

## POLICIES

Individuals desiring to use the equipment of the General Instrumentation Department (GI) for research or teaching are expected to comply with the guidelines described below. Names of users and affiliation for each use of an instrument must be on file before the instrumentation is used. First time users should always contact GI staff members for initial consultation.

### ACCESS

- Access to GI equipment is restricted to registered users who have been properly trained. Users are primarily employees or students of the science faculty, but also colleagues from other faculties and external users may get access under certain conditions.
- Plan (at least one week) in advance any training, introduction or special consulting needed with the responsible staff member.
- Only GI staff members are entitled to provide user training. Training of new users by other users is not considered valid and should be avoided.
- Sharing of accounts (logins) is explicitly prohibited and will result in termination of access to all facilities of the GI for the owner of the account.
- Whenever possible, book working time during office hours. If working outside office hours is necessary, discuss the case with the responsible GI employee. For unlocking your science faculty card to access the department outside office hours, ask official permission from Sebastian Krosse ([S.Krosse@science.ru.nl](mailto:S.Krosse@science.ru.nl)). Working alone outside office hours, lies under the policy of the Radboud university and the users should be informed by their department of this policy.
- Undergraduate students are only allowed to work with GI equipment under the supervision of their supervisor, unless the responsible GI staff member certifies that the student is well trained and experienced in order to use the equipment without supervision.
- The users are obligated to inform their group leader / supervisor about the usage of the GI instruments and also for the policy rules of the department (current document).
- Inactivity of an account for more than 3 months could result in a withdraw of access for the specific instrument. In such a case a new introduction for the user is needed.

### BOOKING

- The users should always book a device using the online booking system ([bookings.science.ru.nl](http://bookings.science.ru.nl)). Over-booking of instruments should be avoided. Repeated overbooking might result in restrictions of usage, issued by the responsible GI employee. In case of special needs, arrange the booking with the GI responsible staff member.
- Booking of a microscope more than two weeks in advance should be avoided, unless there are special needs and the user has the permission of the responsible GI staff member.
- Long term experiments (i.e. live imaging) is preferred to be executed over-night.
- Any user failing to show up within 30 minutes of their sign-up time may lose their time slot to another user.
- GI reserves the right to apply certain restrictions in booking duration per user especially for overbooked instruments and/or when the above-mentioned rules are not applied.
- Cancellation of booking should be done 24 hrs ahead.

### (SPECIAL) EQUIPMENT

- All equipment is to remain in the rooms and setups they are intended for. Changing lenses, filters etc. is strictly prohibited. If necessary, this is only done by staff members.
- Users should use the equipment with care and in accordance with the instructions of the GI staff. In case of doubts, ask assistance. They are responsible for keeping the working areas clean and for removing all their belongings after each session. If the user happens to be the first or last user of the day (check the booking site!), is also responsible on switching on or off the system.
- Special applications requiring rearrangement of equipment setups are possible on a case-by-case basis and as time permits. These applications must be first discussed with the GI staff.
- Users of GI equipment at biosafety level AP-I in the appropriate AP-I rooms need to be registered as an AP-I (or higher) level GMO worker and contact Dr. Ioannis Alexopoulos. Users working with GMOs (Genetically Modified Organisms) MUST fill in the log books AND check whether their department's GMO license permits working with the specified instrument in that room.

## PCs and DATA STORAGE

- The usage of USB drives on the PCs of the GI department is prohibited.
- Users are not allowed to install any kind of additional software at the PCs of GI. In case of special software needs, contact the responsible GI employee.
- Sharing of Windows user accounts is prohibited and will result in termination of access to all facilities for the owner of the account.
- The users are allowed to save their acquisitions on the GI computers but only for short periods. They should transfer their data on their own file servers, or on the file servers of their department as soon as possible! For the transfer of big data, the users can also use the “geminstr” servers after arranging with the responsible GI staff member. Data stored on GI computers might be removed, without previous notice within two weeks, or when there is a special need.
- For the policy regarding the transfer and intermediate storage of TEM data (especially large tomograms), contact Geert-Jan Janssen, for data on elemental analysis contact Paul van der Ven and Sebastian Krosse and for light microscopy data contact Dr. Ioannis Alexopoulos.
- The GI department is not responsible for backing up or retrieving any data acquired. Users are responsible for their own backups and for the security of their own data. Please contact a staff member if you need help in creating temporarily a backup of your data.

## COSTS

- As the budgeting is organized, the costs for personnel of the GI staff and rent of the laboratories and offices are financed by the “eerste geldstroom” of the science faculty. For users from outside the faculty hours-based fees are applicable for equipment (and assistance). Distinction is made between users from other faculties of the Radboud University/HAN and external users, like companies. Ask details on the charges to the head of the department, Dr. Stef Olsthoorn.
- Repair/replacement costs resulting from negligence and/or misuse of instruments despite the clear instructions of the instructor may be charged (in full or partially) to the users’ department or group.
- The user’s department or group might need to pay for special consumables needed for the operation of the booked device.
- Questions about financial matters can be addressed to the head of the GI department.

## STAFF-RESPONSIBILITY-ACKNOWLEDGEMENTS

- Staff members of the GI are available for training, consultation, creation of methods and/or evaluation and interpretation of data, as well as for help during data acquisition. For assistance on a particular device, consult the corresponding staff member listed on the booking page or GI website (resp. [bookings.science.ru.nl](http://bookings.science.ru.nl) and [www.ru.nl/science/gi/](http://www.ru.nl/science/gi/)).
- The GI recognizes that the samples and all research materials are the property of the Principal Investigators (PI) and his/her co-workers, who serve as the responsible individual representing the University on funded projects, or for a company carrying out work at the GI. The final responsibility for the measurements remains in hands of these users, unless the member of the GI staff has the status of co-author (see below) in the publications arising from these analyses.
- The GI will be acknowledged by authors in publications (journals, books, theses) and presentations that utilize GI facilities:

\*\*\* *Use of facilities only, provision of routine procedures and methods by GI staff requires a note mentioning facilities and individuals in the acknowledgement of the resulting publications.*

\*\*\* *Contributions of GI staff that include development and implementation of original techniques, experimental design, substantial practical input in the analysis of samples as well as significant intellectual input in the related interpretation of data require co-authorship under the name of the GI facility.*

- Users are requested to supply the staff of the GI each year with an updated list of publications and grant applications using the facility. These publications and grant applications involving the facility are justify the productivity of the facility and the various entities that subsidize the facility. Grant applications involving the GI facility are encouraged (within the limits of feasibility of the measurements and the capacity of the facility) and will be supported with assistance and information from the GI staff.