

Cell Imaging Shared Resource Account Form

An account form is needed for each center number to be charged.

P.I. Name: _____ Office: _____ Phone #: _____

The CISR is funded by fees-for-service and financial support from the Vanderbilt-Ingram Cancer Center, Diabetes Research and Training Center, Digestive Diseases Research Center, Kennedy Center and the Vision Research Center.

Member of: _____VICC, _____DRTC, _____DDRC, _____KC, _____VVRC Dept: _____

End Users of the Services:

Name _____ VUnetID _____ Phone #: _____

Name _____ VUnetID _____ Phone #: _____

Name _____ VUnetID _____ Phone #: _____

Name _____ VUnetID _____ Phone #: _____

Name and campus address of Business Manager: _____
(accounting and administrative contact)

P.I.'s Signature: _____

*A current center number is required to maintain an open account and gain access to the CISR equipment. This center number will be billed within 1-30 days following services. **Please provide new information immediately when there are changes in center numbers used for CISR-related activity.***

Center Number to bill: _____ **Expiration Date:** _____

*Please list the name assigned to the Center Number if different from the PI above: _____

Current Charges (Effective Feb. 1, 2008)

<u>Confocal Systems</u>	<u>Conventional Systems</u>	<u>Training /Assistance</u>
\$35/hour	\$35/hour	\$35/hour

Return to Carol Ann or Bob or Mary (742 LH) or Sean (4155 MRBIII)

CELL IMAGING SHARED RESOURCE (CISR) POLICIES

TRAINING ON ALL CISR EQUIPMENT WILL BE DONE BY CISR STAFF ONLY.

Consequences: Unsupervised use of equipment on which one has not been trained will result in loss of access.

LAB ENTRY AND EQUIPMENT OPERATION REQUIRE AUTHORIZED VU ID CARDS.

Definition: Vanderbilt ID badges will be authorized by CISR staff for room access and equipment operation following registration, training and demonstration of competency. Rooms may be under video surveillance. Consequences: Loaning an ID badge to another user or using someone else's badge will result in loss of access to the CISR facilities for both parties involved. Owners of ID cards used for access will be responsible for any resulting damage or loss. Lost or stolen cards should be reported immediately to the VU card office and CISR staff.

ALL EQUIPMENT MUST BE RESERVED USING THE ON-LINE SCHEDULING SYSTEM.

NOTICES POSTED AT THE ON-LINE SCHEDULING PAGE MUST BE READ.

Definition: Notices inform users about the condition and availability of equipment. Consequences: It is a waste of the user's time to prepare samples for an instrument that is down for repairs.

RESERVATIONS ARE NOT GUARANTEED FOR LATE ARRIVALS.

Definition: If a user does not arrive to use CISR equipment by the scheduled start time, the reservation may be forfeited. Consequences: The scheduling calendar will be available for first-come-first-serve scheduling following the initial 15 minutes of the original reservation. A late fee will be charged for repeat offenses.

CANCELLATIONS MUST OCCUR NO LATER THAN 1 HR PRIOR TO SCHEDULED START TIME.

Definition: Reserved time must be removed from the on-line scheduling calendar and/or CISR staff must be notified of such cancellation no later than one hour prior to scheduled start time. Notification may be by direct verbal contact with CISR staff, voice-mail or e-mail. Consequences: Scheduled time cancelled less than 1 hr prior to start time will be billed a minimum of one hour. Time that is not cancelled will be considered a "No Show" and an amount will be charged equal to total reserved time.

THE CISR DOES NOT PROVIDE DATA ARCHIVING SERVICES.

Definition: CISR provides a variety of data transfer services. Users should back up data on their own media as soon as possible following acquisition. Consequences: CISR does not guarantee the presence of data files. Such files may be deleted from equipment-associated or networked computers without advance notice. Files on the BlueArc will never be deleted.

I have read, understand and agree to follow these policies.

Please print name: _____ Lab: _____

Signature: _____ Date: _____