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

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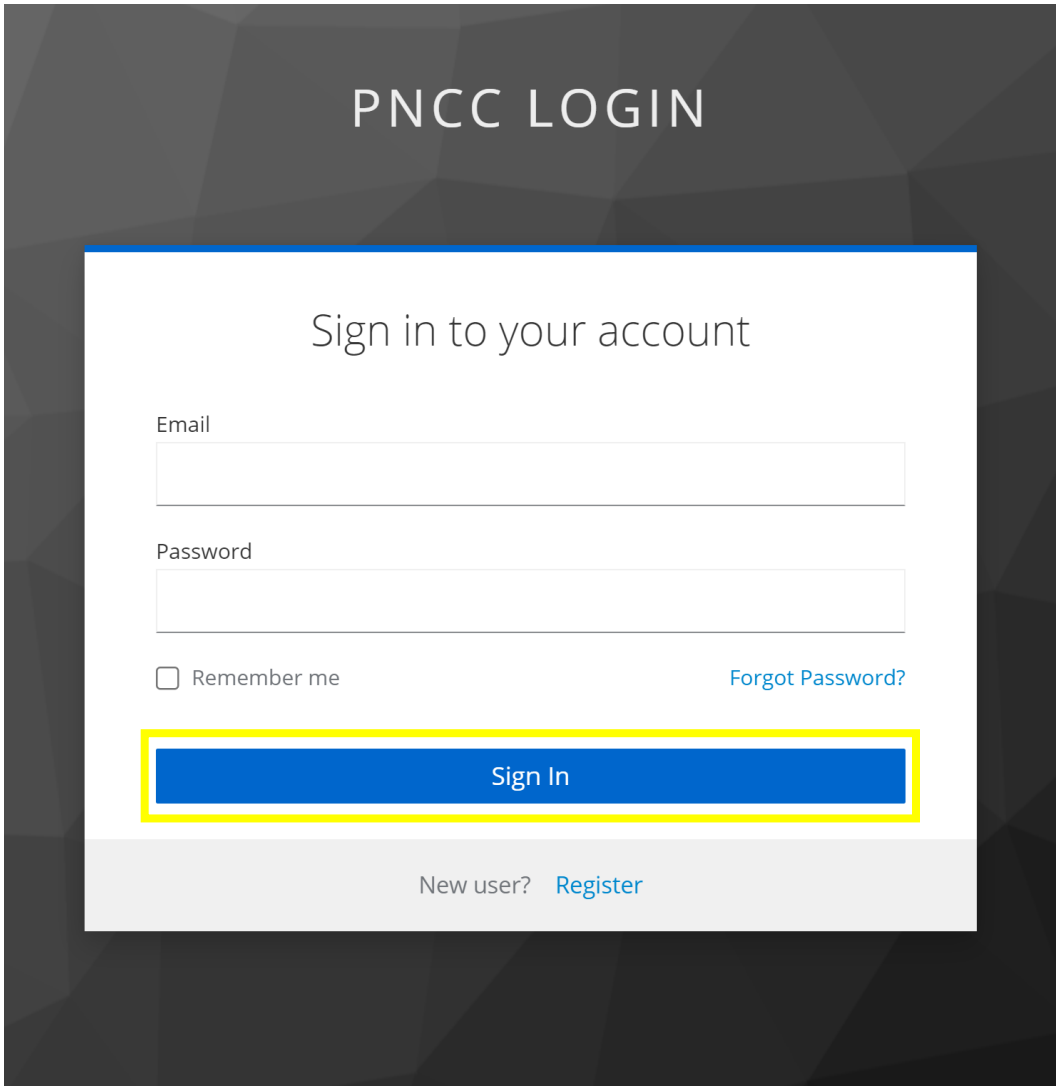
January 20th, 2026

PACIFIC NORTHWEST Cryo-EM Center | Pacific Northwest NATIONAL LABORATORY | OHSU

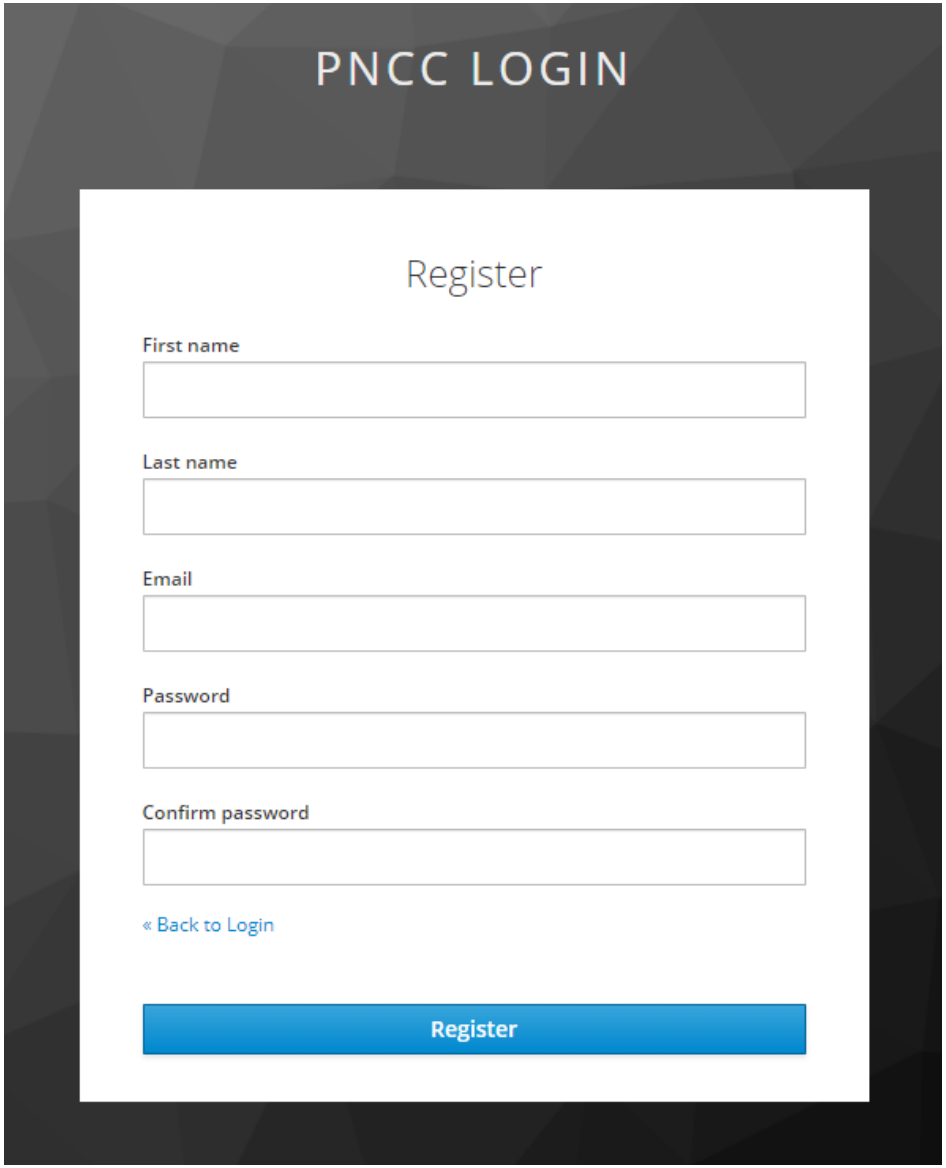
Step 1: Navigate to PNCC User Portal and sign in:

https://pnccportal.labworks.org/



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

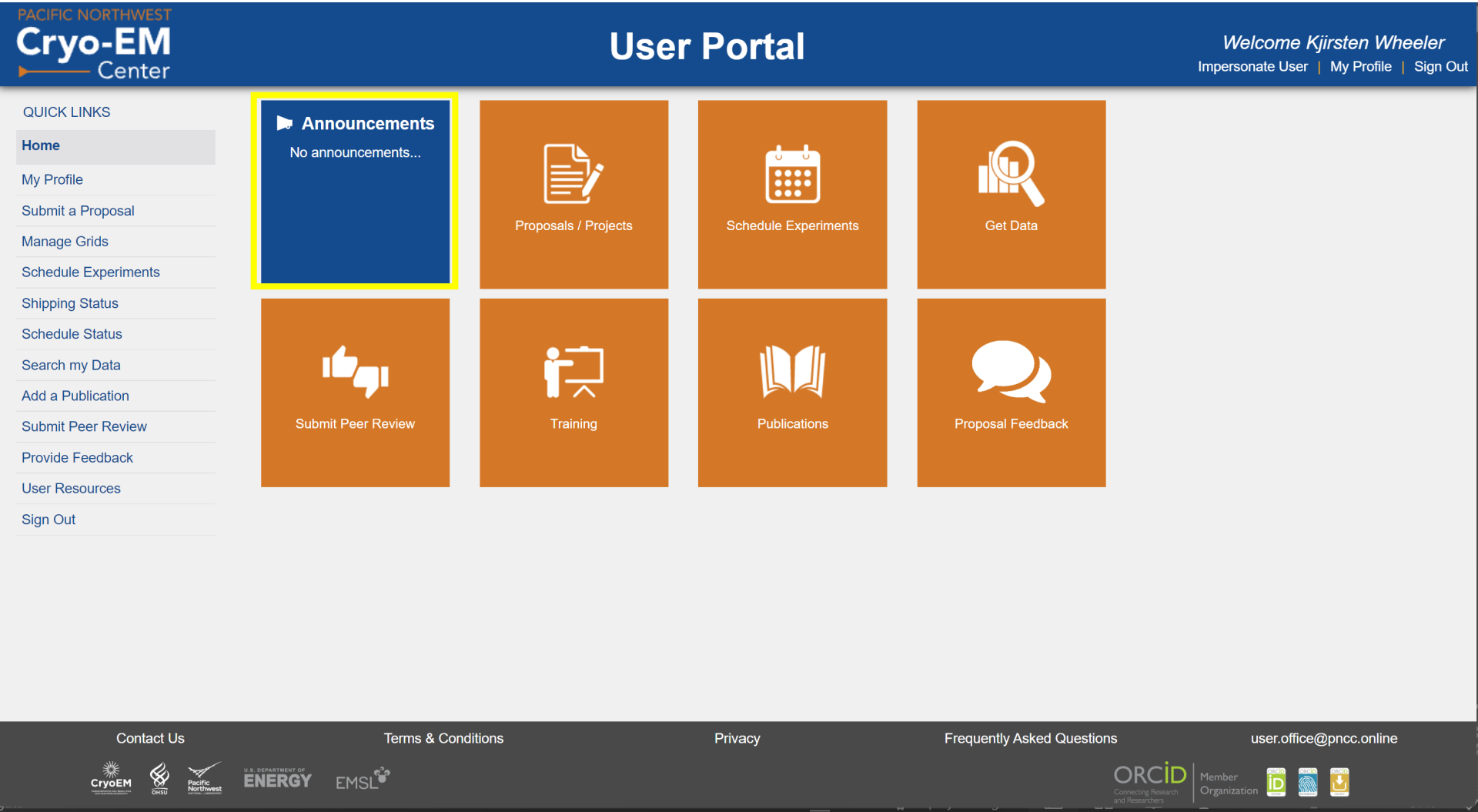
Additional User details will be required after clicking “Register”



Step 2: PNCC User Portal homepage overview

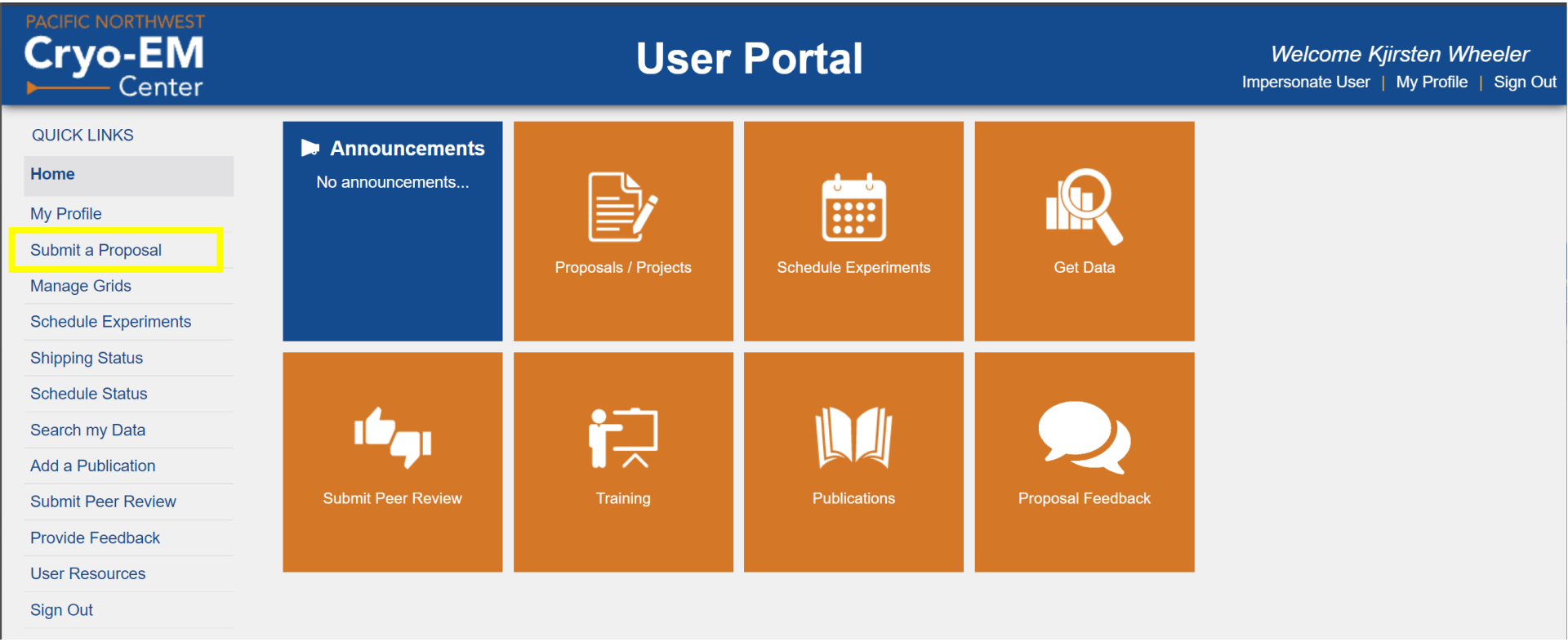
Specific user announcements in the highlighted box below

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

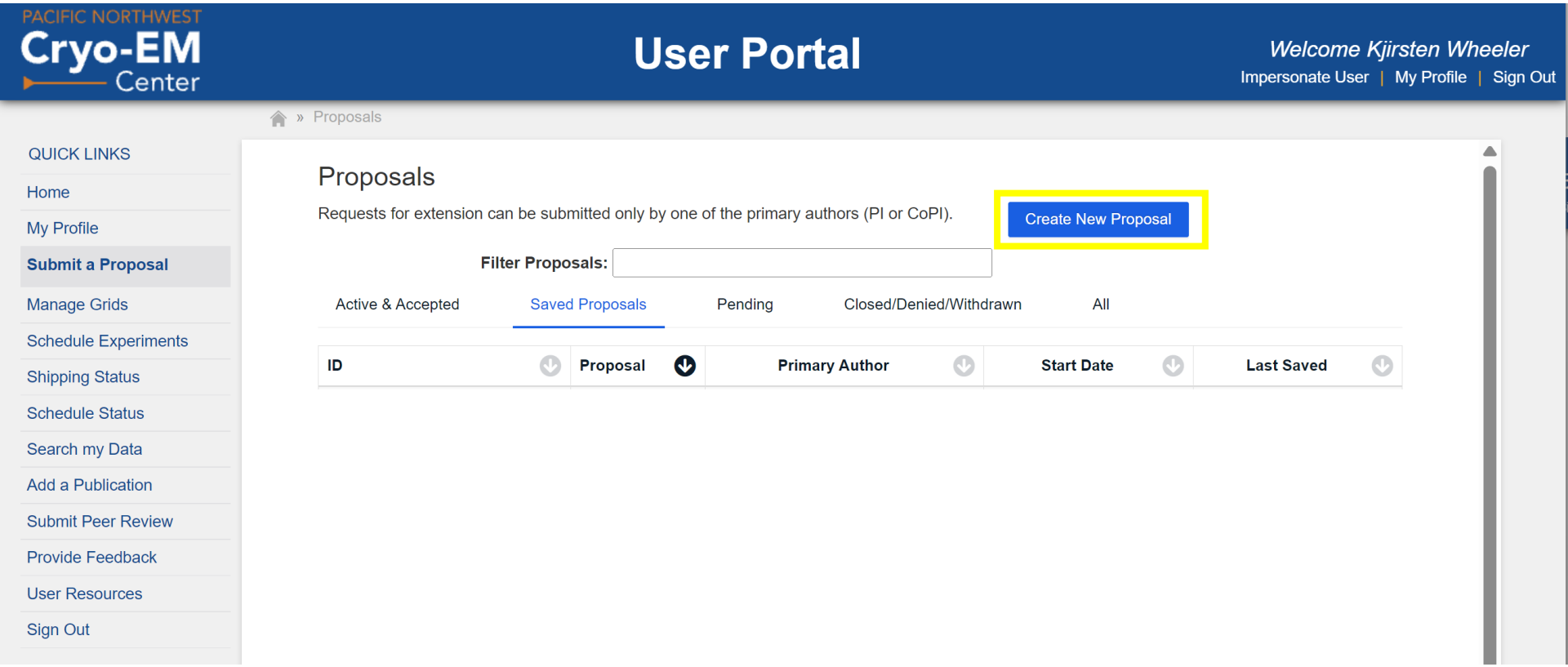


Step 3: Begin new proposal submission process

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

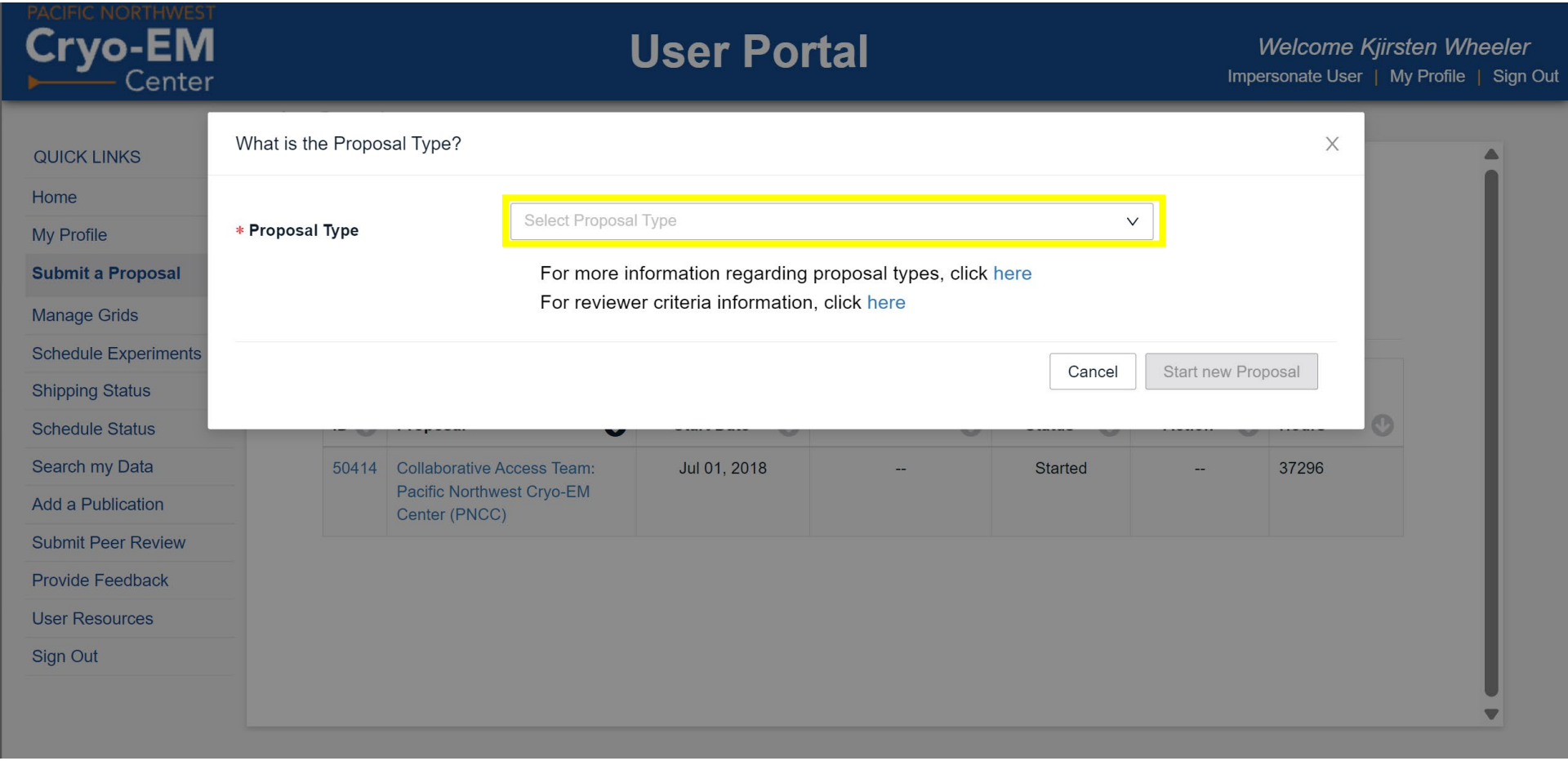


Step 3a: Begin new proposal submission process
Select the “Create New Proposal” button to begin



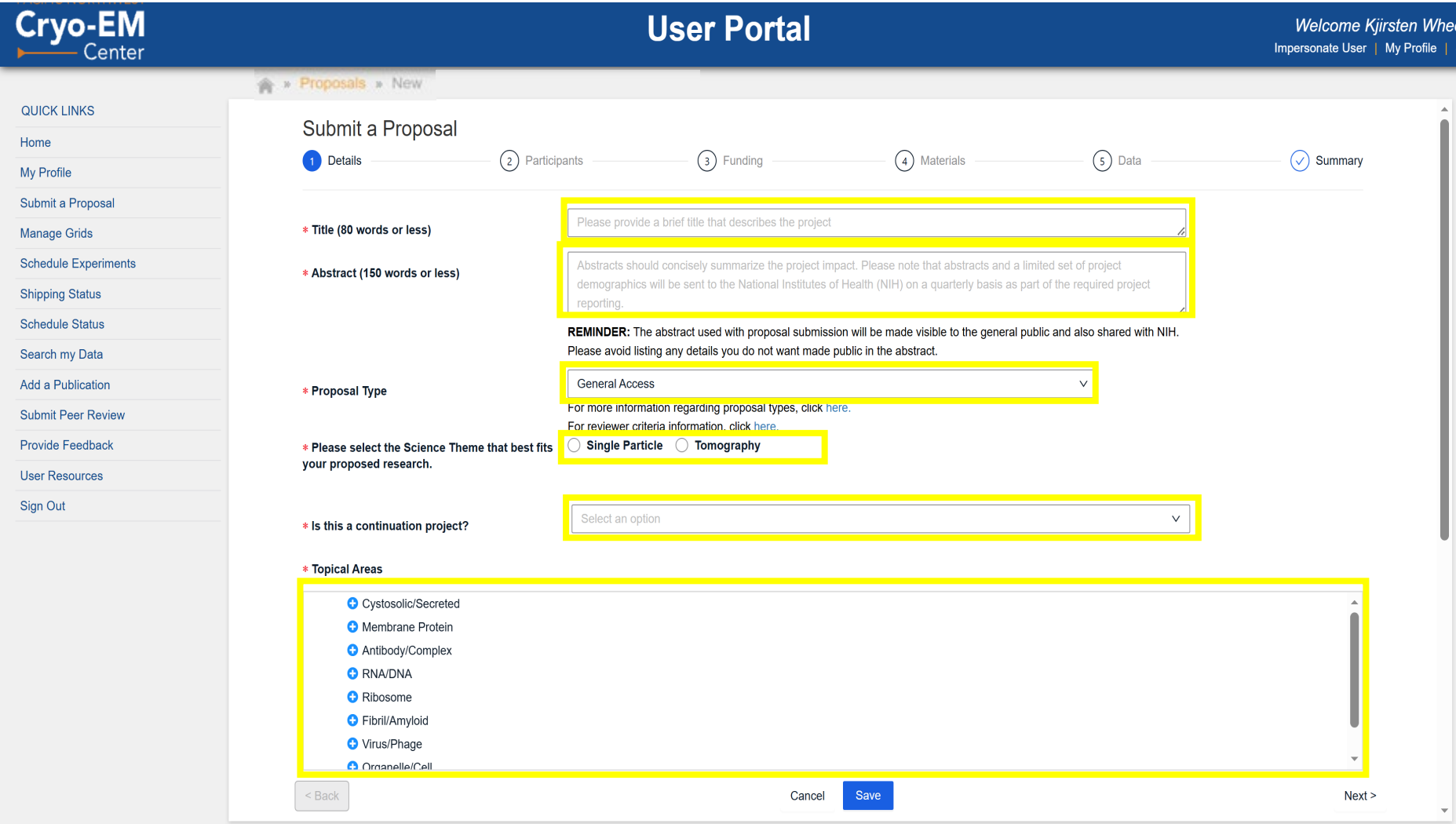
Step 4: Select the proposal type

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



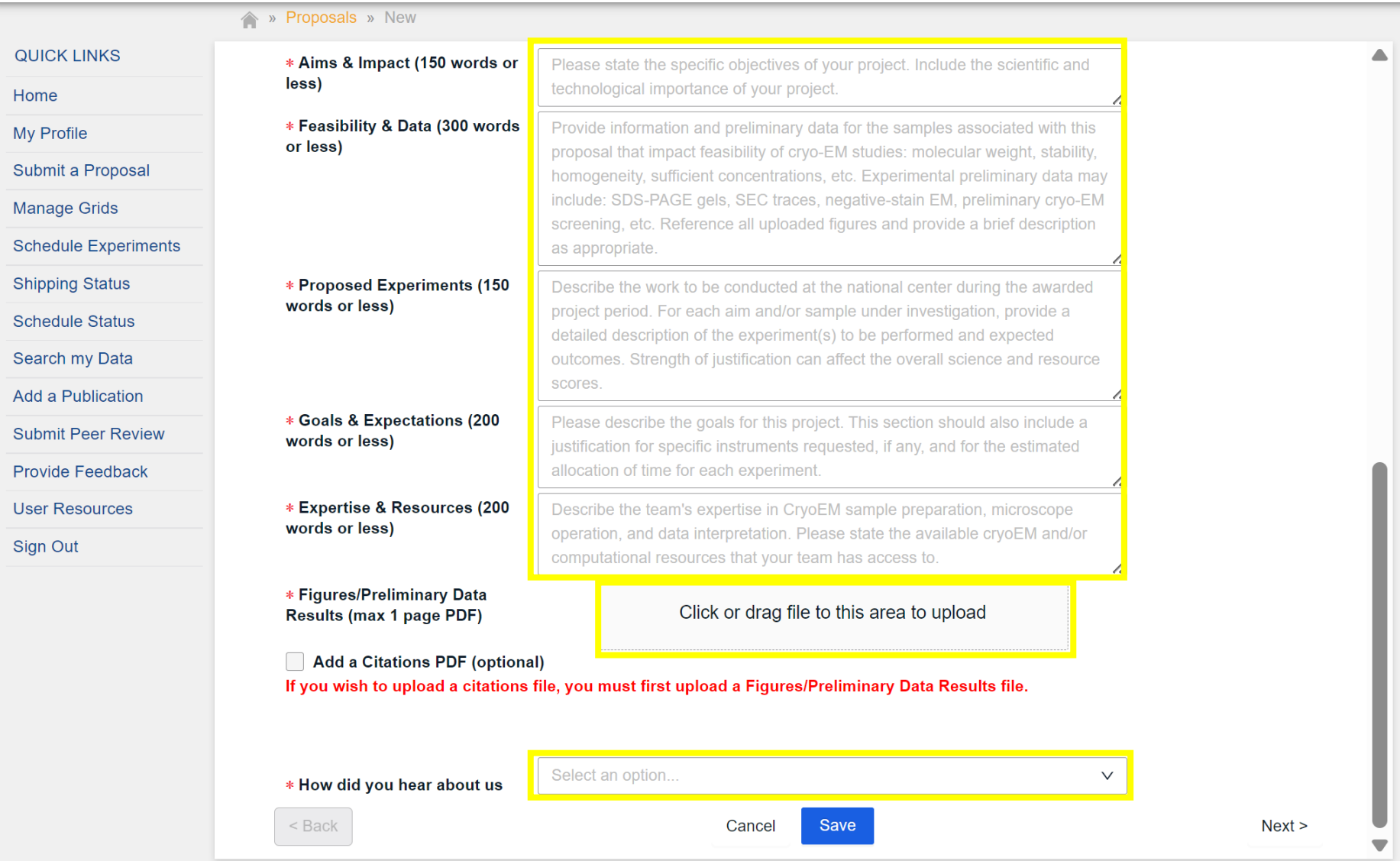
Step 5: Fill in proposal title, abstract with option to switch proposal types, science theme and topical areas.

Each field has a word/page limit



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

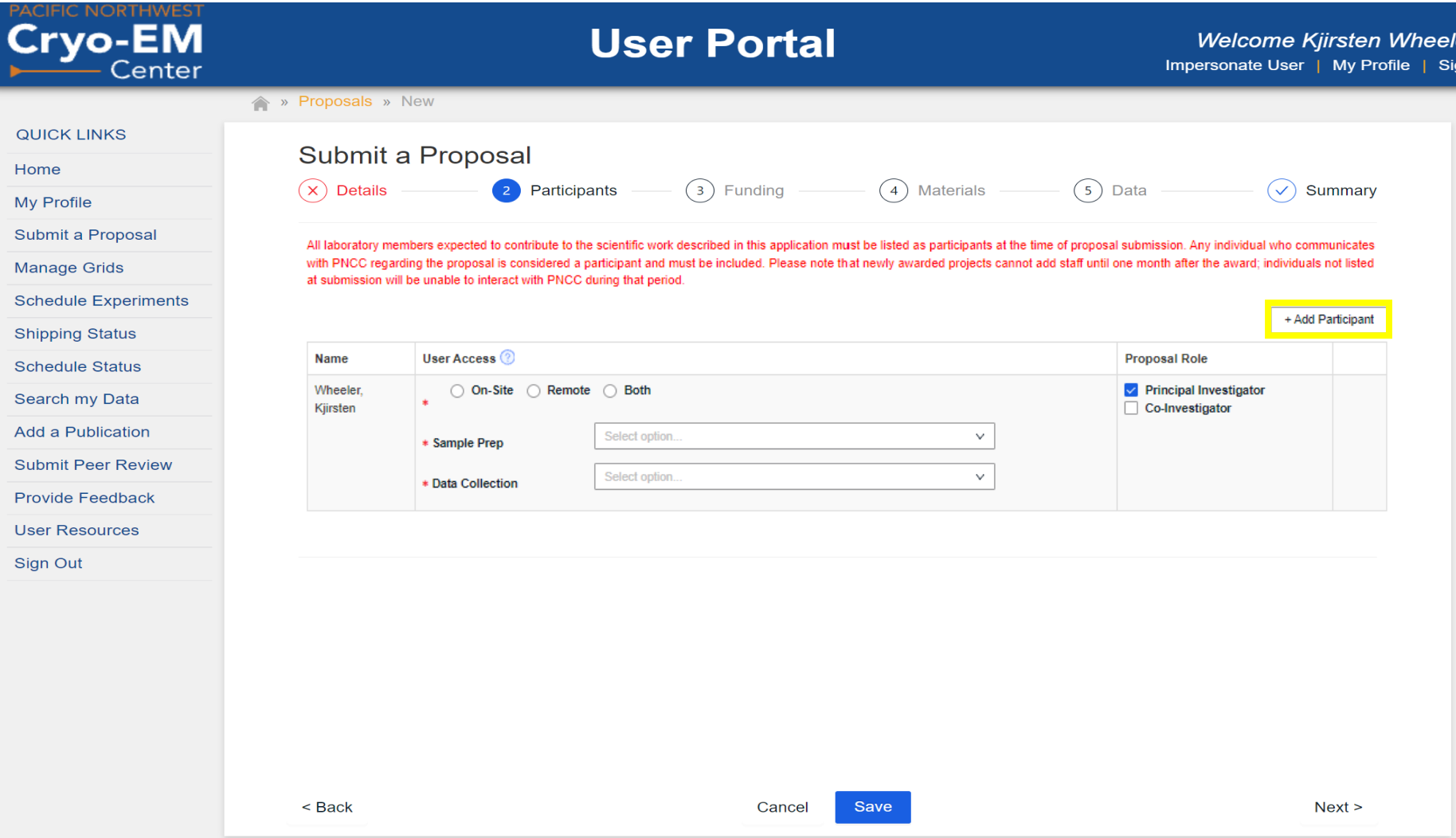
Each field has a word/page limit



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

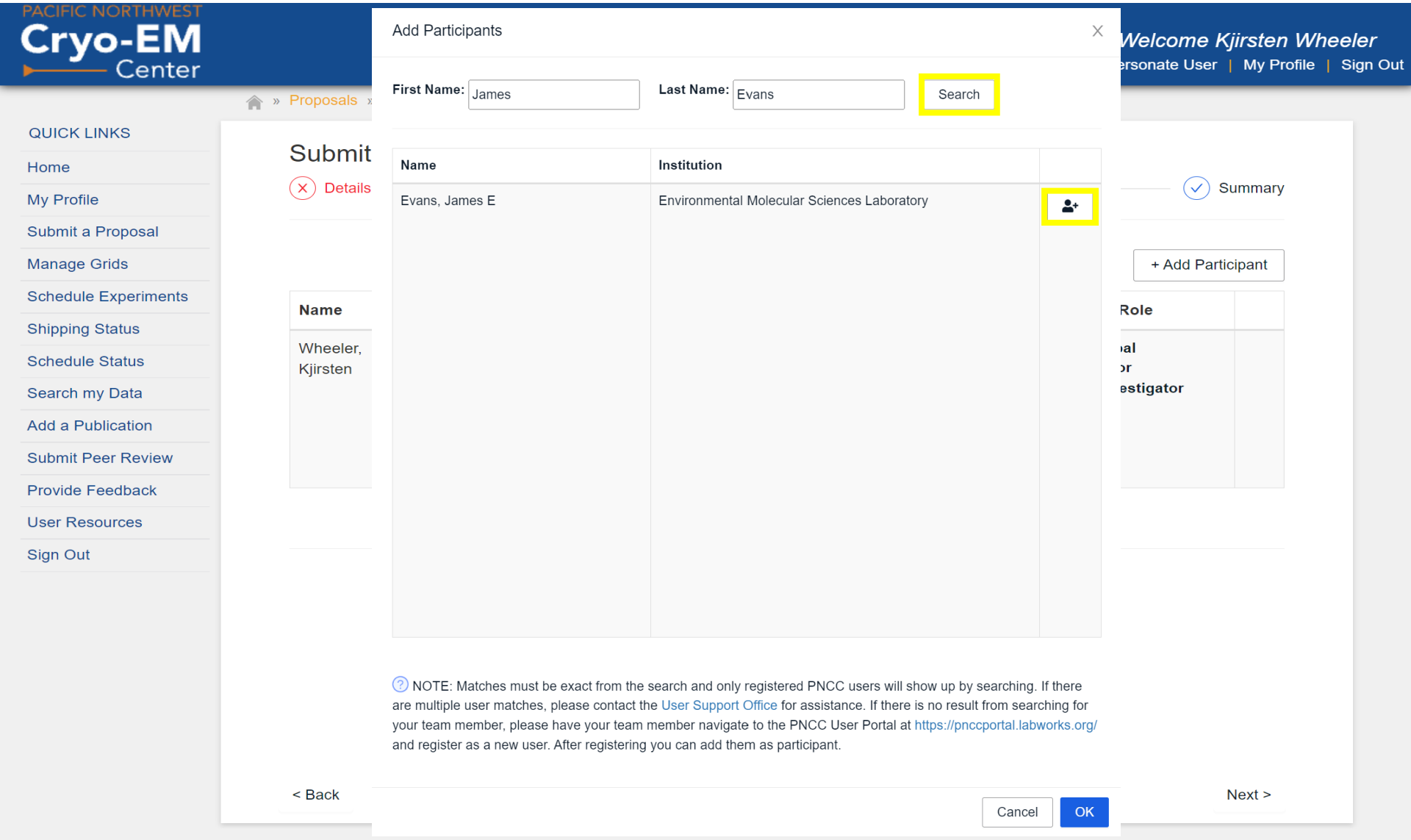
Addition of new participants will be locked for one month post award.

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



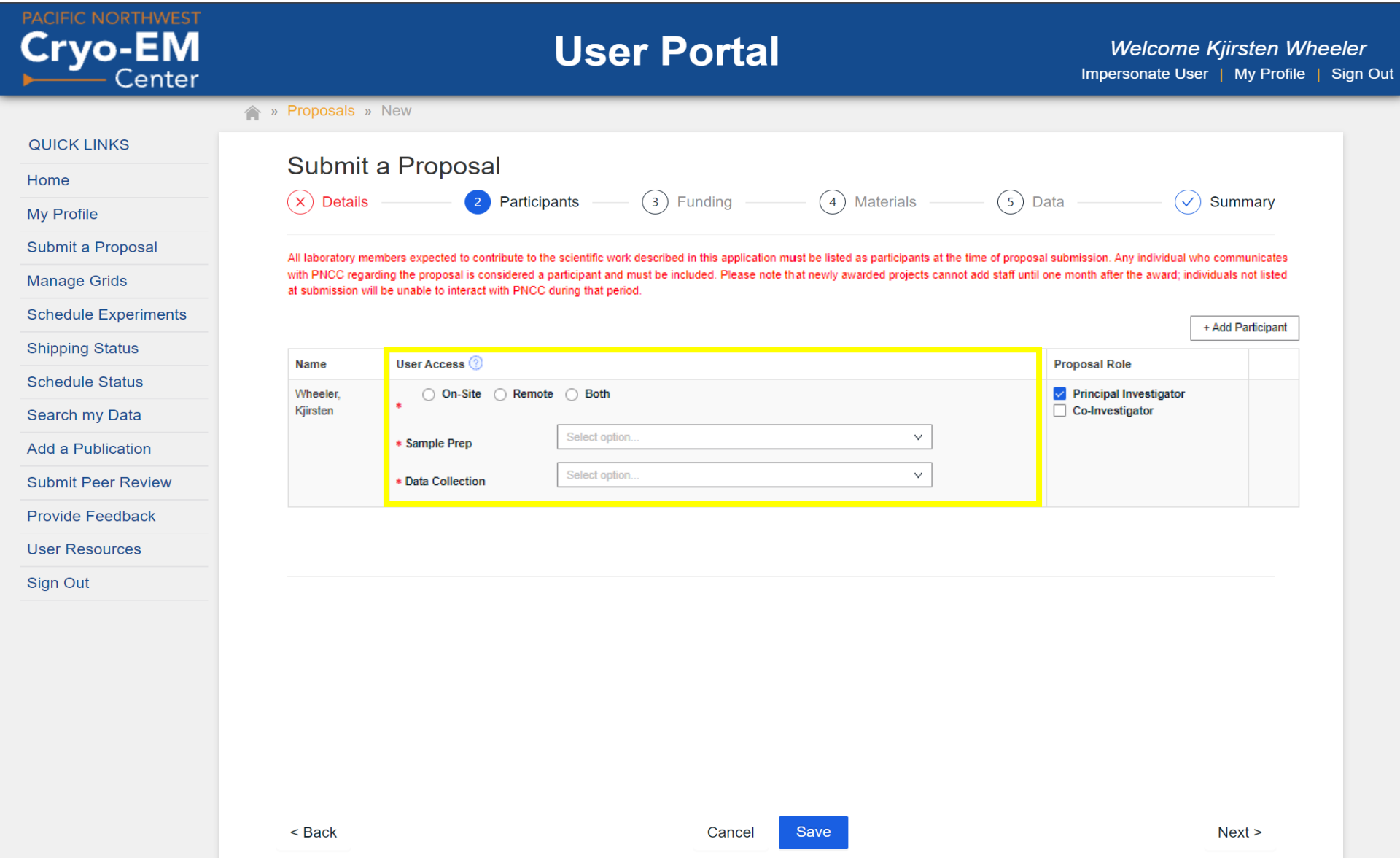
Step 6a: Add Participants

When searching, use the complete first and last name.



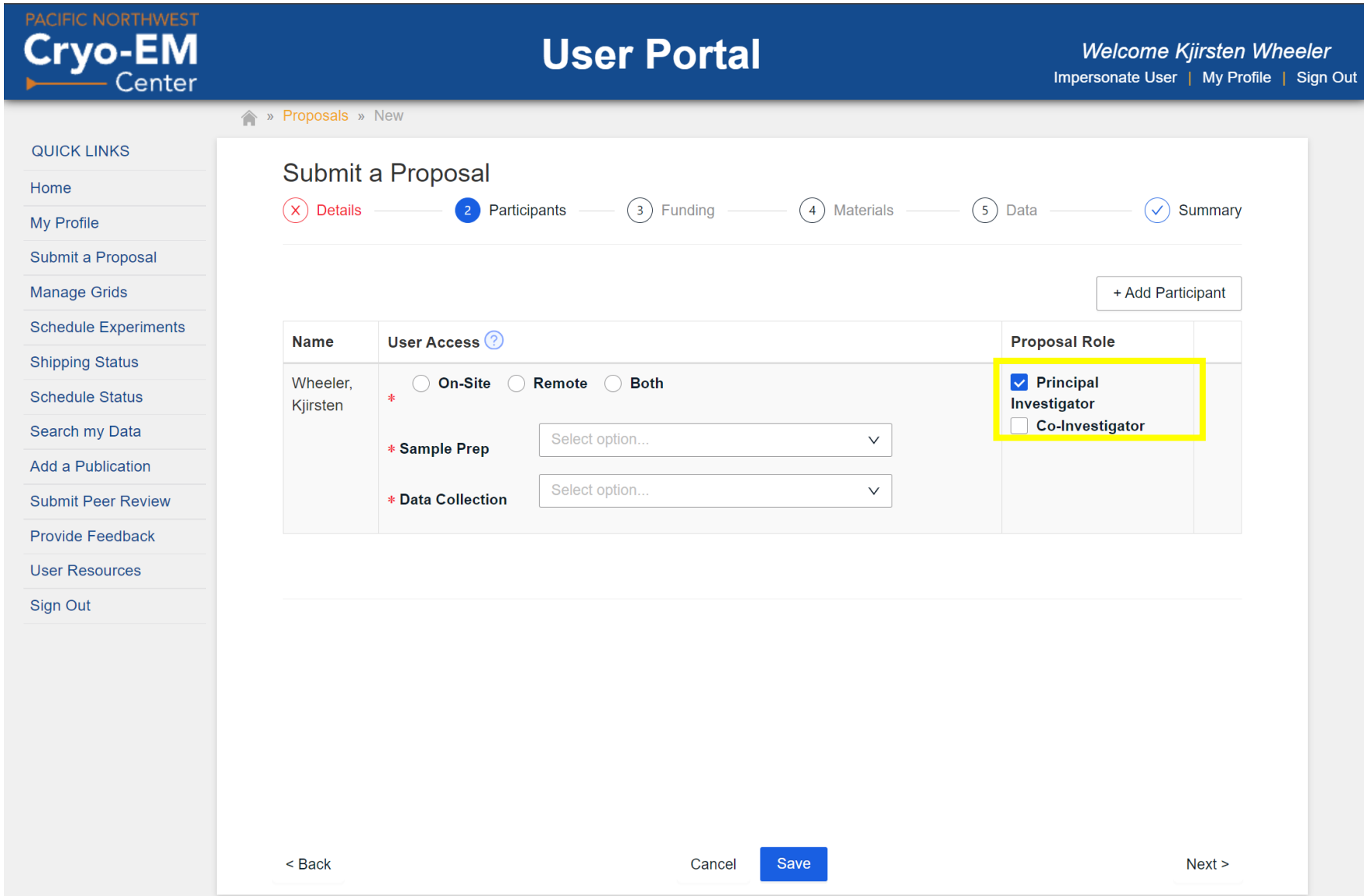
Step 6b: Add User Access

Select user interaction for sample prep and data collection



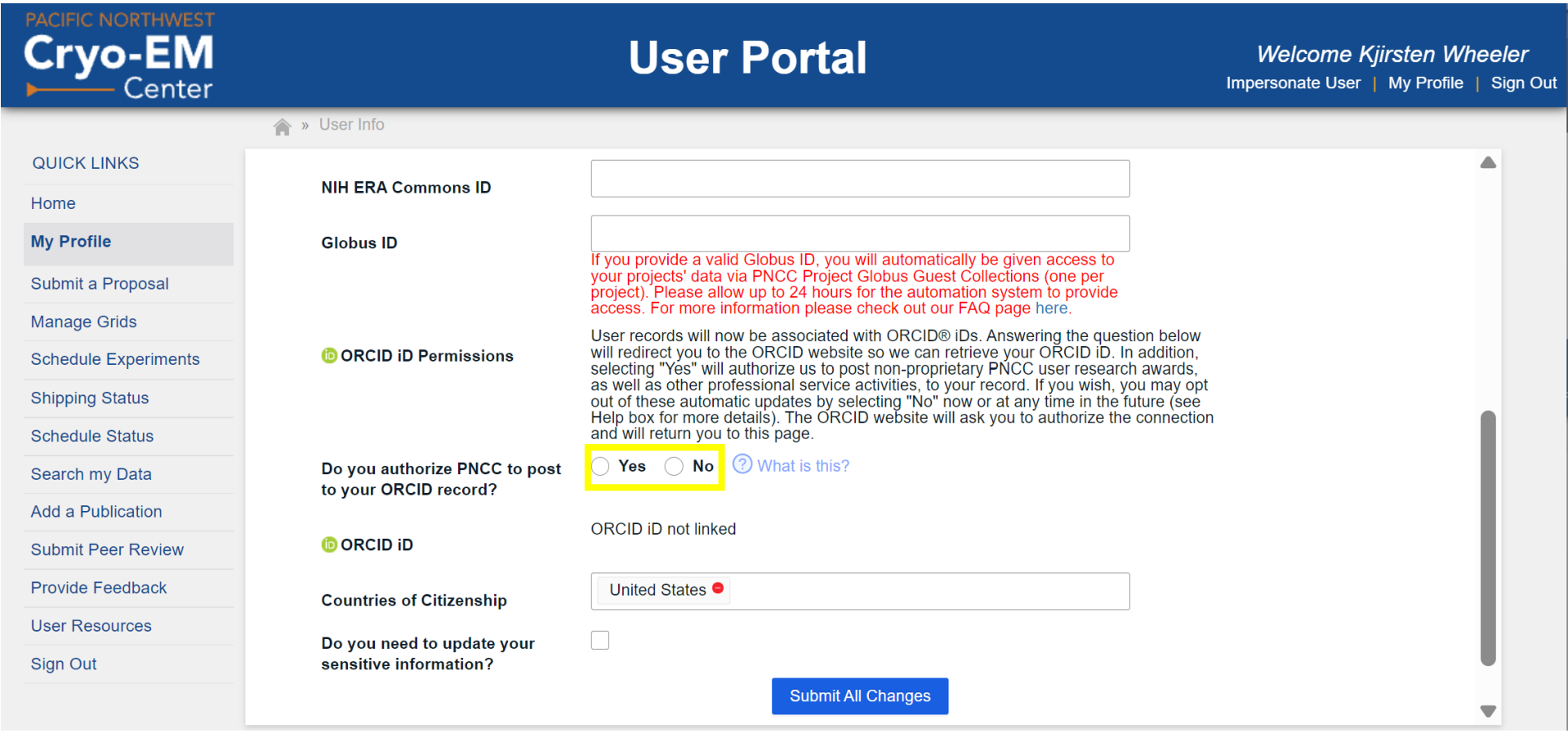
Step 6c: Select PI and Co-PI role

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



Step 6d: Add ORCID information

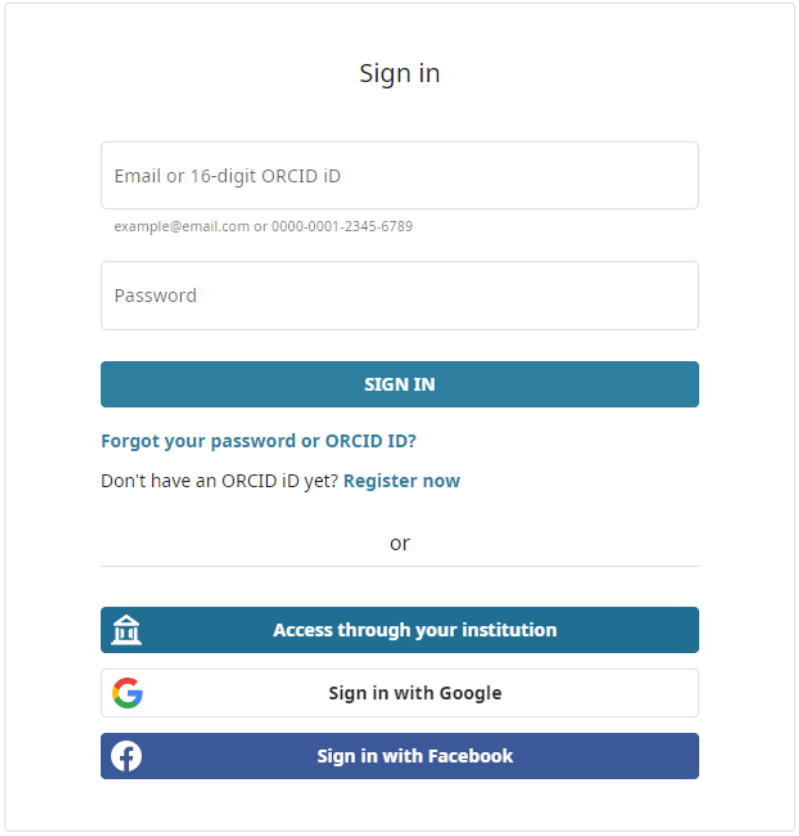
ORCID must be added by the individual user on “My Profile”



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

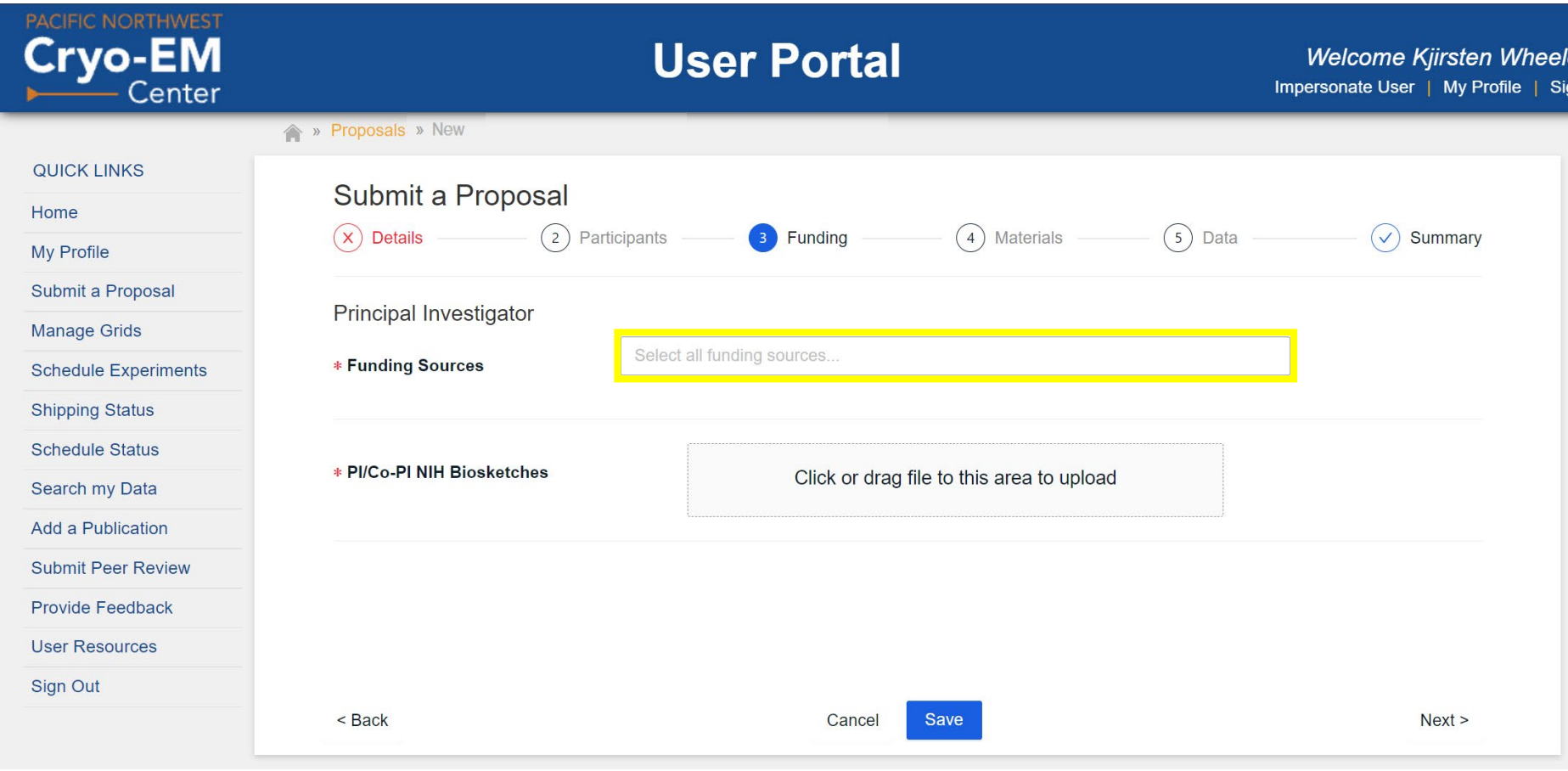
After logging in and giving permission, you will be redirect to the PNCC portal.

Please make sure to submit all changes!



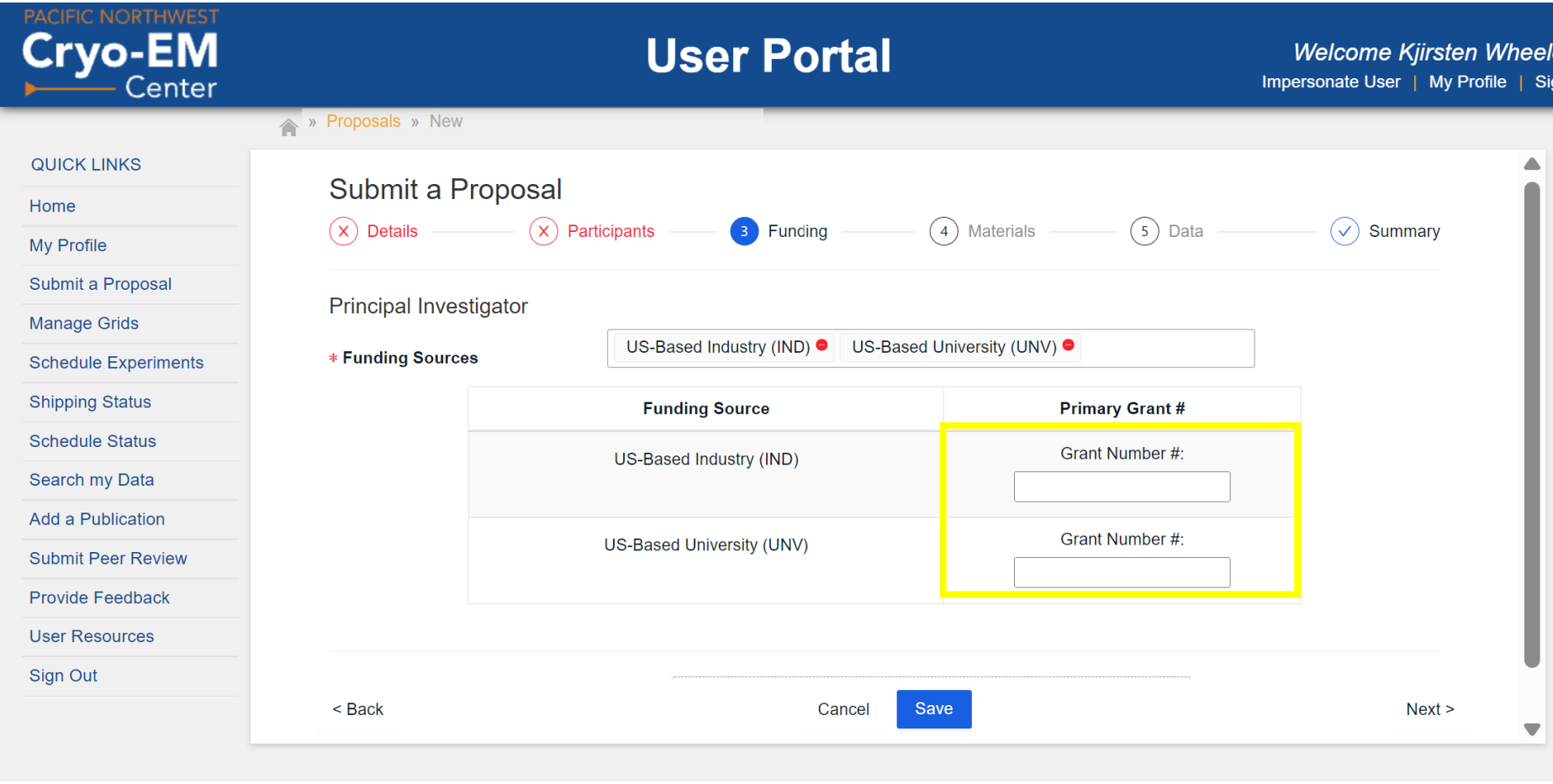
Step 7: Add Funding Source

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



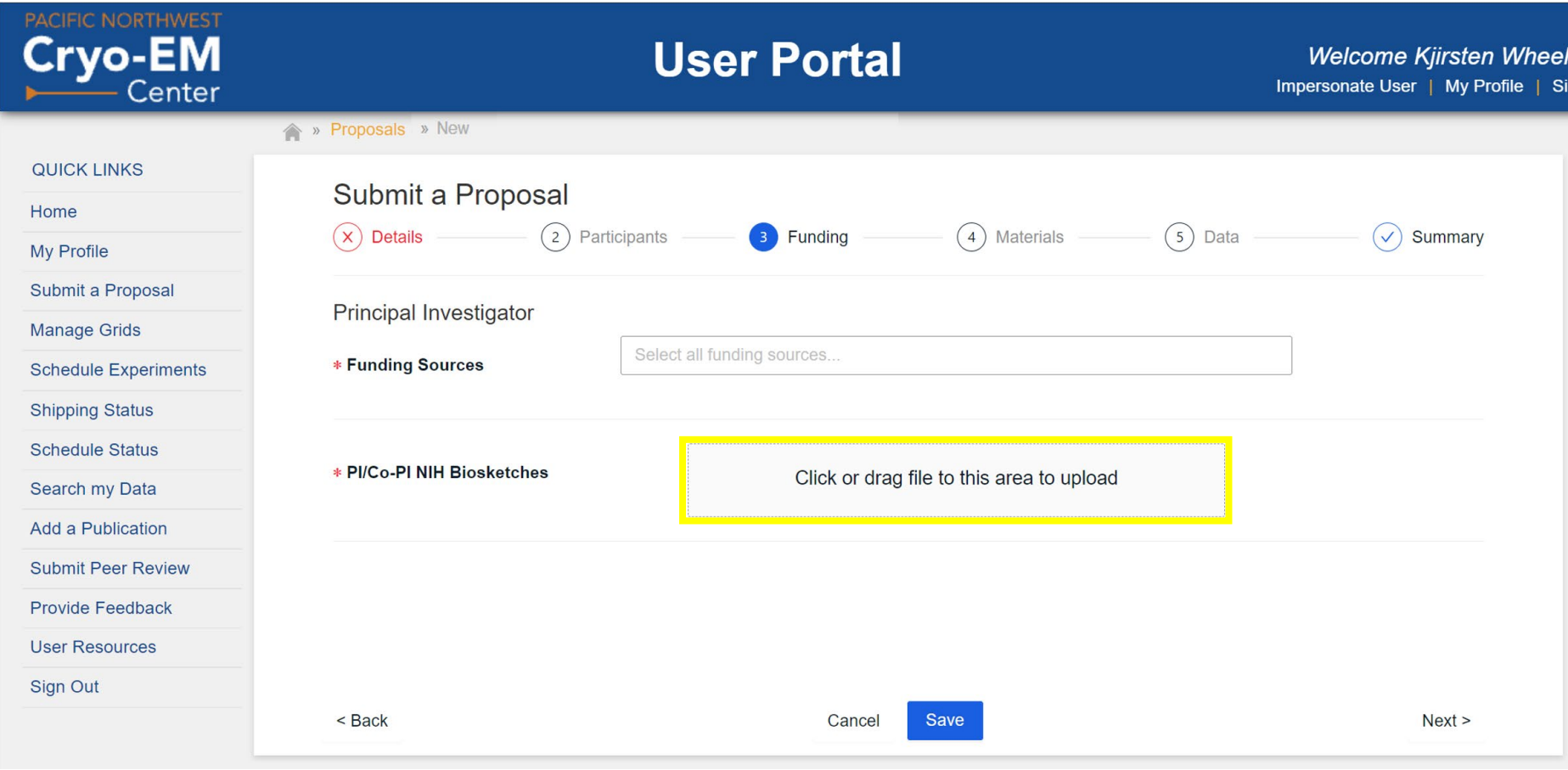
Step 7a: For Industry or University Based Funding

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



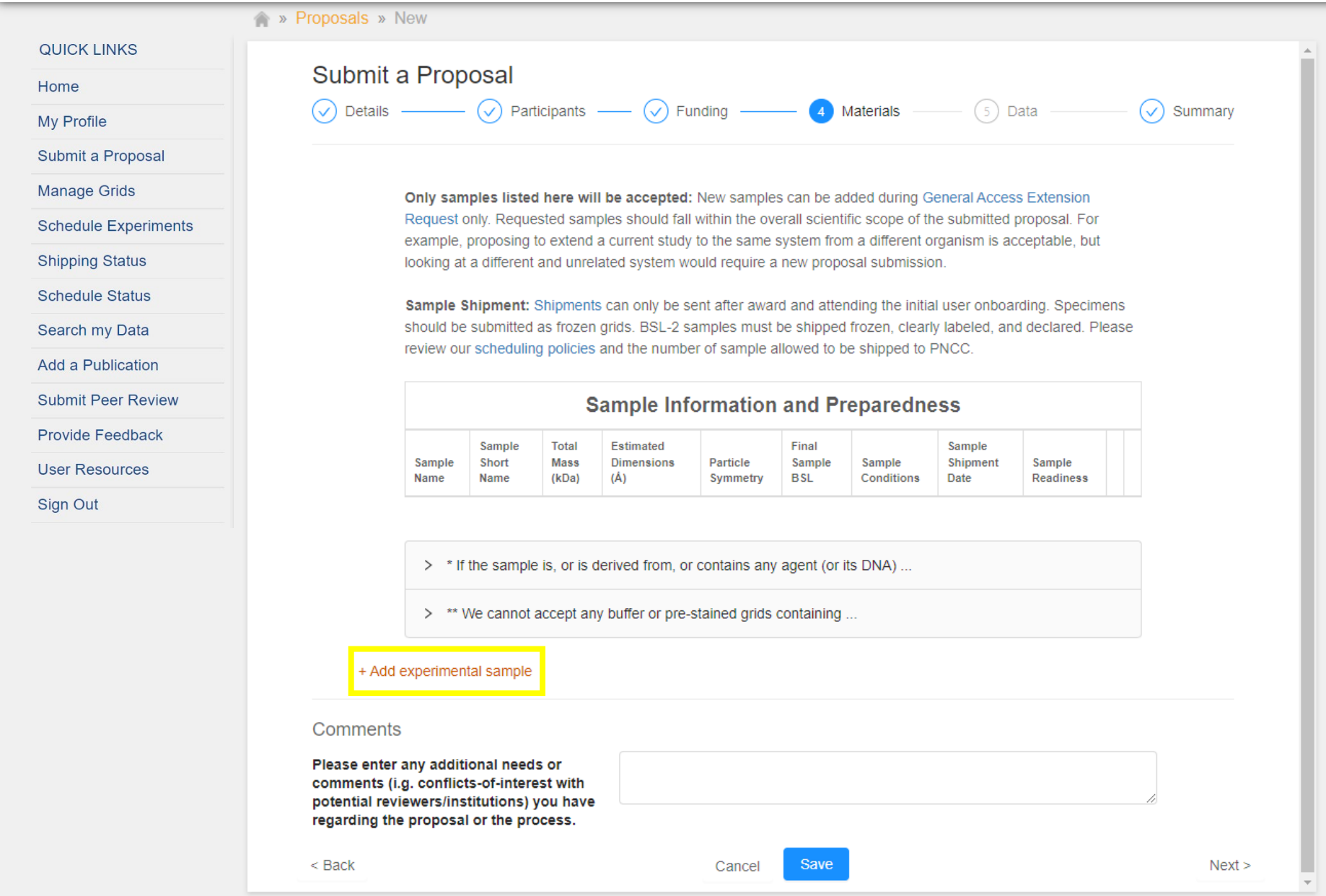
Step 7b: Add PI/Co-PI NIH Biosketches

This is an NIH requirement

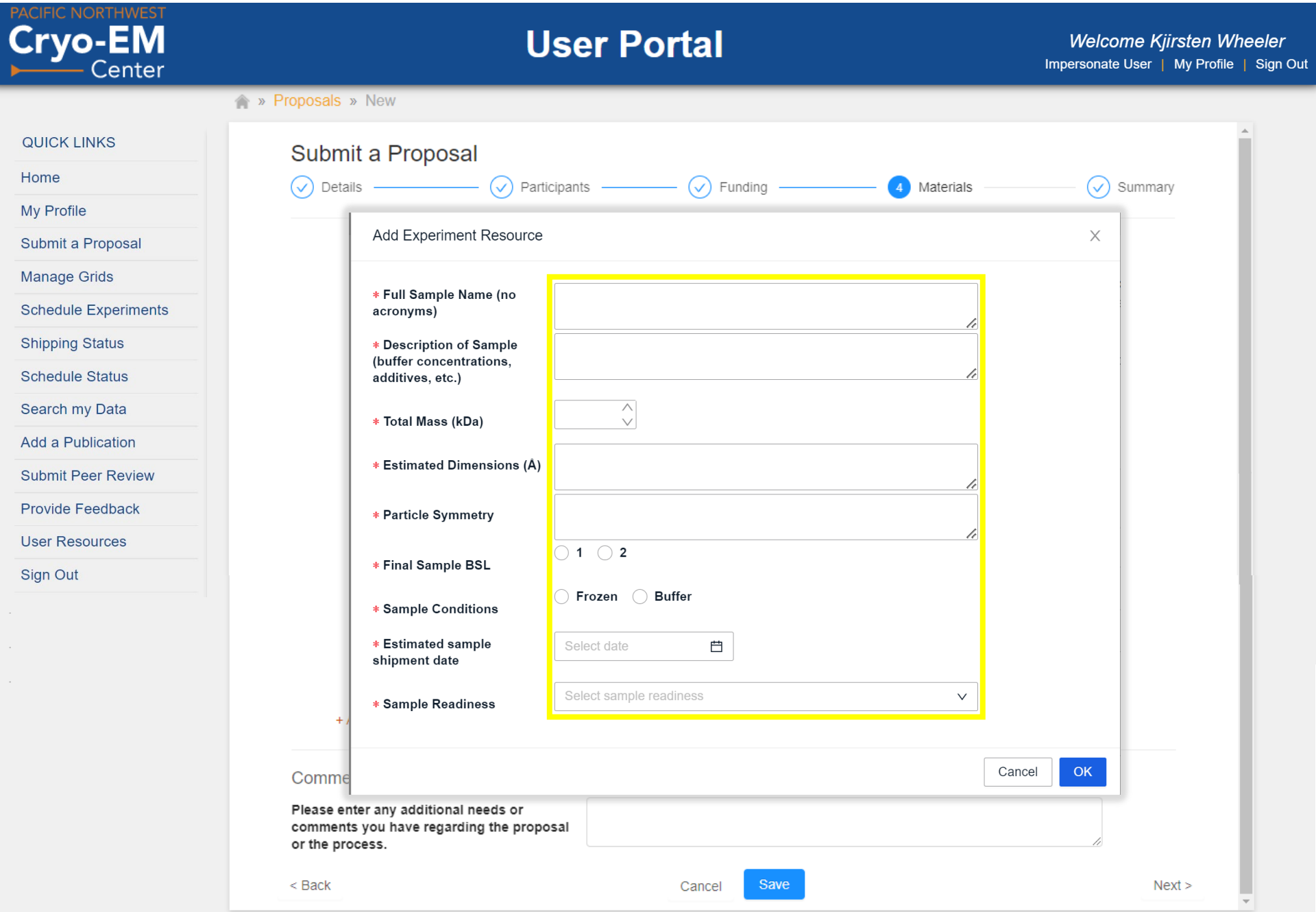


Step 8: Adding Samples

At least 1 sample is required to submit a proposal

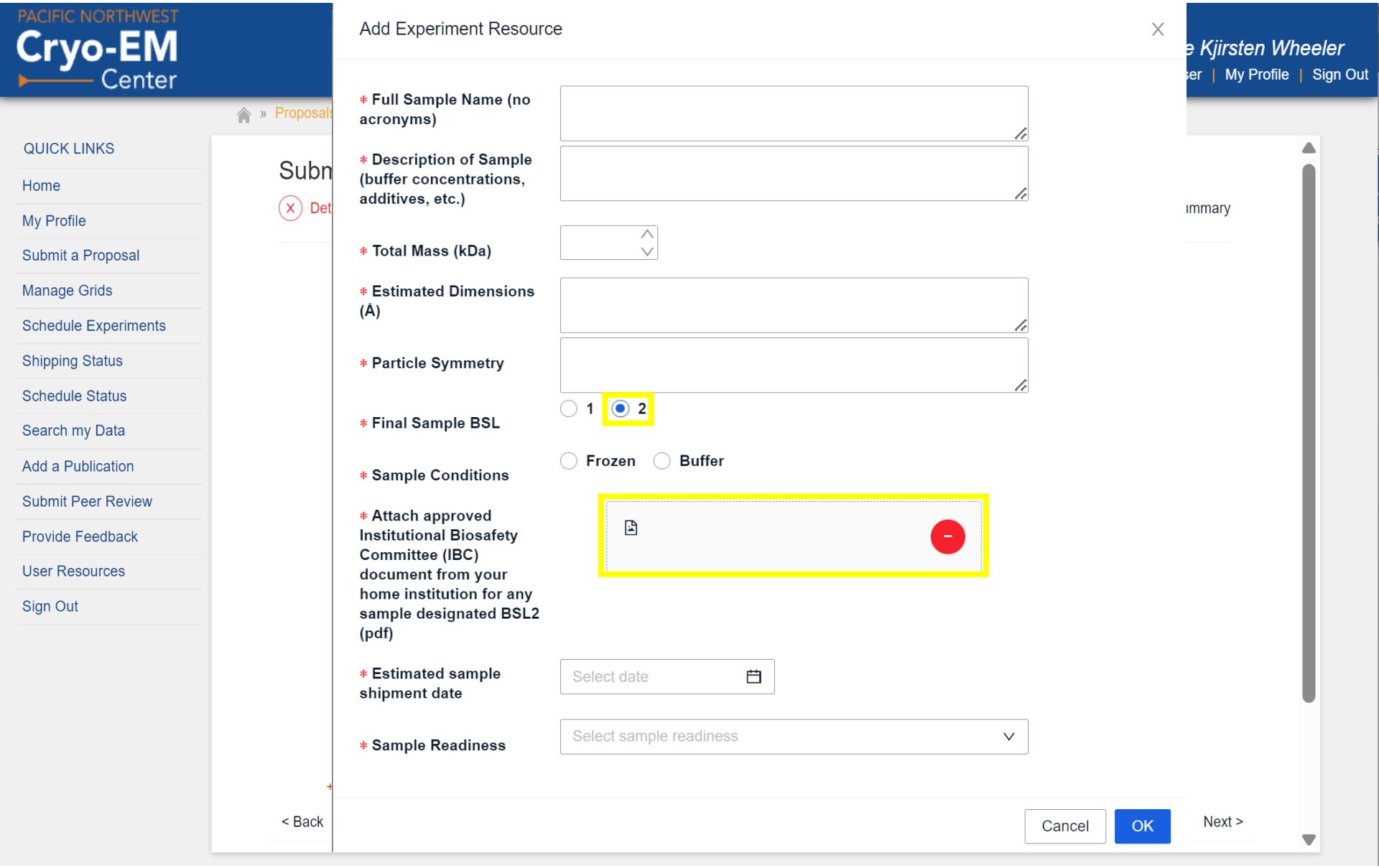


Step 8a: Fill in all required sample information

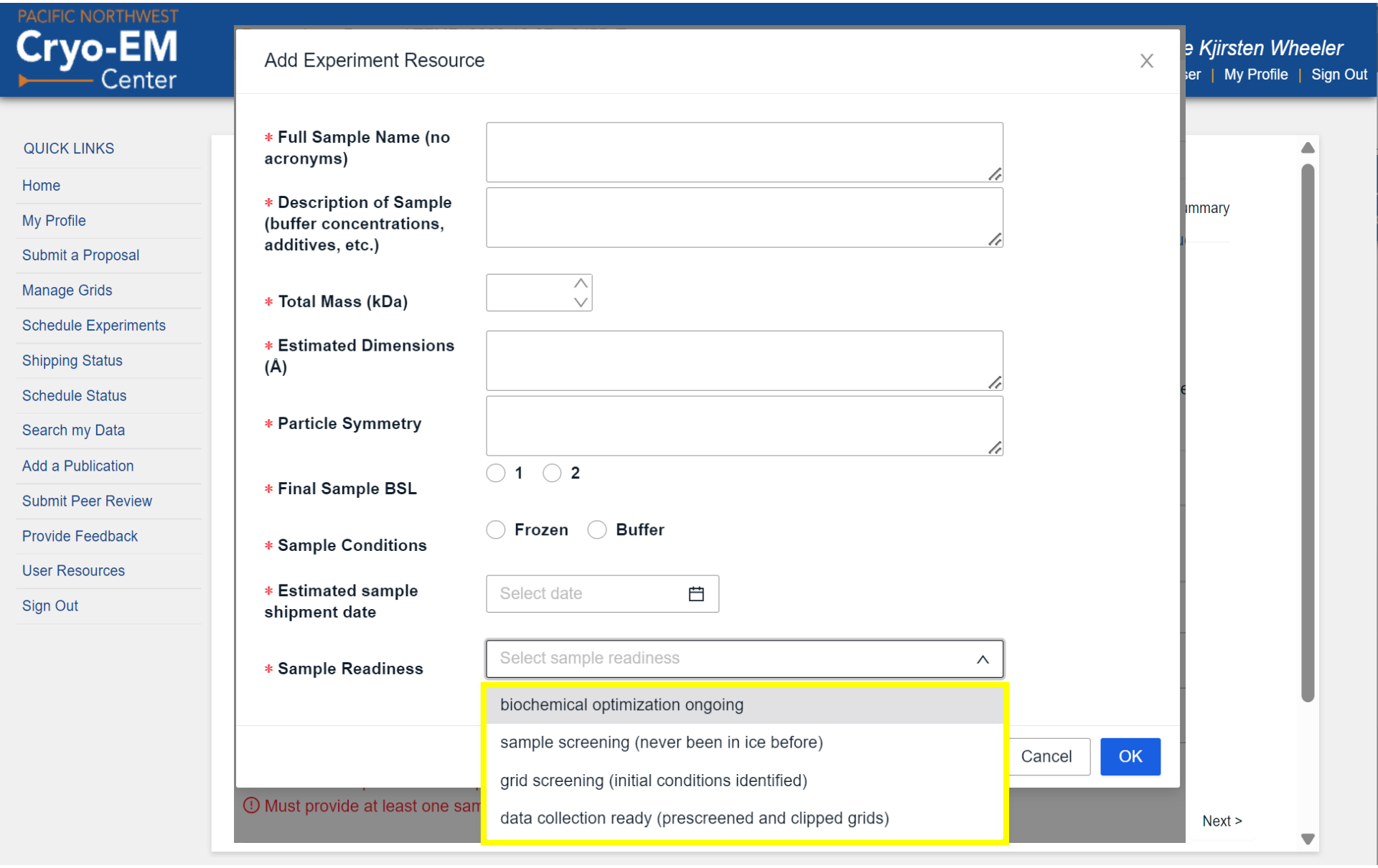


Step 8b: Selecting BSL 2 will trigger requirement for IBC documents (can be redacted)

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

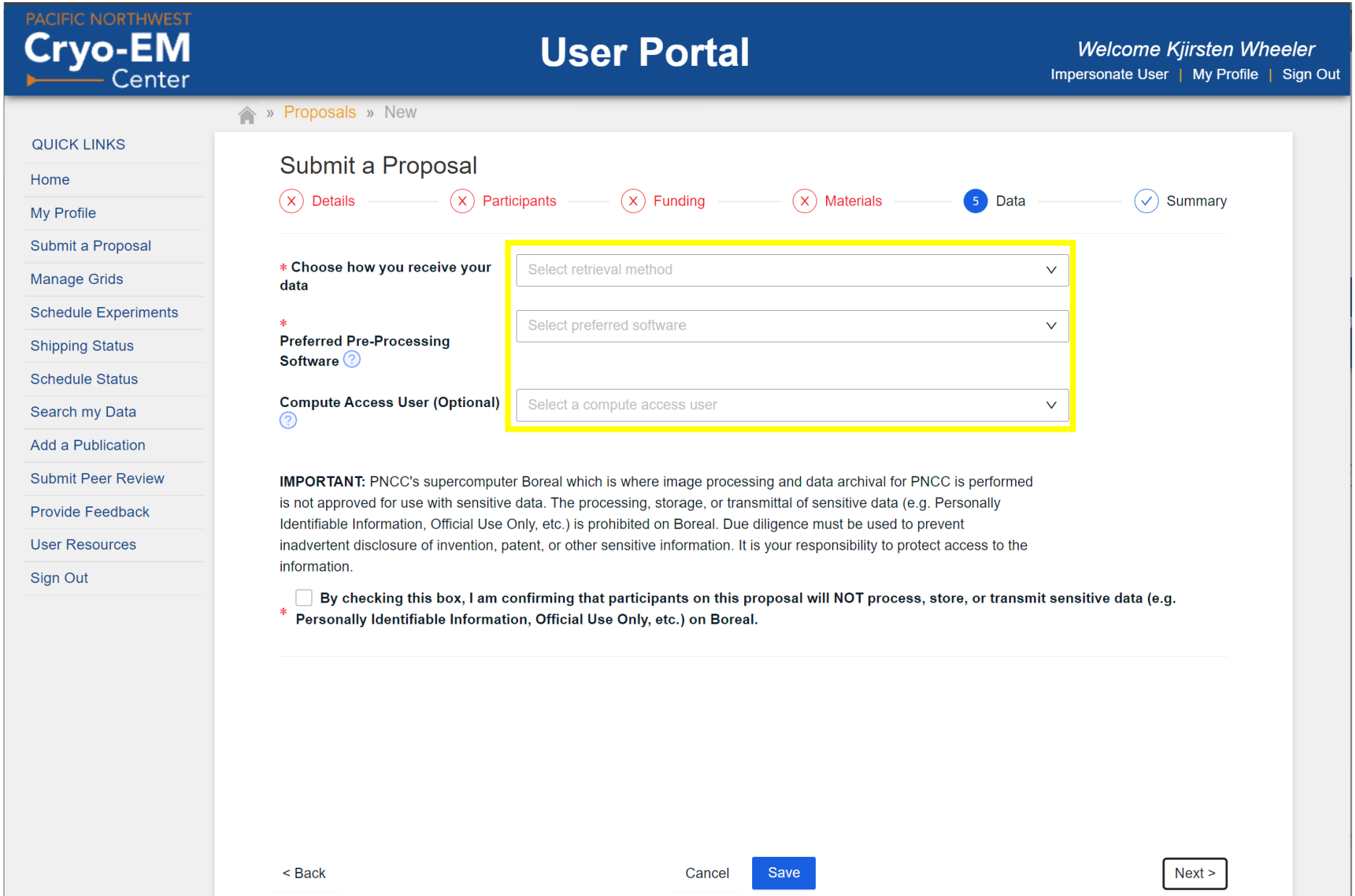


Step 8c: Select Sample Readiness from drop-down options



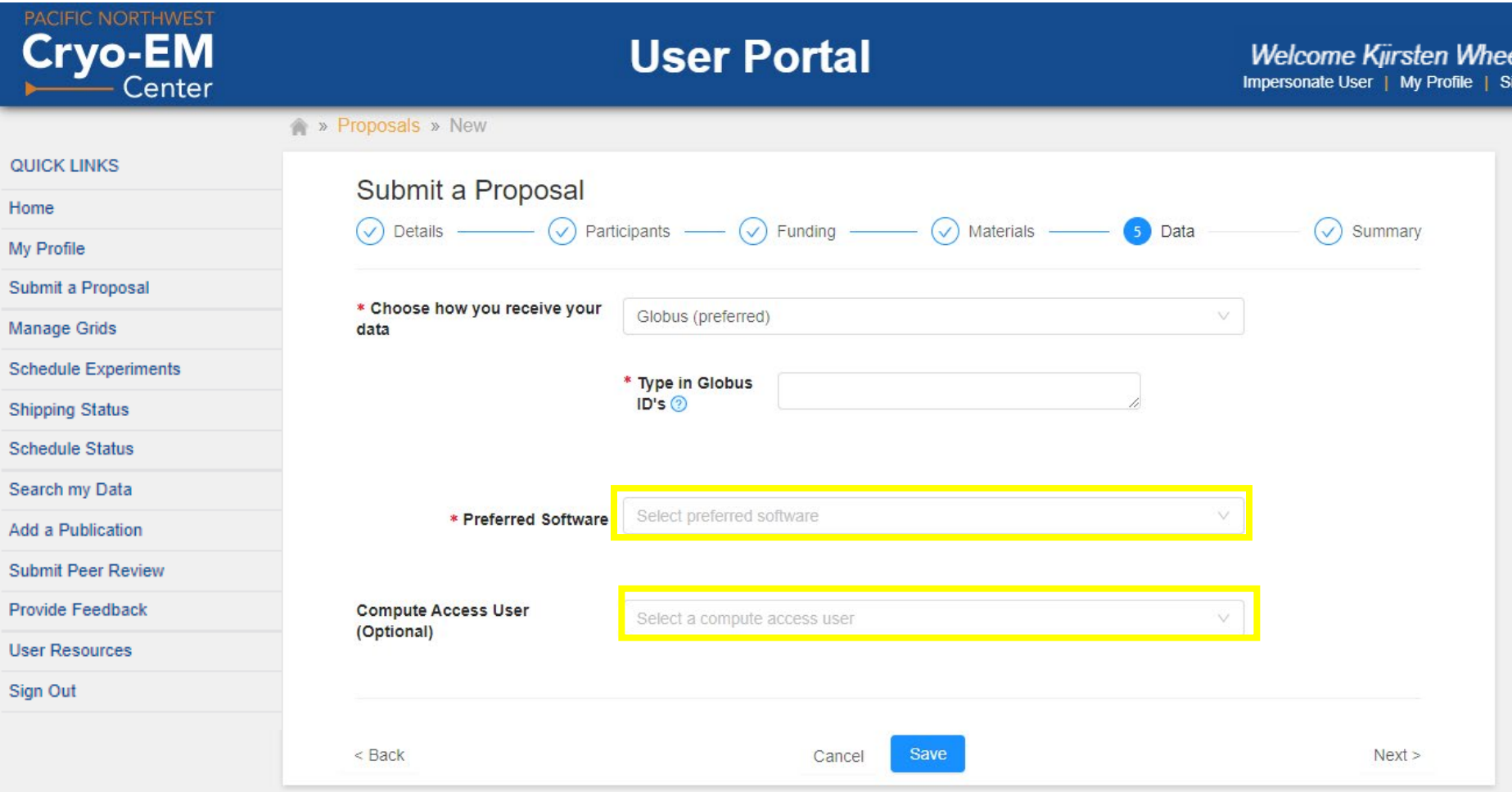
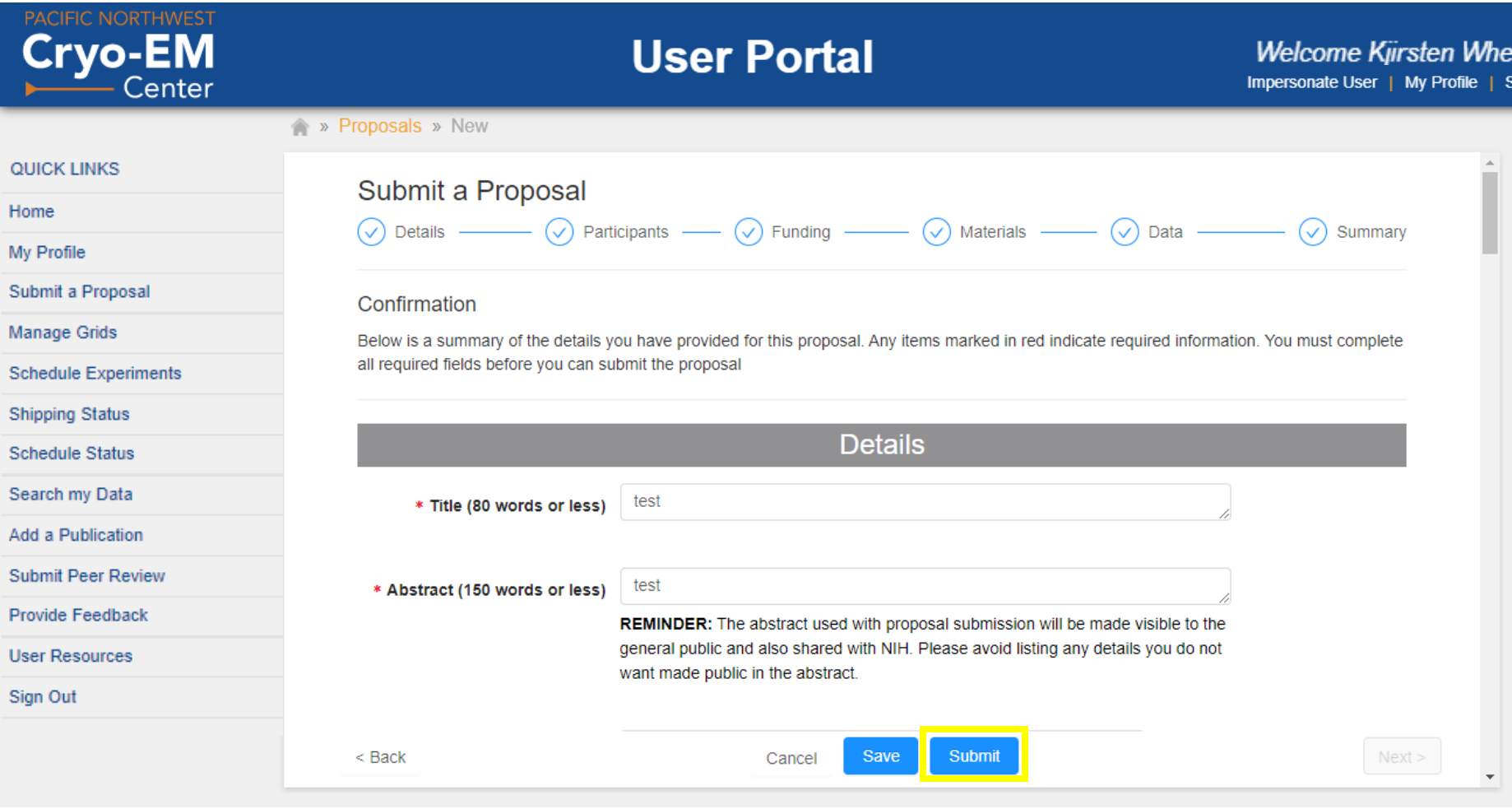
Step 9: Select how you would like to receive your microscope data

Globus is preferred for fastest transfer of TB files



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

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



Step 10: Review Proposal Submission and Submit