

Western Nanofabrication Facility

Academic User (External) Application for User Access

This form is required for new customers who require access to the Nanofabrication Facility. Users will receive an access card upon completion of the *Cleanroom Orientation* session. Facility Staff will provide training on individual instruments and processes to users as required. Once trained, users will perform their own work under the supervision of Facility Staff. Users who instead wish to have work performed for them by Facility Staff should use the “Academic Service Work (External) Form” Customers who will pay through a UWO speedcode should instead use the “Academic User (Internal)” version of this form.

To create a billing account, a **purchase order must be provided in advance** to cover the anticipated costs. For ongoing work, a standing purchase order is typically used. Please contact nanofab@uwo.ca for cost estimates.

Please return to Tim Goldhawk, PAB 10, email: tgoldhaw@uwo.ca or fax: (519) 661-2033

User Name: _____
Institution: _____
Department or Unit: _____
Address: _____
City and Prov/State _____ Postal/ZIP Code _____
Telephone : _____ E-Mail Address: _____

Brief description of service(s) required (e.g. SEM, FIB, Deposition, Fabrication, Characterization, etc)

When entering the Nanofabrication Facility, long pants and clean closed toe shoes are required. Shoe covers, gloves, caps and coats and safety glasses must be worn at all times in the cleanroom. All users and visitors must sign in and out of the Logbook at the entrance. Users should inform the appropriate Facility Staff member of their plans to use any instrument.

The User and their Supervisor agree to acknowledge the Nanofabrication Facility in all publications and presentations referring to work performed in the Facility. As a courtesy, the Nanofabrication Facility should be notified of all publications resulting from work performed in the Facility.

For work that requires the development of non-standard processes by Nanofab staff, process engineering time plus instrument fees will be charged. It is expected that suitable credit will be given in any resulting publications in the form of personal acknowledgement or co-authorship, as appropriate.

Signature of User: _____ **Date:** _____

Faculty / Supervisor Approval – Billing Information

I confirm the above individual will be working under my supervision and requires access to the Nanofabrication Facility as part of his/her or my research activity. I agree to pay for all materials and instrument charges that may be incurred as per current Nanofabrication Facility policy. This work is funded from a research grant for which I have signing authority and is eligible to be charged the Nanofabrication Facility Academic user fee rates.

Supervisor Name: _____
Telephone: _____ E-Mail Address: _____
Signature of Supervisor: _____ **Date:** _____
