

# Cooperation Request

## Project Title

## Project Description

## Cooperation Options

Please select one of the following cooperation types (more detailed information: see Terms and Conditions below).

**Services performed by FELMI-ZFE**

FELMI-ZFE services are accessible to TU Graz institutes and external customers from industry and academia. Our team, if desired, in presence of your staff, performs research and standard services at full costs. We start the analyses using the earliest possible open time-slot. We transfer all usage and exploitation rights to you.

**User Laboratory: self-sufficient analysis performed by the external user**

Via our user laboratory, we offer direct access to specific instruments and you perform the experiments on your own. Access to the microscopes is exclusively granted to trained users. Our staff provides user training for the instrument in question. The instrumentation usage is charged according to the price-list. The user has to pay for any damage caused and is bound to the user rules of FELMI-ZFE.

**Scientific Collaboration according to the scientific goals of FELMI-ZFE**

We welcome research collaborations, which correspond to our scientific goals. Access is provided after a successful scientific peer-review procedure, research\* is performed by our staff. A fee will be charged for instrument usage at significantly reduced rates. Joint scientific publications and user application reports are mandatory.

\* Specimen preparation, experiments, data analysis, and simulations.

<b>1. Requesting Party: Head of the organisation</b>	
Name/Title	
Organisation/Institute	
Address	
Telephone	
E-mail	
<b>2. Applicant</b>	
Name/Title	
Telephone	
E-mail	
<b>3. Project funding</b>	
Please specify:	
<b>4. Safety questions/requirements</b>	
Is the specimen radioactive?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the specimen infectious?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the specimen toxic?	<input type="checkbox"/> Yes <input type="checkbox"/> No

I hereby confirm this information and agree to the conditions of FELMI-ZFE.

<b>Place/Date</b>	<b>Signature and stamp of the requesting party Head of the organisation</b>
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This application was checked by FELMI-ZFE and the following decision was made:

<b>Cooperation Type:</b>	
<b>Place/Date</b>	<b>Signature of FELMI-ZFE head</b>

Please send the **completed form** to [collaboration@felmi-zfe.at](mailto:collaboration@felmi-zfe.at).

## Terms and Conditions

### Services

FELMI-ZFE services are accessible to TU Graz institutes and external costumers from industry and academia. We provide an offer with an estimate of time-line and costs. After completion of the service project, the fees according to time for personnel and equipment have to be paid.

Research as well as standard services are performed by our staff (often in presence of your staff member/s). We transfer all usage and exploitation rights to you.

This cooperation option is appropriate for complex scientific problems with a high degree of urgency, e.g. projects financed by third-party funds and industrial collaborations of institutes or external academic as well as industrial partners.

**Procedure:** Once the offer has been accepted and an order has been officially placed, we perform the relevant research tasks and deliver a full report.

### User Laboratory

We provide direct access to specific instruments and you perform the experimental tasks. This option is available to all TU Graz institutes and other academic institutions in need to perform routine, repetitive tasks with a high number of specimens. To handle the microscopes special training courses are mandatory and additionally charged.

### Booking

FELMI-ZFE assigns a staff member for the introductory training course and for user support. Presently, the booking of microscope times is directly arranged with/by the assigned staff member.

### Duties of the user

It is obligatory:

- to follow the rules of FELMI-ZFE; you must refrain from doing anything which interferes with the regular operation of the institute,
- to follow the directives of the staff and the laboratory rules,
- to inform the involved staff about possible safety risks concerning the specimen materials and any technical problems with the instrumentation,
- to attend the obligatory introduction course; work in the institute is exclusively granted to trained users who have acquired the necessary technical know-how,
- to mention FELMI-ZFE in every publication, including results generated by means of FELMI-ZFE equipment, in the *Acknowledgements*.

### Liability of the user

Users are fully liable for any damage during the project, if

- the damage is caused deliberately or grossly negligently,
- the valid user rules are violated,
- safety risks are not properly declared,
- directives of the FELMI-ZFE staff are not observed.

Therefore, we recommend the user to take a liability insurance, having in mind that the reparation costs can be very high and additional instrument downtimes have to be compensated as well.

## User fees

The used instruments are charged according to the effective price-list. The user has to pay for any damage caused and is bound to the FELMI-ZFE user rules.

Currently, we offer access to certain Scanning electron microscopes (SEM), Transmission electron microscopes (TEM) and Atomic force microscopes (AFM). Specimen preparation techniques, such as ultramicrotomy, coating, metallography, cross-section preparation, cryo-preparation, and TEM thin film preparation, are performed by FELMI-ZFE staff and additionally charged.

## Rates for the User Laboratory

Microscope training course (1 day)	1.100 EUR
Data analysis training (1 day)	1.100 EUR
Hourly usage fee for the microscopes (depending on the type of instrument)	80 EUR – 250 EUR
Sample preparation (heavily dependent on the sample type)	100 EUR – 1.000 EUR

Discount packages are available for off-office times (office times are from 8:00 to 18:00). All prices are excluding VAT. If not cancelled 24 h in advance, booked but unused microscope times will be charged.

## Exclusion from and limitation of the usage

The usage will be denied, cancelled or subsequently restricted, if

- an agreed fee is not paid,
- the activities are deviating from the agreed project,
- user rules are violated or the directives of the staff are not followed.

## Scientific Collaboration

If a research project fits into our scientific goals, we will offer scientific collaboration at significantly reduced cost (reduced fees will be charged for instrument hours). After submission of the proposal a review panel makes a decision concerning the conditions and informs you. There must be a benefit for both parties in order to establish a mutual project and a publication of the results needs to be of high priority. All significantly involved personnel of FELMI-ZFE **must** be added as co-authors for every publication (conference contribution, peer-reviewed paper, poster presentation, etc.) that results from this collaboration (a note in the acknowledgements section is not sufficient).