* Total Mass (kDa)

\* Estimated Dimensions (Å)

\* Particle Symmetry

\* Final Sample BSL

\* Sample Conditions

\* Estimated sample shipment date

\* Sample Readiness

^  
▼

1 2

Frozen  Buffer

Select date 

Select sample readiness 

Cancel

OK

Comments

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

< Back

Cancel

Save

Next >

## Step 8b: Selecting BSL 2 will trigger requirement for IBC documents (can be redacted)

Failure to provide IBC documents with procedure will result in delayed processing

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Subm X Det

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Add Experiment Resource

\* Full Sample Name (no acronyms)

\* Description of Sample (buffer concentrations, additives, etc.)

\* Total Mass (kDa)

\* Estimated Dimensions (Å)

\* Particle Symmetry

\* Final Sample BSL

1  2

\* Sample Conditions

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

\* Estimated sample shipment date

\* Sample Readiness

File -

< Back Cancel OK Next >

X Kjirsten Wheeler  
User | My Profile | Sign Out

# Step 8c: Select Sample Readiness from drop-down options

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Add Experiment Resource X

**\* Full Sample Name (no acronyms)**

**\* Description of Sample (buffer concentrations, additives, etc.)**

**\* 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)**

! Must provide at least one sample

Cancel OK

Kjirsten Wheeler

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Summary

Next >

# Step 9: Select how you would like to receive your microscope data

## Globus is preferred for fastest transfer of TB files

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### Submit a Proposal

5 Data

Details  Participants  Funding  Materials  Data  Summary

\* Choose how you receive your data

Select retrieval method

\* Preferred Pre-Processing Software

Select preferred software

Compute Access User (Optional)

Select a compute access user

**IMPORTANT:** PNCC's supercomputer Boreal 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 Boreal. 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 Boreal.

\* Personally Identifiable Information, Official Use Only, etc.) on Boreal.

< Back Cancel Save Next >

## Step 9b: Select Preferred Software and (optional) Compute Access

Only 1 user per proposal can apply for Compute Access,  
application will be required later

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Submit a Proposal

Details Participants Funding Materials Data Summary

\* Choose how you receive your data: Globus (preferred)

\* Type in Globus ID's

\* Preferred Software: Select preferred software

Compute Access User (Optional): Select a compute access user

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# Step 10: Review Proposal Submission and Submit

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### Submit a Proposal

Details —  Participants —  Funding —  Materials —  Data —  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 (80 words or less)

test

\* Abstract (150 words or less)

test

**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.

[< Back](#)

[Cancel](#)

[Save](#)

[Submit](#)

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