**BAG report instructions**

NCCAT Block Allocation Group (BAG) 1-year and 2-year reports

**Midterm report**

Each BAG is required to submit a report after 1 year. Day 1 of the BAG occurred during your pre-award meeting with the NCCAT User Office. This report includes a 3-5 page summary that updates BAG personnel information, details results obtained, publications from the work, and problems that may have been encountered. You must include any additional projects and new PIs who have joined the BAG since initial submission. The BAG may also remove members at the time of this report. The report must also clarify requests and justification for resource use for the next year of cryoEM time.

NCCAT Management or NCCAT User Access Committee (UAC) may add or remove groups, or change the cycle allocation according to performance, which will be assessed through this report.

NCCAT Management reserves the right to terminate a BAG prior to the end of its two-year term if recommended by the UAC.

**Template:**

**NCCAT Proposal ID:**

**NCCAT Proposal Title:**

**Section 1 - Spokesperson's information:**

* First Name
* Last Name
* Email
* Phone
* Lab Name
* Institution/University
* Address
* City
* State
* Zip
* eRA commons name (or ORCID)

**Section 2 - BAG information updates:**

* **BAG usage**: State the resources utilized at NCCAT.
* **BAG PIs**: All project PIs - you may then add or remove people from the list.
* **BAG Personnel**: All projects persons - you may then add or remove people from the list.
* \*If new persons are added then a User Registration form must be submitted.
* **BAG communication plan updates**: Include any modifications or updates to the administration of the BAG between project persons.
* **EMPIARs, EMDBs, PDBs and Works**: Enter ascension codes, dois and/or PubMed IDs as relevant.

**Section 3 - Main BAG report text:**

* **Titles of sub-projects:**List the titles of the sub-projects - you may then add or remove projects from the list.
* **Summary of results for each sub-project:** Text limited to 500 words per sub-project.
* **Summary of NCCAT resource use for each sub-project:** How much instrument time was used.
* **Summary statement:** Overall state of the BAG and future. Text limited to 250 words.
* **NCCAT resource request justification:** Text limited to 250 words.
* **NCCAT service performance:** Text limited to 250 words.

Mid-term report is expected to be 3-5 pages: a) 1 page BAG administration, b) no more than 1 page per sub-project with figures and c) 1 page that includes a summary, future NCCAT resource requests (including any continuation requests) and additional comments.

**End of BAG report**

After 2 years each BAG should submit a full report on the BAG.

In addition to the fields required from the midterm report these are additional fields for the end of BAG report:

**Section 2 (additional items)**

* **List of all publications:**This includes depositions to public databases, dois and/or PubMed IDs as relevant.

**Section 3 (additional items)**

* **Updated list of BAG participants:**Include a brief statement on the outlook of future use of cryoEM in their research. If there are trainees and/or early professionals describe the impact of national center use of cryoEM on their education.
* **NCCAT resource continuation request (if applicable):**If there are unallocated instrumentation cycles on the BAG that is not used, then justify extension of the BAG to use this remaining time.
* **NCCAT performance:**Suggestions for improvement and future service opportunities.

**Section 4 (new for end of BAG report)**

* **Final summary statement:** Text limited to 500 words.
* **Justification if time was not required for all sub-projects:**Text limited to 300 words.
* **Highlight report:**Select 3 highlights.