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|  | 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 Use of IMCES Instruments or Services

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| Which services are you applying for? <input type="checkbox"/> LMU <input type="checkbox"/> EMU <input type="checkbox"/> Both |
| For EMU services you need an individual project number to finalize this form. Please contact us before submission. In any case, after submitting this form to us, you will need official authorization from IMCES before you are allowed to actively work in our facility! LMU - Tel.: 6042/6012; Email: imces-support@uk-essen.de EMU - Tel.: 4387/6079; Email: mike.hasenberg@uk-essen.de |

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| 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: | |


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| 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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Just for EMU applications: Please name potentially associated people (=people that are involved in sample preparation or sample delivery) as contact persons for spontaneous questions; **pls. note that all people that actively use IMCES equipment must submit their own application form!**

| | |
|--|--|
| Name(s) and Contact Details | |
|--|--|

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| Project title: |
| Estimated beginning and end of the Project: |
| Aim of your Project (short!) |

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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/>

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

Chemical and Biological Safety Regulations



Will you be working with **hazardous chemical** reagents at IMCES? ☐ **yes**

If yes, what:

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



Will you be working with **material of biological origin** at IMCES? ☐ **yes**

If yes, please fully and clearly specify this material on page 2 ("Aim of your Project").

Based on a proper risk assessment according to §4 of the *German BioStoffV* and *TRBA 400* and under consideration of potential genetic modifications, the samples containing biological material will belong to risk group (biosafety level (BSL))...


☐ **no risk or R1**
☐ **non-targeted R2**
☐ **R2**
☐ **S1**
☐ **S2**

- as R1/R2 we define wt organisms of BSL1/2
- as S1/S2 we define genetically modified organisms (GMO) of BSL1/2
- non targeted work is defined in German BiostoffV §2(8); in many cases, work with untested human material falls in the category "non-targeted R2" → please verify yourself (see also TRBA100 4.4.1)
- properly chemically/aldehyde-fixed samples belong to group "no risk or R1"

If you have checked anything except "no risk or R1" 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 planned change in the BSL status of your work at the IMCES must be announced to the IMCES staff, before the start of the respective work. A change to a higher level (i.e. 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"!

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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

Payment account declaration

- Our group belongs to the University Medicine Essen (UME) and all or parts of the IMCES services within this
- ☐ application are to be paid via internal cost allocation ("IBLV") from this budget cost center (= "Haushaltskostenstelle").....

- Our group does not belong to the UME. All or parts of the IMCES services within this application are to be paid
- ☐ via invoicing but from a budget cost center (= "Haushaltskostenstelle"). Please enter this cost center for internal reference purposes.....

- ☐ All or parts of the IMCES services within this application are to be paid from third-party funding.


Third-Party Sponsor.....

- ☐ DFG
☐ BMBF
☐ European Union (EU)
☐ other ↓

Estimated end date of third-party funding.....

For UME members: The IMCES services are to be paid from this "Drittmittel-Kostenstelle"

>>If you have indicated that the EMU services are to be partially paid from different sources, please contact us personally to clarify the details!<<

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User declaration


- ☐ I declare that I have read and will comply with the **IMCES conditions and usage rules**:
<https://www.uni-due.de/imces/information-regulations.php>
- ☐ I declare that I have read and agree to the **IMCES biosafety regulations detailed in the "IMCES_Biosafety_Form"**. I am aware that I am responsible for reporting all biosafety-relevant changes within a registered project and all new biosafety-relevant work **to the IMCES and to the respective authorities** = district government ("Bezirksregierung") **before start of this work**.
- ☐ I declare that I have read and agree to the **acknowledging and authorships policy** of the IMCES which is summarized in the last section 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 that I have read and agree to the **IMCES biosafety regulations detailed in the "IMCES_Biosafety_Form"**. I am aware that I am responsible for reporting all biosafety-relevant changes within a registered project and all new biosafety-relevant work **to the IMCES and to the respective authorities** = district government ("Bezirksregierung") **before start of this work**.
- ☐ I declare I have read and agree to the **acknowledging and authorships policy** of the IMCES which is summarized in the last section 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>

_____ , _____
 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.