

How to register a new project in the Project Database

Address: <https://cbcs.scilifelab.se>

Start on the first page ()

1. Create the project by clicking “Create Project” within the blue box marked “CBCS project”.
2. Put the project title in the field “Title” and fill in the rest. It is **not** necessary to fill in everything before selecting “Save and View”. You can always click “Edit” again when you have all the info.
3. Select “Save and View” to save and view the project.
4. The person creating the project is automatically the “Owner” of the project. This must be changed to the PI.
5. First, you check if the PI already has an account:
 - a. Go to the page “Accounts” -> All accounts (links in the top row)
 - b. Use the search function just above the table. Test to put the PI:s surname.
6. If the PI doesn’t have an account, you must create one.
 - a. Go to the page “Accounts” -> Register new account and fill in **as much information as possible**. Do not forget Gender.
 - b. **Att!** Before saving, de-select the box “Send email to user” at the end of the page.
7. Return to the project you are creating. It’s probably at the top of the list on the page “Projects”, link on the top row.
8. Click on the blue button “Change owner”.
9. Put in the email address of the PI:s account in the field “Owner”, and “Save”.

Explanation of some of the fields

- “CBCS project type” – See a description of the types below.
- “Related projects” – If the new project entry is built on a previously registered entry, enter that CBCS-project number in this field.
- “Application date” – refers to the application date if it is a PRC project. If not, leave it empty.
- “Application file” – A pdf version of the PRC application.
- “Project start” – The date the project is initiated, the start of the collaboration.
- “CBCS commitments ended” – End of project, e.g., final report turnover.
- “Project end reason” – If the project is terminated without delivery of results, fill in the reason (e.g., “*assay not appropriate for screening*”, “*chemistry not doable*”.)
- “Latest project status update” – make a short note at least twice a year in connection to the PRC calls on how the project is progressing. (E.g., “*2023-02-22: Assay development completed. The screening will start within the next month*”)
- CBCS Biology contact/CBCS Chemistry contact – We strive to have a biologist and a chemist assigned to each project. Fill in the names of these persons.

CBCS Project types

Consultation

- First PI meetings, “Pre-projects”, e.g., intellectual input and limited use of CBCS equipment during pre-project or testing a handful of possible control compounds.

Service project

- Any project up to approx. Two weeks FTE.

PRC

- All projects that have gone through PRC application.

Open Access

- Using CBCS instrumentation at a cost

Non-Academic

- Industry

Technical development

- Within the 20% SciLifeLab-supported technical development projects
- Special technical development project grants

EU Openscreen

International academic