**USER AGREEMENT FORM**

**DEPARTMENT OF ANATOMY**

**& NEUROSCIENCE**

**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 Approval for facility use will be withdrawn in the event of serious neglect or damage of equipment, inappropriate use of equipment, neglect of safety procedures, or allowing unauthorised persons access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. Assisted use sessions are performed on a collaborative basis. Any publications that include data produced via assisted use sessions 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** |
| Microscopist | **Tim Brown** | **tbrown1@unimelb.edu.au** | **0432 748 313** | **8344 7590** |
| Applications Specialist | **Dr. Ellie Cho** | **hcho@unimelb.edu.au** | **0421 730 710** | **9035 5811** |
| General Enquiries | **bomp-enquiries@unimelb.edu.au** | **9035 3021** |

**USER AGREEMENT FORM**

**UoM RESEARCHERS**

I/we understand that charges will be incurred for the use of the Microscopy facility at the Department of Anatomy & Neuroscience, The University of Melbourne. This agreement covers the LSM880, LSM800, Leica SP5 & PALM microscopes. The charges are shown below (correct as of 1st January 2018):

|  |  |
| --- | --- |
| **Grouping** | **Cost ($/hr)** |
| Un-assisted use (Department of Anatomy & Neuroscience) | **19.64** |
| Training/Assisted use (Department of Anatomy & Neuroscience) | **105.56** |
| Out of hours use (Department of Anatomy & Neuroscience) | **10.00** |
| Leica SP5 Live-cell imaging use (Department of Anatomy & Neuroscience) |
| **Hr** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** | **24** |
| $ | 20 | 24 | 29 | 32 | 35 | 37 | 39 | 40 | 42 | 43 | 44 | 45 | 46 | 47 | 47 | 48 | 49 | 50 | 50 | 51 | 51 | 52 | 52 | 53 |
| Un-assisted use (Other University of Melbourne) | **35.72** |
| Training/Assisted use (Other University of Melbourne) | **118.26** |

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

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| **Lab Head (please print)** |  |
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| **Department** |  |
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| 01 |  |  | 7236 |  |  |  |  |
| **Lab head signature** |  |
| **Date** |  |

Personnel authorized under this agreement

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**USER AGREEMENT FORM**

**EXTERNAL RESEARCHERS**

I/we understand that charges will be incurred for the use of the Microscopy facility at the Department of Anatomy & Neuroscience, The University of Melbourne. This agreement covers the LSM880, LSM800, Leica SP5 & PALM microscopes. The charges are shown below (correct as of 1st January 2018):

|  |  |
| --- | --- |
| **Grouping** | **Cost ($/hr)** |
| Un-assisted use (External) | **39.28** |
| Training/Assisted use (External) | **125.36** |

I/We agree to settle all accounts promptly and to abide the Terms and Conditions

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| **Lab Head (please print)** |  |
| **Email**  |  |
| **Phone number** |  |
| **Department** |  |
| **Institution** |  |
| **ABN number** |  |
| **Purchase Order Number** |  |
| **Invoice address**  |  |
| **Lab head signature** |  |
| **Date** |  |

Personnel authorized under this agreement

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