



www.panacea-nmr.eu

RESEARCH INFRASTRUCTURES

A Pan-European Solid-State NMR

Infrastructure Chemistry-Enabling Access

Management of the scientific projects

Manual for the users of PANACEA

Important: to submit a project or to participate to any PANACEA event (from user meetings to scientific workshops or practical schools), a user account has to be created.

The user account creation form can be reached from the login button, or directly at <https://dev.panacea-nmr.eu/user-account-creation>

The following screenshot shows the fields to be completed during the creation of an account.

The screenshot shows the PANACEA website header with the logo and navigation menu. The main content area is titled "User account creation" and includes a note about data usage. The form is divided into two columns with various input fields and a list of structure types.

PANACEA Pan-European solid-state NMR Infrastructure for Chemistry-Enabling Access

ABOUT ACCESS NEWS EVENTS INDUSTRY

User account creation

The data provided when creating the user account will be used by default for the project submission.

Username *
[Text input field]
You will use this username for logging in.

Password *
[Text input field]
Your password should be 5 characters long at least.

Email address *
[Text input field]

Confirm email address *
[Text input field]

Title *
[Dropdown menu: Select]

Laboratory / Institution *
[Text input field]

First Name *
[Text input field]

Structure type *

- ☐ University / Public Research Organization
- ☐ Small or Medium enterprise
- ☐ Large Industrial Group
- ☐ Other

Name *
[Text input field]

Address *
[Text input field]

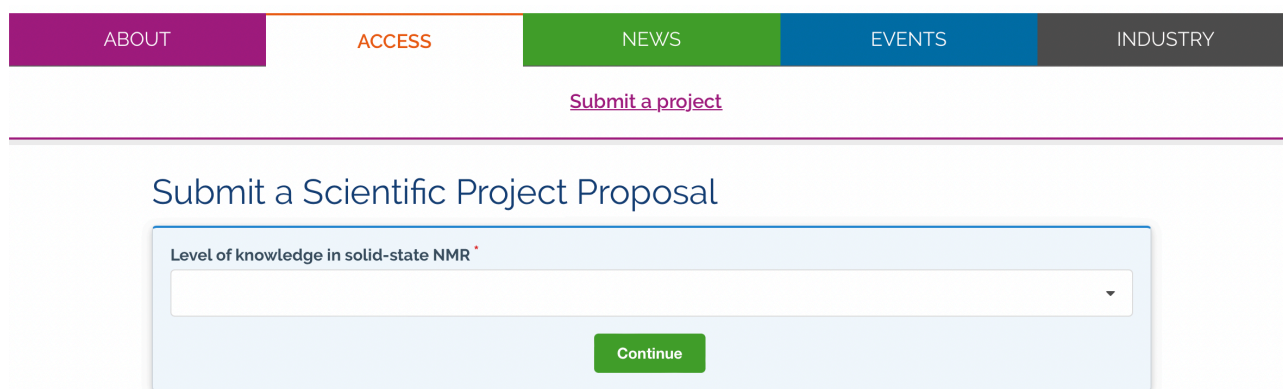
ORCID
[Text input field: 0000-0000-0000-0000]

Postal code *
[Text input field]

Specific procedure to submit a scientific project and get measurement time on the PANACEA instrumentation

Scientific projects can be submitted by any European user after registration on the www.panacea-nmr.eu website.

Users can submit a scientific project from the top-menu, under “Access > Submit a project” <https://dev.panacea-nmr.eu/access/submit-a-project>



The screenshot shows the top navigation bar of the PANACEA website with five tabs: ABOUT (purple), ACCESS (orange), NEWS (green), EVENTS (blue), and INDUSTRY (grey). Below the navigation bar, there is a link labeled "Submit a project" in purple. The main heading is "Submit a Scientific Project Proposal". Below this heading is a form with a dropdown menu labeled "Level of knowledge in solid-state NMR *". The dropdown menu is currently empty. Below the dropdown menu is a green button labeled "Continue".

This opens a new table, and the user will have to choose between these three possibilities:

- Expert(s) in solid-state NMR
- User(s) familiar with solid-state NMR, but not expert
- User(s) unfamiliar with solid-state NMR

For expert and familiar users, the information that will be asked are the following:

- Project title
- Details on the project manager (= the user)
- The platform where the experiments will be preferentially carried out - If you have any doubt or you don't know which platform you would like to use to perform your experiments, please click on the option "PANACEA". The best suited site will be decided by PANACEA members in charge of the access activity
- The project description
- Any data that can be useful to evaluate the relevance of the proposal including any preliminary NMR data can be downloaded in PDF format.

Female researchers (including female PhD students) are particularly encouraged to use the PANACEA facilities as visiting scientists.

After accepting the Terms of use, the user can either *save & share* his/her proposal a draft, with the possibility to pursue later the submission process (at this stage the proposal will already be shared with PANACEA members in charge of the access activity), or can submit the project.

If you need any help during the submission of your project, you can turn on the option “Do you need any help”, in which case you will be contacted by a local operator before your project will be sent out for reviews.

For non-NMR familiar users, the information which will be asked are the following:

- Project title
- Details on the project manager (= the user)
- The project description
- Any data that can be useful to evaluate the relevance of the proposal can be downloaded in PDF format.

After accepting the Terms of use, the user can either save the proposal as a draft (*save as a draft*), and he/she will have the possibility to come back to the draft at a later stage, or can submit his/her project (*save & notify your project*), which will be sent to PANACEA local operators for screening. They will in charge of deciding, with the information provided, which Research Infrastructure will be better suited for the project, which experiments could be run and with which instrumentation. They will add all these details to the proposal before it is sent for reviews.

If you need any help during the submission of your project, you can turn on the option “Do you need any help”, in which case you will be contacted by a local operator before your project will be sent out for reviews.

After the proposal is submitted, the user receives an email notification including a weblink leading to the project URL. This link allows the project manager (=the user) to follow the proposal through all the evaluation stages.

Project follow up

Basic use of the console

After a project proposal is submitted, the user can follow it up thanks to the URL link embedded into the email notification, or from the control menu, under “Projects”. In both cases, the user must be logged-in so as to access the “Projects” page as its access is restricted.

[Dashboard](#) [My account](#) [Projects](#)

The “Projects” page (<https://dev.panacea-nmr.eu/proposals>) shows the list of all the user’s projects. By default, the projects are sorted according to the date of the most recent change of status.

Search

test-title

Facility

CRMN

Status

Search & Filter

Reset

1

100

Selec.	user	Project Title	Date	Status	Facility	Applicant	View
<input type="checkbox"/>	966	Test-title shared	13/10/2020	Shared	CRMN	First Name Last Name (Laboratoire / Institution)	view

It is possible to narrow the list down, thanks to a manual Search (on the Proposal ID, the Title, etc.), or the Facility or the Status of the projects. When the project is found, its detailed page can be displayed by clicking on the ⊕ button, on the left hand side.

Pre-screening stage

Status of submission

The status of your submission can be the following:

- **Draft:** your project is still a draft, and not submitted yet.
- **New:** your project was successfully submitted, the scientific manager of the chosen platform or a panel of local operators is screening the feasibility of the project
- **Pending:** your project is being reviewed by local operators and/or by experts. The stage at which your project is pending will be indicated
- **Granted:** your project was accepted
- **Refused:** your project was refused

My user info **Proposals** ?

View Project "Titre"

by Prénom Nom (Laboratoire / Institution, Ville)

Current Status
Pending (waiting for expert review)

History

Date	Event	Facility	User	Comment
2020/03/04 14:06	Approved by local responsible	CRMN	Dr. Direction Direction FR3050	Comment
2019/12/11 08:18	New	CRMN	Mr. prenom_user Nom_user	

Proposal Details

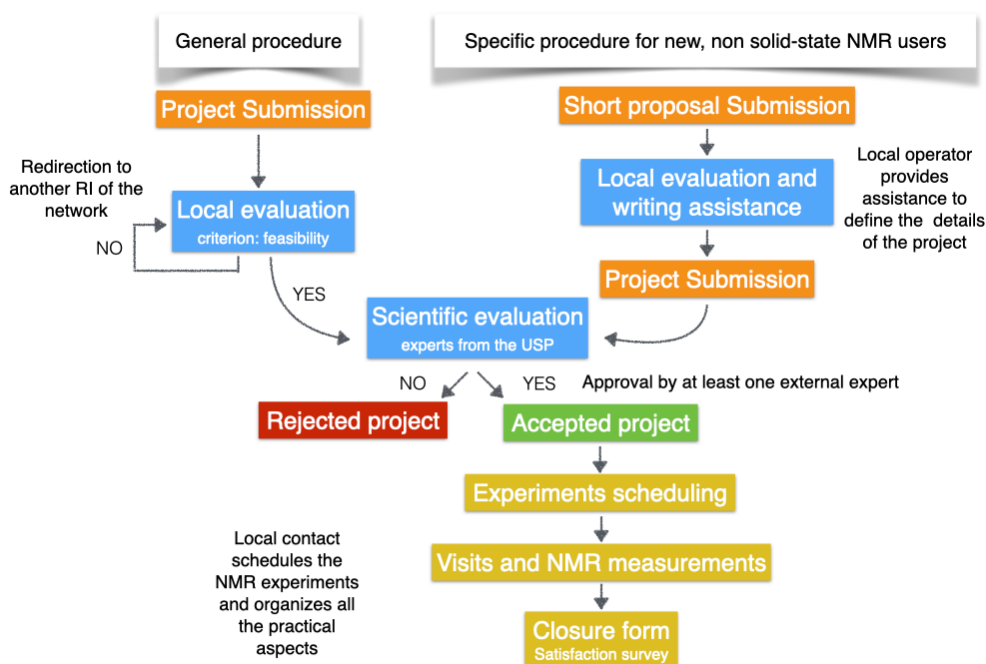
ProposalID	
lang	fr-FR
version	7
ProjTitle	Titre
AppFirstName	Prénom
AppLastName	Nom
AppEmail	

Review steps

1 – First, the project must be reviewed and approved by the scientific manager of the facility where the proposal was submitted. The scientific manager can also choose to forward the proposal to another facility which could be better suited to the project.

2 – Second, the project must be reviewed and approved by the local operator of the facility where the proposal was submitted. The local operator can also choose to forward the proposal to another facility which could be better suited to the project.

3 – Third, the proposal must be approved by one of the scientific experts that have been selected for reviewing the proposal.



Granted projects

Granted projects can be shared amongst several facilities, if needed (for example in cases where it will be beneficial for the project to run experiments on different instrumentation). This step is controlled by the local operators.

Review procedure

The project will be reviewed by experts according the following criteria:

- Scientific merit of the proposal
- Scientific feasibility of the proposal
- Demonstration of the need to use the infrastructure
- Novelty of the expected results
- Potential for academic or industrial innovation

Evaluation reports are provided to the users, including for projects that fail. These reports will provide constructive feedback that will help users to improve their projects.

Closure form and satisfaction survey

The user will receive a closure form, that includes a user satisfaction survey.

All the events related to a project will be recorded in the management system and all corresponding information will be used to evaluate the access activity

On site visits and measurement times

The visits on site and the experimental session will be scheduled by the local operator in charge of the project. The local operator will also document online the number of access days and of visiting days. The project manager will be able to see and check these numbers.

ABOUT

ACCESS

NEWS

EVENTS

INDUSTRY

View Project

by

Current Status : **Granted**

Persons

Add a New person

Name	Type	Email	
Mrs. <div></div>	PM	<div></div>	Edit
Mrs. <div></div>	VS	<div></div>	Edit

Documented visits

Workdays	Start	End	Visitor
2	27/01/2022	28/01/2022	Mrs. <div></div>
2	26/01/2022	27/01/2022	Mrs. <div></div>

Measurement Times

Workdays	Start	End	Local Correspondant	Machine	Comment
9	23/01/2022	31/01/2022	<div></div>		