

CEM1 - JEOL JEM-1400

Site: TEM room, 1st floor, Library of Institute of Chemistry

Contact: Dr. Wei-Hau Chang / Ms. Hui-Ju Huang / Ms. Yu-Hua Chang

Service: Room temperature TEM, protein negative staining, sample quality checking

Booking & Review

DAAIS Online [Facility Reservation System](#)



- (1) **Account Register:** Both the User and the Lab Supervisor/PI need to create an account first on the **DAAIS Online Facility Reservation System**.
- (2) **Service Request:** User submits a “Service Request” on the **System** for the machine time of the next two months. When the capacity of an instrument is nearing full, booking by a lab should not exceed 2 days every week. The booking procedures need to be done before the machine time, an afterward make up application is not accepted.
- (3) **Case Review:** Each “Service Request” will be auto-emailed by the **System** to the PI for an online approval first, then the “Request” will be forwarded to ASCEM for a further review and arrangement, or the case will be considered as “cancelled”.

Online Booking Time Slots

- (1) 09:00 – 12:00, (2) 14:00 – 17:00. (Facility staff can provide assistance in the afternoon on Mondays, Tuesdays, and Thursdays, and 1 hour can be the booking unit.)
- Before the first booking, please initiatively contact staff for guide of the booking system.
- Discuss the machine time with the manager before completing the booking on the **Online Facility Reservation System**.

Academia Sinica Cryo-EM Center (ASCeM) 108.01.01起	
	Facility/Equipment
Apply	ASCeM Training Course
Apply	CEM 1, JEM1400 Cryo-EM
Apply	CEM 2, FEI Tecnai F20 TEM-1
Apply	CEM 3, Talos Arctica
Apply	CEM 4, Titan Krios
Apply	CryoEM software support 冷凍電顯軟體服務建置
Apply	FEI Vitrobot-2
Apply	FEI Vitrobot-3

Deadline for booking and cancellation

- It can be booked and cancelled 24 hours before the machine time. For ASCeM assistance, contact facility manager before booking.
- Contact the manager within the specified period if any adjustment is needed. Once the manager clicks “approve” for the machine time on the **System**, cancellation for refund will not be accepted.
- Manager retains the right to adjust the machine time depending on the machine condition as well as to arrange time for routine maintenance of machines as needed (2 to 3 days every two weeks).

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Notes for Sample Delivery

- Self-prepared grids must be delivered to the facility staff before the machine time. The site locates at **the B2 floor of the Interdisciplinary Building of Science and Technology**.
- (Staff Operation)** If the grids will be prepared by the facility staff, then deliver samples in **two working days** before the machine time.

Data Collect

- For screening, operated by the facility staff, 2 grids maximum per hour are allowed; for data collection, 1 grid per hour is limited. The collected data will be provided to users by an email.

Case Closure

- The applicant must complete the **"Time and Charge Confirmation"** for closing each individual case on the **DAAIS Facility Reservation System**. The **System** will email a link to guide the next steps, the applicant and the Supervisor/PI can complete the procedures via the link or directly log in the **System** to **close** the **"Pending Cases"**. Then, ASCEM will compile all the **closed** cases monthly and email a **payment notice** to the Supervisor/PI.

Case ([New cases](#) [Disposed & Pending case](#) [Not-closed cases](#) , [Closed cases](#) , [Integrated query](#))

[Service Request - Disposed & Pending case](#)

No.	Date of application	Applicant	PI	G

Charge & Pay

(Start from 2023.08.01, Currency: NTD)

Charge for Data Collection Details (Extra fee will be charged if the facility consumables are used.)	Regular Time (Mon - Fri 8:30-17:30)	Off Time (Mon - Sun)
CEM1 (JEOL JEM-1400)	400 / hr, for academia users	200 / hr, for academia users
	2,000 / hr, for industry users	1,000 / hr, for industry users

- To promote the academic research and the application of cryoEM, and under the recommendations of DAAIS, both AS and non-AS academia users share the same charge scheme and discount from August 1, 2023 in accordance with the announcement in the ASCEM User Committee Meeting held on July 18, 2023.
- Each case will be charged according to the record on the **DAAIS Facility Reservation System**.
- If the charge has not been paid for over than six months after receiving **the payment notice** due to user reasons, the booking authority of the whole lab members will be suspended temporarily until the charge is paid.

Pay by AS budgets - It will be charged via AS intramural budget accounts and will be charged on the 7th day after sending out the payment notice.

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Pay by non-AS budgets - including MOST or NSTC projects. Please provide the payment notice to the accountant of your institute for assistance and pay the charge as soon as possible by one of the three methods below.

Method 1: 【User-DAAIS】 Directly go to DAAIS office and **pay cash or check** (payee: Academia Sinica). The receipt will be immediately issued on site.

Contact: Mr. Eric Wen-Chih Chiu, DAAIS, Rm. A102, Interdisciplinary Building of Science and Technology, Academia Sinica.

Provide information to DAAIS: facility name used, receipt title, service statements/lists.

Method 2: 【User-DAAIS】 Send a **check by registered mail** (payee: Academia Sinica). The receipt will be issued by DAAIS after receiving the check.

Mailing address: Mr. Eric Wen-Chih Chiu, DAAIS, Rm. A102, Interdisciplinary Sci. & Tech. Building, No. 28, Ln. 70, Sec. 2, Academia Rd., Nankang, Taipei 11574, Taiwan (R.O.C.)

Enclosed information for DAAIS: facility name used, receipt title, service statements/lists.

Method 3: 【User-Facility】 **Telegraphic or ATM transfer.** The receipt will be issued by DAAIS after receiving the proof of the payment.

BENE NAME: ACADEMIA SINICA **BANK A/C:** 004056030013

BENEFICIARY ADDRESS: NO. 128, SEC. 2, ACADEMIA ROAD, NANGANG DIST., TAIPEI 115, TAIWAN, R.O.C.

BANK NAME: LAND BANK OF TAIWAN NAN KANG BRANCH (Swift Code: LBOTTWTP004)

BANK ADDRESS: NO. 364, NANKANG ROAD SEC.1, TAIPEI 115, TAIWAN, R.O.C.

Provide information to Facility (contact: Ms. Hsin-Hua Lin): proof of payment, receipt title, and number of receipts to be issued.