

Q5. What should be done when a user needs to update his or her identity as a PI?

A5. Because Vitrobot and CEM2, not applicable for CEM3/4, additionally need to apply Usage Authority for the first time of case application, when the user needs to update himself or herself as PI, please follow the steps below:

(1) Go to “Update personal info”, and update “Are you a PI” as “Yes”.

The screenshot shows the ASCEM (Academia Sinica Cryo-EM Facility) user interface. At the top, there is a header with the ASCEM logo and name. Below the header, there is a navigation bar with links for 'Reservation' and 'Service Request'. The main content area shows a greeting 'Hello, ASCEM' and the current time 'Now :2025/02/27 16:40:08'. A red box highlights the 'Update personal info' link in the navigation bar. Below the navigation bar, there is a section for 'Case' with links for 'New cases', 'Disposed & Pending case', 'Not-closed cases', 'Closed cases', and 'Integrated query'.

The screenshot shows the 'Update personal info' form. The form includes fields for 'Address', 'Telephone', 'Fax No.', and 'Remarks'. The 'Telephone' field is filled with '27872572'. Below the form, there is a red box highlighting the question '*Are you a PI?:' with radio buttons for 'Yes' and 'No'. The 'No' button is selected. At the bottom, there is a green text message: '*** If you have any requirements for modifying your name or email, please contact the system administrator.(reservation@iis.sinica.edu.tw)'.

(2) The revision will be reviewed by **DAAIS**, and once approved by DAAIS, then contact Vitrobot/CEM2 managers to close the previous Usage Authority.

(3) Re-apply the Usage Authority for Vitrobot/CEM2, and choose your name as the PI.

The screenshot shows the 'Apply for the authority of usage' form. The form includes a 'Back' button and a section for 'Apply for the authority of usage - CEM 2, FEI Tecnai F20 TEM-1'. Below this section, there is a table with fields for 'Service classification', 'Applicant', 'Email', 'Telephone', 'PI's organization category', 'PI's research institute', 'PI's department', and '*PI'. The 'PI's organization category' field is highlighted in a red box, and the 'PI's research institute' field is also highlighted in a red box. The 'PI's department' field is highlighted in a red box. The '*PI' field is highlighted in a red box. At the bottom, there is a link to 'Read users' guidelines and click here to apply for the right to use.'