

UIMF Policies – User/Researcher Agreement

The University of Iowa Microfabrication Facility (UIMF) is pleased to provide internal and external researchers with access to various state-of-the-art facilities designed to generate new knowledge and support innovative research.

Access to the UIMF labs is available in accordance with the following provisions:

- Access to the Facilities is subject to the University's academic and research priorities. UIMF may restrict, or discontinue, access to certain facilities at any time.
- Access to the Facilities is provided 24 hrs a day, 7 days a week but UIMF staff is only available from 9:00 am to 5:00 pm, Monday through Friday.
- UIMF is not obligated to provide any staff support or services to Researchers who have been granted access to the Facilities. The provision of any staff support or services must be negotiated if/when required.
- Users must inform their supervisor about their intentions to work after hours and on weekends. Users must have a buddy in close proximity to the lab in case of emergency.
- Researchers agree to abide by all rules, regulations, policies and procedures when using the facilities.
- UIMF (OSTC) and the University of Iowa, are not liable for any loss or damage caused to a Researcher's experiments, materials or equipment.
- Researchers are accountable for the behavior and actions of all users that they supervise, and are responsible for any damage, loss or injury caused by their users within the Facilities.
- Users are expected to clean up after themselves.
- Trained users are expected to be able to operate the instruments independently. Facility staff will provide support when an instrument breaks down or when something occurs that is outside the user's training. When users encounter problems outside the scope of their training they should not attempt to repair or troubleshoot on their own, they should seek help from facility staff or from a user who has the appropriate training.
- Researchers are asked to acknowledge the UIMF in any resulting publications. Proposed wording includes "We would like to acknowledge the assistance of UIMF (OSTC) Facilities in preparing the devices described here".
- Researchers acknowledge that user fees will be reviewed annually by the Advisory Board, and are subject to change.
- An MFK # is required before accessing the Facilities. Researchers are expected to pay all fees in a timely manner.
- Researchers may become privy to confidential information about the UIMF, the University or another department/organization while using the Facilities. Researchers agree not to use, or disclose, any information to any other parties.

PLEASE NOTE:

The violation of one or more of the above items will result in the temporary or permanent loss of access, for the Researcher and their users, to all UIMF Facilities