

General workflow for CSB CryoEM Facility (CCF) access

1. Application Submission

All access proposals must be submitted to Mr. Mi Li at lim@mail.nih.gov.

Mr. Li is responsible for logging and maintaining a record of all submitted applications.

2. Initial Screening and Review Assignment

Upon receiving a proposal, Mr. Mi Li will contact Dr. Ping Zhang and Dr. Hans Elmlund (Co-directors of CCF).

Drs. Zhang and Emlund will:

- Determine whether the proposal should be sent to the committee for review.
- Identify appropriate reviewers from the CCF Executive Review Committee, which includes:
 - Ping Zhang (NCI)
 - Hans Elmlund (NCI)
 - Jinwei Zhang (NIDDK)
 - Di Xia (NCI)
 - Doreen Matthies (NICHD)
 - Jiansen Jiang (NHLBI)
 - Rick Huang (NCI)
 - Yawen Bai (NCI)
 - Ulrich Baxa (NIDDK)
 - Naoko Mizuno (NHLBI)

After reviews by the committee are completed, Drs. Zhang and Emlund will make a final decision on proposal approval and microscope usage time based on reviewer scores and feedback. All inquiries and questions regarding proposals should be addressed to Drs. Zhang and Emlund.

- Mr. Mi Li will track proposals that have been sent for review.

- For proposals not sent for review, Mr. Li will contact the applicants either to provide feedback or request a revised proposal as needed.

3. Microscope Scheduling and User Notification

Dr. Dan Shi will coordinate microscope scheduling.

The applicants will be notified of their scheduled session by Dr. Dan Shi, who will be assisted by Mr. Li to coordinate directly with users regarding session logistics and technical details.

4. Publication Notification Requirement

Upon acceptance of any publication that includes data generated using the CSB cryoEM facility, users must notify Mr. Mi Li at lim@mail.nih.gov and include the following acknowledgment in the manuscript:

“This study utilized the Center for Structural Biology CryoEM Facility at the Center for Cancer Research, NCI, NIH.”