

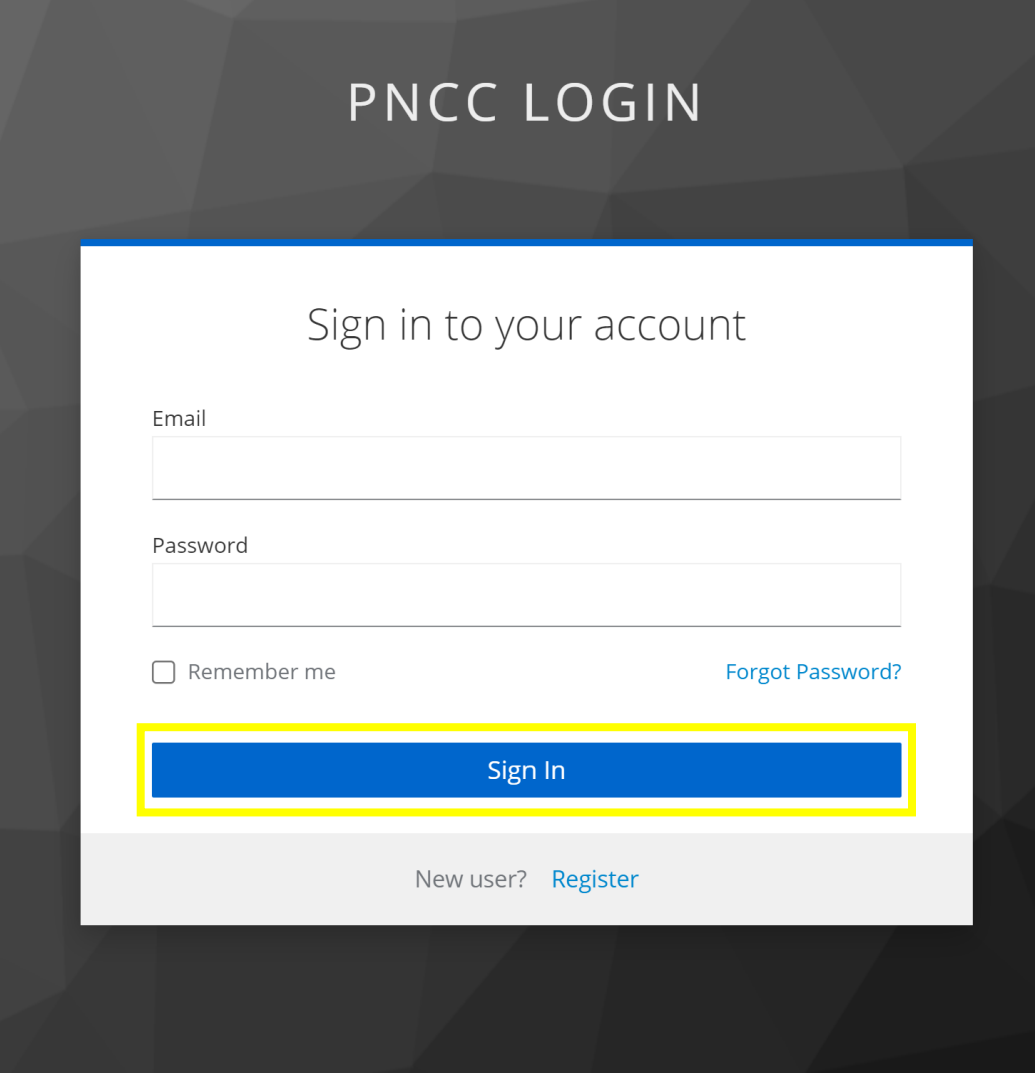
# Step-by-step guide showing how to submit proposal for access to Pacific Northwest Center for CryoEM (PNCC)

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



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

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

The image shows a web page titled "PNCC LOGIN" with a dark, geometric background. A white login box is centered on the page. Inside the box, the text "Sign in to your account" is displayed. Below this, there are two input fields: "Email" and "Password". To the left of the "Remember me" checkbox is the text "Remember me". To the right of the checkbox is a blue link that says "Forgot Password?". At the bottom of the login box is a blue "Sign In" button, which is highlighted with a yellow rectangular border. Below the login box, on a light gray background, is the text "New user?" followed by a blue link that says "Register".

PNCC LOGIN

Sign in to your account

Email

Password

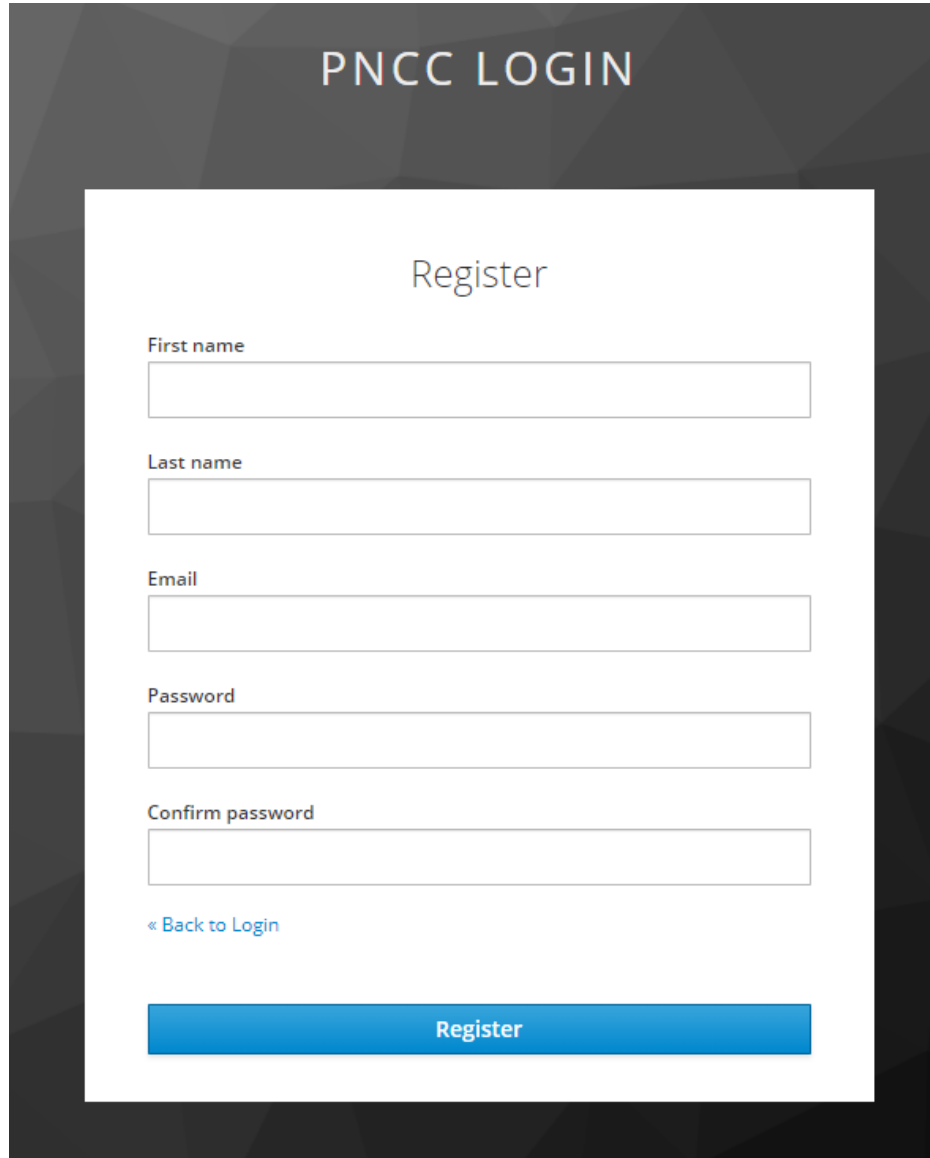
☐ Remember me [Forgot Password?](#)

**Sign In**

New user? [Register](#)

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

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

The image shows a web form titled "PNCC LOGIN" with a "Register" section. The form is set against a dark grey background with a geometric pattern. The "Register" section is a white box containing five input fields: "First name", "Last name", "Email", "Password", and "Confirm password". Below the "Confirm password" field is a blue link that says "« Back to Login". At the bottom of the white box is a blue button labeled "Register".

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 Kijrsten 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

**CryoEM** | **ORCID** | **Member Organization** | **id** | **id** | **id**

## 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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Announcements


No announcements...




Proposals / Projects




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Training



Publications



Proposal Feedback

# Step 3a: Begin new proposal submission process

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

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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
----	----------	----------------	------------	------------

## Step 4: Select the proposal type

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

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

CancelStart new Proposal

# 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

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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](#).

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

☐ Single Particle ☐ Tomography

\* Topical Areas

+ Cytosolic/Secreted

+ Membrane Protein

+ Antibody/Complex

+ RNA/DNA

+ Ribosome

+ Fibril/Amyloid

+ Virus/Phage

+ Organelle/Cell

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Cancel Save

Next >

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

## Each field has a word/page limit

» Proposals » New

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\* **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...

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Cancel

Save

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# 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

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[+ Add Participant](#)

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

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## Step 6a: Add Participants

**When searching, use the complete first and last name.**

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Welcome *Kjirsten Wheeler*

Personate User | My Profile | Sign Out

Submit


Details

Name

Wheeler, Kjirsten

Add Participants

First Name: JamesLast Name: EvansSearch

Name	Institution	
Evans, James E	Environmental Molecular Sciences Laboratory	

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.

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CancelOK

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Summary

+ Add Participant

Role	
Principal Investigator	

## Step 6b: Add User Access

Select user interaction for sample prep and data collection

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+ Add Participant

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

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## 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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✓ Summary

+ Add Participant

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

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## Step 6d: Add ORCID information

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

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NIH ERA Commons ID

Globus ID

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](#).

ORCID iD Permissions

Do you authorize PNCC to post to your ORCID record?

☐ Yes

☐ No

[What is this?](#)

ORCID iD not linked

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

Email or 16-digit ORCID iD

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


Password

**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 7: Add Funding Source

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

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Submit a Proposal

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✓ 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 7a: For Industry or University Based Funding

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

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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"/>
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

⊗ Details

② Participants

③ Funding

④ Materials

⑤ Data

✓ 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 — **4 Materials** — 5 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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Cancel

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## Step 8a: Fill in all required sample information

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### Submit a Proposal

Details Participants Funding **4 Materials** Summary

#### 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

Comments

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

Cancel

OK

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Cancel

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## 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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Submit (X) Details

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

☐ Frozen


☐ Buffer

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






\* Estimated sample shipment date

Select date 

\* Sample Readiness

Select sample readiness 

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Cancel **OK** Next >

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Summary

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

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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

☐ 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)

Cancel

OK

ⓘ Must provide at least one sample

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

⊗ Details

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⊗ Funding

⊗ Materials

5 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.

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Cancel

Save

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## 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 — **5 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.

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Cancel

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Submit

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