**TERMS & CONDITIONS:** Please read the below terms and conditions and complete the relevant user agreement form at the back of this document.

**Instrument Training**

1. Only platform staff are to train researchers to use BOMP instruments
2. Researchers will be provided with training documentation and are required to complete an online competency assessment before they can book in a face-to-face training session
3. Face-to-Face training usually consists of a two-hour induction and follow-up competency testing. Platform staff retain the right to require researchers to undergo further training if deemed necessary.

**Equipment Usage and After-Hours Usage**

1. Each node has its own local rules regarding access and after hours use. Please refer to the training files provided.
2. Researchers are to abide to local safety rules at all times. Please consult the relevant training files, SOP & RA.
3. Approval for facility use will be withdrawn in the event of serious neglect or damage of equipment, inappropriate use of equipment, neglect of safety procedures, or allowing unauthorised persons access to the facility or other behaviour deemed to be inappropriate.
4. Any damage to a microscope resulting from misuse or operator error will be charged back to the research group to which the researcher belongs
5. Access cards must never be handed on to a third party.

**Data Management Policy**

1. Images and data obtained on BOMP instruments remain the property of the researcher who acquired the data.
2. The researcher is responsible for the archiving of these files. We suggest that this is performed immediately at the end of your session. Please allocate time for this within your booking.
3. Under no circumstances are Unit staff responsible for any lost data.

**Publication/Authorship Policy**

1. The platform should be acknowledged in any research output (e.g. publication, presentation & poster) that arises from data generated on BOMP instruments.
2. Platform staff can perform research on a collaborative basis. Any publications that include data produced via a collaboration should include the relevant platform staff as a co-author.
3. Platform staff should be considered for co-authorship if they have contributed significant technical, scientific or intellectual input to a study.
4. Researchers MUST notify the platform of any research output (e.g. publications, presentations & posters) that arise from use of BOMP instruments

**Facility Staff**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Role | Name | Email | Mobile | Phone |
| Manager | **Dr. Paul McMillan** | **mpj@unimelb.edu.au** | **0400 975 760** | **9035 3021** |
| Applications Specialist | **Dr. Ellie Cho** | **hcho@unimelb.edu.au** | **0421 730 710** | **9035 5811** |
| Applications Specialist | **Dr. Gabriela Segal** | **segalg@unimelb.edu.au** | **0402 476 551** | **8344 6413** |
| Applications Specialist | **Dr. Hamid Soleimaninejad** | **hamid.s@unimelb.edu.au** | **0435 465 910** | **9035 9616** |
| Support Officer | **Sam Mills** | **mills.s@unimelb.edu.au** | **0421 118 182** | **8344 7590** |
| General Enquiries | **bomp-enquiries@unimelb.edu.au** | | | **9035 3021** |

**BOMP CHARGING CATEGORIES:**

**Instrument usage:** Charges have been split into 3 categories based on the instrument’s specifications.

|  |  |  |
| --- | --- | --- |
| **CATEGORY 1** | | |
| **Instrument** | **Type** | **Location** |
| Deltavision Elite | Widefield | Bio21 Institute |
| Operetta High Content | High Content | Medical Building |
| Zeiss PALM | Laser Microdissection | Medical Building |

|  |  |  |
| --- | --- | --- |
| **CATEGORY 2** | | |
| **Instrument** | **Type** | **Location** |
| Zeiss LSM880 | Confocal (upright) | Medical Building |
| Zeiss LSM800 | Confocal (upright) | Medical Building |
| Leica SP5 | Confocal (live sample) | Medical Building |
| UltraMicroscope | Lightsheet | Medical Building |
| Olympus FV3000 | Confocal (FLIM) | Bio21 Institute |
| Leica SP8 | Confocal (Inverted) | Bio21 Institute |
| Leica SP5 | Confocal (live sample) | Bio21 Institute |
| Zeiss Elyra/LSM880 | Super-resolution | Bio21 Institute |
| OMX Blaze | Super-resolution | Bio21 Institute |
| Zeiss LSM700 | Confocal (live samples) | Peter Doherty Institute |
| Zeiss LSM710 | Confocal (inverted) | Peter Doherty Institute |
| Olympus FV1000 | Confocal (inverted) | Clinical Sciences Building, RMH |

|  |  |  |
| --- | --- | --- |
| **CATEGORY 3** | | |
| **Instrument** | **Type** | **Location** |
| Zeiss LSM710-NLO | Multi-photon | Peter Doherty Institute |
| Olympus FVMPERS | Multi-photon | Peter Doherty Institute |

**Image Analysis:** There are currently no charges associated with using our image analysis computers

**Collaboration Agreements:** Researchers can work collaboratively with platform staff to assist their projects. These sessions will be charged at the user operated rate, but only if staff are considered for authorship in any research output that comes from this work. Please consult the collaboration form at the end of this document for more information.

**USER AGREEMENT FORM - UoM RESEARCHERS**

I have read, understood and agree to abide by the terms and conditions included in this agreement.

|  |  |
| --- | --- |
| **RESEARCHER – ALL SECTIONS MUST BE COMPLETED** | |
| **Name (please print)** |  |
| **Email** |  |
| **Researcher signature** |  |
| **Date** |  |

I/we understand that the below charges will be incurred for the use of the instruments within the Biological Optical Microscopy Platform. See previous page for which instruments fall into which categories.

|  |  |  |
| --- | --- | --- |
| **Charging\*** | **Category** | **Rate** |
| User Operated | **Category 1** | **$5/h** |
| User Operated | **Category 2** | **$20/h** |
| User Operated | **Category 3** | **$25/h** |
| User Operated (After hours, 5pm -9am) | **Category 2** | **$10/h** |
| Live Cell Imaging | **Category 1 & 2** | **Max $100/day** |
| Training | **All** | **$100/h** |
| \*Dept. of Microbiology & Immunology researchers will not be charged for usage of instruments in the Peter Doherty Institute | | |

We agree to settle all accounts promptly and to abide by the Terms and Conditions.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SUPERVISOR – ALL SECTIONS MUST BE COMPLETED** | | | | | | | | | |
| **Lab Head (please print)** |  | | | | | | | | |
| **Email** |  | | | | | | | | |
| **Phone Number** |  | | | | | | | | |
| **UoM Department** |  | | | | | | | | |
| **Designated Themis code** | **COM** | **BUD** | **CC** | **ACC** | **PRJ** | | **LPC** | **ACT** | **LOC** |
| 01 |  |  | 7236 |  | |  |  |  |
| **OGTR agreements**  Work carried out in this project is performed under the following OGTR agreements. Please circle or tick | Fixed samples | | Exempt dealings | | | NLRD | | DNIR | |
| Agreement Number (NLRD or DNIR only): | | | | | | | | |
| **Lab head signature** |  | | | | | | | | |
| **Date** |  | | | | | | | | |

**USER AGREEMENT FORM - EXTERNAL RESEARCHERS**

I have read, understood and agree to abide by the terms and conditions included in this agreement.

|  |  |
| --- | --- |
| **RESEARCHER – ALL SECTIONS MUST BE COMPLETED** | |
| **Name (please print)** |  |
| **Email** |  |
| **Researcher signature** |  |
| **Date** |  |

I/we understand that the below charges will be incurred for the use of the instruments within the Biological Optical Microscopy Platform. See previous page for which instruments fall into which categories.

|  |  |  |
| --- | --- | --- |
| **Charging** | **Category** | **Rate** |
| User Operated | **Category 1** | **$15/h** |
| User Operated | **Category 2** | **$35/h** |
| User Operated | **Category 3** | **$100/h** |
| User Operated (After hours, 5pm -9am) nstruments) | **Category 2** | **$35/h** |
| Live Cell Imaging | **Category 1 & 2** | **Max $200/day** |
| Training | **All** | **$125/h** |

We agree to settle all accounts promptly and to abide by the Terms and Conditions.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SUPERVISOR – ALL SECTIONS MUST BE COMPLETED** | | | | |
| **Lab Head (please print)** |  | | | |
| **Email** |  | | | |
| **Phone Number** |  | | | |
| **PO or Invoice Address and contact** |  | | | |
| **OGTR agreements**  Work carried out in this project is performed under the following OGTR agreements. Please circle or tick | Fixed samples | Exempt dealings | NLRD | DNIR |
| Agreement Number (NLRD or DNIR only): | | | |
| **Lab head signature** |  | | | |
| **Date** |  | | | |

**USER AGREEMENT FORM – INDUSTRY**

I have read, understood and agree to abide by the terms and conditions included in this agreement.

|  |  |
| --- | --- |
| **RESEARCHER – ALL SECTIONS MUST BE COMPLETED** | |
| **Name (please print)** |  |
| **Email** |  |
| **Researcher signature** |  |
| **Date** |  |

I/we understand that the below charges will be incurred for the use of the instruments within the Biological Optical Microscopy Platform. See previous page for which instruments fall into which categories.

|  |  |  |
| --- | --- | --- |
| **Charging** | **Category** | **Rate** |
| User Operated | **Category 1** | **$20/h** |
| User Operated | **Category 2** | **$45/h** |
| User Operated | **Category 3** | **$100/h** |
| User Operated (After hours, 5pm -9am) instruments) | **Category 2** | **$45/h** |
| Live Cell Imaging | **Category 1 & 2** | **Max $200/day** |
| Training | **All** | **$125/h** |

We agree to settle all accounts promptly and to abide by the Terms and Conditions.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SUPERVISOR – ALL SECTIONS MUST BE COMPLETED** | | | | |
| **Lab Head (please print)** |  | | | |
| **Email** |  | | | |
| **Phone Number** |  | | | |
| **PO or Invoice Address and contact** |  | | | |
| **OGTR agreements**  Work carried out in this project is performed under the following OGTR agreements. Please circle or tick | Fixed samples | Exempt dealings | NLRD | DNIR |
| Agreement Number (NLRD or DNIR only): | | | |
| **Lab head signature** |  | | | |
| **Date** |  | | | |

Platform staff are available to provide a number of services to researchers using our equipment. These services include consultation (on experimental design, application & analysis), method/protocol development (e.g. developing new applications), operation of instruments for data collection and advanced data analysis

If a platform staff member has contributed sufficient technical, scientific or intellectual input to a study, then they should be considered for inclusion as an author in any resulting research output (presentation, poster and publication).

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name** |  | | |
| **Description of project** |  | | |
| **Collaboration type**  **(Please circle)** | Experimental consultation | Method/protocol development | |
| Image Acquisition | Image Analysis | |
| **Platform staff name** |  | | |
| **Platform staff signature** |  | | **Date:** |

I agree to do the following:

* Discuss authorship/acknowledgment with the platform manager ahead of publication/presentation
* Include the above platform staff member(s) as an author in all research outputs (presentations, posters & publications) to which they have made a significant contribution.

|  |  |  |
| --- | --- | --- |
| **SUPERVISOR/LAB HEAD** | | |
| **Lab Head (please print)** |  | |
| **Email** |  | |
| **Phone Number** |  | |
| **Lab head signature** |  | **Date:** |