**Centre for Advanced Imaging (CAI) Project Application Form**

***Please complete after consultation with relevant Facility Manager*** *and return to the Facility Manager*

**Instrument to be used** (ranked by usage, with 1 being the most used)

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  AV500 (high resolution) | [ ]  AV300 (solids) | [ ]  E500 (CW EPR) | [ ]  Helium for EPR# |
| [ ]  AV700 (high resolution) | [ ]  300 (microimaging) | [ ]  E540 (EPR Imaging) | [ ]  |
| [ ]  AV900 (high resolution) | [ ]  16.4T (microimaging) | [ ]  E580 (Pulsed EPR) | [ ]   |

# - helium use will be charged at cost recovery rate

**Project title**

Click here to enter text.

**Have you already used our instrument/s for this specific project?**

[ ]  Yes

[ ]  No

**Project aims**

Click here to enter text.

**Principal Investigator** *(to be invoiced for this project)*

|  |  |
| --- | --- |
| Full name |  |
| School/Centre |  |
| Faculty/ Institute |  |
| Email |  |
| Tel |  |

**Co-Principal Investigator/s**

|  |  |  |
| --- | --- | --- |
| Full name/s |  |  |
| Unit / Department |  |  |
| University/Organisation |  |  |
| Email |  |  |
| Tel |  |  |

**Name of CAI collaborator if relevant:**

Click here to enter text.

**Splits:** *Please nominate the splits across faculties for the usage of the system*

|  |  |
| --- | --- |
| **Faculties** | **Contribution (%)** |
|  |  |
|  |  |
| **Total** | 100% |

**Researchers who will be operating and/or booking the system for this project:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Name | Email | Tel | Current CAI OHS Accreditation“*None OR Operator”* | Risk Assessment*“Read Or Not Read”* |
| 1. |  |  |  | Choose an item. | Choose an item. |
| 2. |  |  |  | Choose an item. | Choose an item. |
| 3. |  |  |  | Choose an item. | Choose an item. |
| 4. |  |  |  | Choose an item. | Choose an item. |

**Have you undertaken any risk assessment for this project?**

[ ]  No [ ]  Yes. Please provide the numbers and titles of the risk assessments

Click here to enter text.

**Project funding details:** please specify any grant or research contract funding this project *(the box will expand)*

Click here to enter text.

**Is Ethics approval required?**

[ ]  No [ ]  Yes. Please provide Ethics number:

Click here to enter text.

**Please email a copy of your Ethics application and approval. Is Biosafety approval required?**

 [ ]  No [ ]  Yes. Please provide NLRD/IBC number:

Click here to enter text.

**If yes, please discuss the implications with your Facility Manager who may refer your project to CAI OHS Committee.**

I agree with the Conditions of Use of CAI facilities.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Investigator’s Signature Date:

***Please note that you will be sent an email when your project is ready to start.***

**CAI OFFICE USE ONLY**

**Facility Manager**

[ ]  Ethics have been received and send to ethics@cai.uq.edu.au for archiving

[ ]  The risk assessments relevant to the project (if any) have been discussed with CAI OHS Officer.

[ ]  Ancillary equipment is available

[ ]  Pilot scanning have been approved.

 Please provide details (*number of hours, etc*):

 Click here to enter text.

[ ]  The Short Title is:

**Conditions of Use of CAI facilities – NMR and EPR spectrometers**

**Safety**

All personnel using the facilities must adhere to all safety and operational guidelines. Each instrument will have an assigned safety officer, who has the responsibility to ensure that safety guidelines are met, and the authority of the Director of CAI to enforce those guidelines

If a user wishes to operate the spectrometer, then they must satisfy the Director of CAI (or nominee), that they are competent to do so, and aware of all safety considerations.

Training in magnet safety will be provided by CAI staff. All users of the instruments must undergo the appropriate level of safety training before operating the spectrometer or entering the laboratories unsupervised. Security access will only be provided once the induction process has been completed and signed off by CAI staff.

**User fees**

User fees cover the data acquisition only. Any additional requirements, such as sample tubes, solvents, contrast agents, rotors or other consumables are at the users’ cost.

Responsibility for experimental design, implementation, peripheral MR compatible devices and data analysis and interpretation is the responsibility of the user, unless there is a collaborative agreement with a staff member of CAI. Data backup is the responsibility of the user.

There will be no charge for a session when there is a technical failure of the spectrometer. If a session is booked and subsequently cancelled at shorter than 24 hours notice or not used at all without reasonable cause, the user will be charged for the session.

Please note that CAI reserves the right to adjust the charges detailed in these Conditions of Use from time to time in its absolute discretion.

**Acknowledgement of QNN and Qld State**

Use of the 900, 700 and 600 LC-NMR spectrometers is subject to appropriate acknowledgement of the Qld NMR Network and the financial support of the Queensland State Government in all publications, conference presentations and media articles arising from data acquired with these facilities.

**Recognition of CAI**

It is expected that any intellectual contribution to the research be reflected in co-authorship of all collaborators directly involved in the research, in accordance with the NHMRC *Australian Code for the Responsible Conduct of Research*, 2007. This will be jointly agreed before the project commences.

**Reporting of Research Outcomes**

It is a condition of use that a list of all publications (including conference abstracts) and grant awards arising from the use of CAI facilities be provided to CAI as part of the Centre’s reporting requirements. Users will be provided with a survey to complete this information annually.

**Ethics**

Ethics or Biosafety approvals (for your institution / UQ as applicable) are the responsibility of the user. A copy of the application and the approval must be provided to this Centre. In the event that the user does not need approval from The University of Queensland, the user must provide CAI with his/her ethics application and approval from his/her institution. A copy of these documents will be forwarded by CAI to the relevant University of Queensland Ethics Committee, to ensure that UQ staff are appropriately indemnified. If the user is operating the spectrometer, then the ethics must clearly state that this is the case, and that CAI staff are not involved.

**Pilot studies**

To allow researchers to test the feasibility of their proposed project, pilot studies on the instruments are permitted at a discounted rate. The number of scans is to be negotiated with the Facility Manager. These scans are not intended to be used to generate experimental data but for testing of experimental procedures. After a pilot study has been undertaken, a researcher applying for a grant should include a budgetary item for the appropriate user charges to fund future access required for the project.

**Data Analysis and archiving**

Data analysis and post-processing is the responsibility of the user unless a collaborative agreement has been made with a CAI staff member. There is no charge for access to off-line processing workstations. If data analysis and interpretation by CAI staff is required on a fee-for-service basis, this arrangement must be organised under the terms of a consultancy or research contract.

Users are responsible for backing up their own data. Data will be retained on spectrometers for a maximum of 2 months. Regular backup of data to central archiving is performed but users should not rely on this for long term data retrieval.

**Quotes**

CAI can provide quotes for prospective users, for example: commercial rates for industry, or to set an agreed payment regime for a project.

**Recording of usage: university funding**

All usage of CAI instruments will be recorded against the relevant UQ Faculty or Institute. This recording is integral to the university’s funding mechanism in which the UQ Faculties and Institutes contribute annually to CAI’s service function, based on the usage of the Centre’s instruments.