**Guidance for Rapid Access Proposals**

Rapid Access (RA) proposals are only for rapid access to the LBMS high-end EM for “hot topics” or straightforward experiments with a fast turnaround time. Rapid Access proposals are valid for one LBMS EM time cycle and typically request a very small amount of EM time (e.g. one or two days). These proposals are peer-reviewed by the LBMS Proposal Review Panel with a 2-3 week turnaround time prior to the experiments. Proposals are not reviewed retroactively. Each team can only request up to 2 rapid access per cycle.

Before submitting a RA proposal, the Principal Investigator **must first consult with the LBMS staff to ensure that there is EM time available and that the proposal complies with the RA criteria**. No RA proposal will be considered without an initial consultation with the LBMS staff.

Further instructions for online proposal submission can be found in the [LBMS User Guide](https://www.bnl.gov/cryo-em/userguide/getting-started.php).

*Use this template to write your LBMS Rapid Access Proposal and then copy/paste the information into the online PASS system. Please do not upload this document as a MS Word or PDF file.*

**TITLE TAB**

**Title**:

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**EXPERIMENTERS TAB**

*To associate someone with this proposal (including the PI, Co-PI, collaborators, etc.) first search for the person using the search bar below. If they are not found, click the "Add New Person" button below and you will be prompted to enter their name and email. Once the person is found (or entered), click the radio-button next to their name and then click the "Add Experimenter" button at the bottom of the search results list.*

*Important:*

* *Be sure to include yourself on the experimenters list (if applicable).*
* *Be sure to set the user access type for all experimenters.*
* *The PI or co-PI should be the lead individual responsible for the research performed. This is normally the holder of the grant that funds this work. Except in exceptional circumstances reflecting independent work, a student or postdoc should not be identified as the PI on a proposal.*

*Definitions of User Access type:*

* *On Site: a user physically present at a user facility during experiment*
* *Remote Access: a user actively participating in the experiments via video conferencing, beamline remote control, etc.*
* *Mail-In: a user that sent samples but will not be participating in data collection on site or remotely*
* *Off Site: A collaborator that is not participating in experiments onsite or remotely*

**To be entered under the “Research” tab in PASS**

**Is this proposal a related to another LBMS proposal(s) that has expired? If yes, please provide the proposal number and briefly explain the progress from the previous proposal(s) including any publications.** *(limit: 1000 characters)*

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**Abstract:**

*Provide a short abstract of the proposed research below. This section may be used for funding agency reporting purposes; this information and the proposal title may become public information. (limit 1000 characters including spaces)*

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**Scientific Importance of this experiment:**

*Describe the scientific, technical and/or the industrial/educational importance of this experiment: (limit 1000 characters including spaces)*

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**Provide a justification for requesting Rapid Access cryo-EM time:**

*Rapid Access proposals are only for “hot topics” or straightforward experiments using a small amount of EM time. It will help reviewers if you answer the question: "Why can't or shouldn't this be a standard General User proposal?" (limit 500 characters including spaces)*

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**Why do you need LBMS EM for your experiments?**

*(limit 500 characters including spaces)*

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**Provide a brief description of your sample’s readiness.**

*Describe the sample (i.e. biophysical / biochemical characterization such as SDS-PAGE, FPLC profile). For the access to Empire high-end EM, please include a cryo-EM micrograph and class averages. (limit 1000 characters including spaces)*

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**Provide a brief description of team’s relevant prior experience and key publications:**

*(limit 1000 characters including spaces)*

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**List the name(s) of the LBMS staff that you talked to about this proposal:**

*(limit 1000 characters including spaces)*

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**Research Screening Questions:***The Proposal Principal Investigator (PI), the person who is responsible for setting the direction for the funding, is required to answer the following research screening questions. These questions apply to the research in the upcoming proposal time or instrument experiment time at the Laboratory for BioMolecular Structure (LBMS) at Brookhaven National Laboratory, including all samples to be measured and ancillary equipment brought to LBMS.*

*By answering these research screening questions, you certify that your answers are complete and accurate, and that you understand that Brookhaven Science Associates will rely on the answers you provide to screen the research. If you are unsure how to answer the questions, you should contact your home institution’s Export Control Office.*

*Each time experiment conditions are modified (e.g., new samples/specimens not measured previously or new equipment / software), you are required to resubmit these Research Screening Questions.*

*The following points-of-contact for the proposal research screening questions are Lacy Jones (*[*ljones2@bnl.gov*](mailto:ljones2@bnl.gov)*) or Teresa Daniels (*[*teresa@bnl.gov*](mailto:teresa@bnl.gov)*).*

**Research Screening Question #1**

Are there any restrictions, contractually or otherwise, on public dissemination of the work (e.g., research, experiment) described in this proposal? Public dissemination includes presenting at conferences or open meetings, publications, or web source information.

* Yes
* No

**Research Screening Question #2**

Are you bringing any items (including specimens/samples), technical data, software, or services owned or funded by a nuclear, defense, military, space, intelligence agency, or a defense contractor of the United States or of another country?

* Yes
* No

**Research Screening Question #3**

For work (e.g., research, experiment) conducted at the user facility, are any items, technical data, software or services designed, developed, or modified exclusively for military applications, military training, spacecraft, launch vehicles, or national security or intelligence collection and analysis?

* Yes
* No

**Research Screening Question #4**

Would the research results be directly useful for- or would the research involve- a nuclear reactor application (e.g., commercial nuclear fuel, molten salts or other nuclear reactors, nuclear grade graphite, uranium enrichment)?

* Yes
* No

**Research Screening Question #5**

Are you bringing any items (including specimens/samples), technical data, or software to the user facility that requires access controls?

* Yes
* No

**Research Screening Question #6**

If the PI or co-PI (grant holder) of this beam time proposal is an employee of a DOE national laboratory, please affirm that your research has been screened by your National Lab against the DOE “Science and Technology Risk Matrix" critical and emerging research areas and technologies. The User Facility must be consulted if any research restrictions are required so that it can be determined if research restrictions can be accommodated.

**Note:** If you answered "No" or are unsure, you should contact your home institution's office responsible for screening research for the DOE S&T Risk Matrix.

**Reference:** Memorandum for Heads of Departmental Elements, Dan Brouillette, Science and Technology Risk Matrix Guidance, 12/13/2019.

* Yes
* No
* N/A

**REQUIRED INFORMATION TAB**

*Indicate the primary field of research for this proposal and the funding source(s).*

**To be entered under the “Time Request” tab in PASS:**

To select an EM, click "Add Resource" and a pop-up window will open where you will enter:

**EM 1 (multiples of 8 hours)**

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| Resource name (e.g. Empire high-end EM): |  |
| Technique (SPA or cryo-ET) |  |
| Hours Requested (Lifetime): |  |
| Hours Requested (This Cycle):  *(enter 0 if no shifts requested this cycle)* |  |

**Describe the experiments you will perform on this EM, including sample preparation, data collection, and analysis.** *(limit 2500 characters including spaces)*

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**Justify the need for this EM's capabilities, including justifying why you need the time requested.** *(limit 1500 characters including spaces)*

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*Be sure to click "Save" in the pop-up window.*