



Imaging instrumentation user request and billing information form for use of Marshall U. Molecular and Biological Imaging Center (MBIC) facilities:

please return form to David Neff (mail to chem. dept. or dneff@marshall.edu). If using Adobe Reader (freeware), **print completed form as .pdf**, this action will save a copy that you can email to me.

Date _____

User name/department _____

Principle investigator/lab affiliation _____

Which instrument will you use?

- SEM (JEOL 5310LV room s106)
- AFM (Pacific Nanotechnology, room bbsc 107)
- AFM (ThermoMicroscopes, room bbsc 107)
- Standard Confocal (Bio-Rad MRC1024, room bbsc 107)
- MP Confocal (Leica SP5 TCSII multiphoton, room bbsc 107)
- jsm7200flv SEM

User/billing information: All information will be kept confidential

Contact name for invoicing _____

Phone/email _____

Please name grants to be used as funding source

Alternative method of payment (please give detailed description)

If you are an unfunded faculty member we recommend that you speak with your department chair about supporting your work.

Please notice that in the fee structure below (**Unfunded faculty**, line 3), some portion of or all fees may be waived on merit basis (e.g. collecting preliminary data for a proposal submission). A request for this arrangement can be made on page 2 of this form.

Fee structure

Departmental use (classes)	\$15/hour (max \$150/semester)
Departmental use (capstone)	\$15/hour (max \$150/student)
Unfunded faculty (for research)	negotiable, granted free on merit basis
Funded faculty (for research)	\$55/hour (Leica SP5, \$35/hour UV-VIS \$55/hour MP*)
Faculty/student (supervised by technician)	\$110/hour (\$70/hour for Leica SP5)
Corporate (supervised by technician)	\$250/hour (SEM/EDS, \$250) – independent, \$125/hour
User training - \$300 to be applied to subsequent use by new trainee	

*for live cell/time lapse expts. >8 hours, rate drops by 50% after first 4 hours

A modification to the fee structure for frequent users is in effect (holds for use over a continuous 12 month period):

- \$55/hour for the first 100 hours (\$5500)
- \$27/hour for the next 100 hours (up to \$8200 total)
- \$13/hour for hours beyond 200 hours
- maximum charge of \$10000/year

Labs that anticipate heavy use can make special arrangements for long term access.

Request for special arrangement to waive fees (use space below)

A large, empty rectangular box with a thin black border, intended for the user to provide details of their request for a special arrangement to waive fees.