	Light Microscopy Unit (LMU) Tel.: 6042/6012	<i>just for application at the EMU</i> Project Number: _____ <input type="checkbox"/> assisted <input type="checkbox"/> non-assisted
	Electron Microscopy Unit (EMU) Tel.: 4387/6079	
	imces-support@uk-essen.de	


Application form for the use of IMCES instruments or services

Further information concerning instrumentation and registration can be found at <https://www.uni-due.de/imces/>

Which services are you applying for?		
<input type="checkbox"/> LMU	<input type="checkbox"/> EMU	<input type="checkbox"/> Both
After submitting this form please contact us for a project discussion or to arrange an instrument training: LMU - Tel.: 6042/6012; Email: imces-support@uk-essen.de EMU - Tel.: 4387/6079; Email: mike.hasenberg@uk-essen.de		

Applicant Details (the person who uses the IMCES service, i.e. a) uses the instruments, b) is responsible for delivered samples, c) appears for assisted image acquisition,...)			
Gender:	<input type="checkbox"/> male	<input type="checkbox"/> female	<input type="checkbox"/> non-binary <input type="checkbox"/> no comment
Title:	<input type="checkbox"/> Dr.	<input type="checkbox"/> PD	<input type="checkbox"/> Prof.
Surname:			
Forename:			
<input type="checkbox"/> Universitätsklinikum Essen <input type="checkbox"/> Universität Duisburg-Essen <input type="checkbox"/> other			
Institute/Clinic:			
Department:			
Room:			
Phone number:			
Email:			

PI Details (the person who pays for use of the IMCES service) <input type="checkbox"/> same as above			
Gender:	<input type="checkbox"/> male	<input type="checkbox"/> female	<input type="checkbox"/> non-binary <input type="checkbox"/> no comment
Title:	<input type="checkbox"/> Dr.	<input type="checkbox"/> PD	<input type="checkbox"/> Prof.
Surname:			
Forename:			
<input type="checkbox"/> Universitätsklinikum Essen <input type="checkbox"/> Universität Duisburg-Essen <input type="checkbox"/> other			
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	imces-support@uk-essen.de	


Just for EMU applications: Associated people (=people that are involved in sample preparation or sample delivery; **pls. note that all people that actively use IMCES equipment must submit their own application form!**)

Name(s) and Contact Details	
--	--

Project title:

Estimated beginning and end of the Project:
--

Aim of your Project (short!)

 IMCES	Light Microscopy Unit (LMU) Tel.: 6042/6012	<i>just for application at the EMU</i>
	Electron Microscopy Unit (EMU) Tel.: 4387/6079	Project Number: _____
	imces-support@uk-essen.de	<input type="checkbox"/> assisted <input type="checkbox"/> non-assisted

Online Booking System

All IMCES users, no matter if they actively work on our machines or make use of a fully assisted service, **must** create a user account with the online booking system. The user account can be created here: <https://imces-scheduler.uk-essen.de/Web/index.php>

Further help and instructions can be found at: <https://www.uni-due.de/imces/usage-guide.php>

Chemical and Biological Safety

Will you use **chemical** or **biological** hazardous material at the IMCES? **yes** **no**

If yes what: _____

Please note: If you wish to work with chemical or biological hazardous material at a future date, you must first inform the IMCES staff.

The biological samples belong to the risk group*: **no risk or R1** **S1** **R2/S2**

**according to TRBA lists 460-468 of the "Bundesanstalt für Arbeitsschutz und Arbeitsmedizin" and under consideration of potential genetical modifications detailed in the German GenTSV*

- As R1 we define wt organisms of biosafety level (BSL) 1, S1 organisms are GMO of BSL1 and R2/S2 organisms are wt/GMO of BSL2.
- Properly chemically/aldehyde-fixed samples always belong to the group "no risk".

If you have checked S1 or R2/S2 above, you must additionally submit an "IMCES Biosafety Application Form" which you will find on our homepage:


https://www.uni-due.de/imperia/md/content/imces/imces_biosafety_application_form.pdf

Any change in the BSL status of your work at the IMCES must be announced to the IMCES staff, immediately. A change to a higher level (from "no risk" to S1 or R/S2 or from R/S1 to R/S2) will require the submission of an "IMCES Biosafety Application Form".

Mouse work

If your activities at the IMCES include active mouse work, then please download and fill out the IMCES/ZTL application form:

https://www.uni-due.de/imperia/md/content/imces/imces_animal_application_form.pdf

 IMCES	Light Microscopy Unit (LMU) Tel.: 6042/6012	<i>just for application at the EMU</i>
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User declaration:

- I declare I have read and will comply with the **IMCES conditions and usage rules:**
<https://www.uni-due.de/imces/information-regulations.php>
- I declare I have read and agree to the **acknowledging and authorships policy** of the IMCES which is summarized on the last page of this document.
- I am aware that the IMCES is not liable for data stored on its computers and servers or for any samples stored in its fridges, freezers, safety cabinets etc. I take full responsibility for transferring or backing-up any data I have on IMCES computers/servers. I am aware that during the routine management of IMCES computers any data older than 2 months may be deleted.

_____ , _____
 place date signature of applicant

Group leader declaration:

- I declare I have read and agree to the **acknowledging and authorships policy** of the IMCES which is summarized on the last page of this document.
- I have viewed and agree to the IMCES fees for training and service/instrument use which are detailed, here: <https://www.uni-due.de/imces/prices.php>


"Haushalts-Kostenstelle" (**mandatory**)**: _____

"Drittmittel-Kostenstelle" (optional)**: _____

Estimated end date of third-party funding: _____

** Please note a "Haushalts-Kostenstelle" is **mandatory** for reference purposes. An alternative "Kostenstelle", such as "Drittmittel" can also be included for billing purposes.

_____ , _____
 place date signature of director or group leader

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Acknowledging and authorships

IMCES must be acknowledged in the "Acknowledgements" section of any publication for which IMCES instruments or services have been used. Please also inform us about these publications in a short written communication to imces-support@uk-essen.de.

If IMCES machinery was used which was purchased with the help of DFG funds (**which applies to many of our devices**), the DFG project numbers must also be quoted in the acknowledgements section in accordance with DFG funding guidelines.

Details about the correct way of acknowledging the IMCES or the DFG can be found on the IMCES website: https://www.uni-due.de/imces/acknowledging_en.php

Please note that there is no obligation at IMCES to name our staff as authors in your publications. However, this should be considered on a case-by-case basis in accordance with good scientific practice. For our routine service offerings, there is no strong argument for granting authorship, but as soon as IMCES staff are involved in the establishment or refinement of protocols or undertake part of the data acquisition or data analysis, we expect fair scientific treatment by our users.