

Forschungsinstitut für Elektronenmikroskopie und Feinstrukturforschung

Institute for Electron Microscopy and

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| --- | --- |
| Title of the project      | FELMIProject No.       |
|  | Date of receipt       |
| **Description of the project**      |
| **Head of the institute or project leader** | **Authorised person (master or PhD student\*)** |
| Name       | Name       |
| Organisation      |
| Address            |
| Phone       |
| E-mail       | E-mail       |
| \*Code of the study       | \*Student ID No.       |
| Is this project a collaboration with an institution beyond the university, e.g. an industrial company? [ ]  Yes  [ ]  No |
| Type of cooperation (see attachment) [ ]  1 [ ]  2 [ ]  3 |
| Funding of the project [ ]  University [ ]  FWF/FFF-Project [ ]  Third-party funds |
| Assignment to [ ]  Diploma thesis [ ]  Doctoral thesis  |
| Estimated duration of the project       |
| Is the specimen material radioactive? [ ]  Yes [ ]  No |
| Is the specimen material infectious or toxic? [ ]  Yes [ ]  No |
| Are there other safety risks? [ ]  Yes [ ]  No |
| [ ]  I agree to the conditions of the FELMI user rules (pages 2-4). |
| Signature of the project leaderand date       |       |
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# Cooperation Request

**FELMI Rules**

The Institute for Electron Microscopy (FELMI) of the Graz University of Technology performs collaborative research with university institutes. In order to guarantee an optimum performance FELMI has a scientific interconnection with the Graz Centre for Electron Microscopy (ZFE).



* **Cooperation request**

The cooperation request serves as a working confirmation and for security reasons. The proposal has to be completed once in a year and has to be yielded to the head of the project (an employee of FELMI or ZFE Graz)

* **Types of cooperation**

The following types of cooperation are possible:

1. **Contract work performed by FELMI staff for other university institutes**
2. **Scientific cooperation (work performed by FELMI staff)**
3. **Access to microscopes for students/employees of other TU institutes**

The assignment to one of the types is proposed by the project leader and has to be granted by the head of FELMI.

* **Users and cooperation partners**

Users / cooperation partners of FELMI are typically other institutes of the TU Graz.

Users / cooperation partners from other universities, scientific and teaching institutions are allowed to be official users / cooperation partners, as long the concerns of users at the TU Graz are not compromised.

* **Order of acceptance, project implementation**

The processing of the projects / requests will depend on the material and personnel status of FELMI. The chronological order of the processing is dependent on the start of the project (date). Exeptions from this arrangement are defined by the head of FELMI in consultation with the user / cooperation partner.

The head of FELMI can claim the declaration of the project´s aim, the estimated volume of work and the name / wording of the client.

* **Duties of the user / cooperation partner**

Users are obligated,

1. to follow the FELMI rules and, in particular, have to refrain from doing anything which compromises the regular operation of FELMI,
2. to follow the directives of the FELMI staff and the laboratory rules of FELMI in the rooms of FELMI and by using the machines and devices of FELMI,
3. to inform the involved FELMI staff about possible safety risks concerning the investigated specimen material,
4. when necessary, complete the appropriate reports for the research project,
5. to acknowledge for the work of FELMI concerning publications (type 2 and 3) properly.
* **Liability**

Users / cooperation partners according to type 2 and 3 are liable according to applicable law.

FELMI does not guarantee for results in case of type 3. Specimens have to be taken back by the cooperation partner within one year.

Users / cooperation partners are liable for any damage during the project, which is caused deliberately or grossly negligently. In particular, this is the case concerning damage, which is caused by nonobservance of the valid rules, by not proper declaration of safety risks or by nonobservance of directives of the FELMI staff.

* **Exclusion from and limitation of usage**

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

1. no proper proposal is existent,
2. the declarations in the proposal are not or not anymore the case,
3. an agreed fee was not paid,
4. the research activities are incorrect or deviating from the agreed project
5. FELMI user rules are violated or the directives of head of FELMI are not followed and further violations are to be expected.

The user / cooperation partner has no claim for damages in case of exclusion from, cancelling or subsequent restriction of usage.

* **Charges**

In case of type 1 the conventional fees of FELMI-ZFE are valid (offer available on request). FELMI defines a reduced fee for the usage by employees of the TU Graz (type 2 and 3). Cooperations within the TU Graz are charged via internal invoicing of the TU Graz.

Users / cooperation partners from other universities, scientific and teaching institutions are charged at the usual rates of the Institute (offer can be made by FELMI or ZFE Graz on request).

* **Information concerning the types of cooperation or usage**

1. Investigation of scientific problems and contract work performed by FELMI staff

This type of cooperation has to be chosen concerning complex scientific problems with a high degree of urgency, e.g. projects financed by third-party funds and industrial collaborations of other TU institutes or external research institutions (competence centers, universities etc.).

Procedure: FELMI staff is assigned to solve scientific problems using the high performance instrumentation of the institute by the head of the project.

Prerequisite: The proposal has to be signed by the client.

The Intellectual Property Rights (IPR) are owned by the client. The full amount of fees according to time for personal and equipment has to be paid. An offer for the investigation costs is provided by FELMI.

2. Scientific cooperation

Research projects that match the scientific orientation of FELMI or are in the scientific interest of FELMI (e.g. complex scientific questions with long term direction) can be conducted in cooperation with other research facilities.

Procedure: Research is conducted by scientific staff members in cooperation with partners at the FELMI facilities. Reduced costs can be charged. In case of FWF project proposals FELMI must be informed or financial support for the work add to the planned costs.

Prerequisite: The FELMI application form has to be signed by the applicant. It is recommended for students of the cooperation partner to visit a FELMI course (lecture, lab course, see appendix) which is relevant to the scientific problem. Students of other universities are required to register at the TU Graz for this purpose. IPR of the results belong to FELMI. However, the research should lead to joint publications.

3. Investigations by students/employees of other institutes of the TU Graz

This type of cooperation is to be chosen for a high number of specimens or microscopy standard investigations (easily solvable research issues).

Procedure: After training by FELMI-ZFE staff the necessary work is executed by employees of the cooperation partners (e.g. Master or PhD students). FELMI laboratory rules have to be followed.

If the TU casualty insurance does not cover potential damage, a time restricted casualty insurance is recommended.

Training at the microscopes will solely be done by FELMI-ZFE staff. Users from other institutes are not allowed to train other users. Regulations for reservation of microscopes and usage during the evening/weekends have to be followed.

Prerequisite: The FELMI application form has to be signed by the applicant and the type of financing has to be disclosed. Users are obliged to visit a FELMI course (lecture, lab course, see appendix) which is relevant to the scientific problem and/or get training by FELMI staff. Students of other universities are required to register at the TU Graz for this purpose. Once the work is finished the project leader is required to hand in a short report. A fee is charged for training and instrumentation time.

In general, the intellectual property rights belong to the project partner. In case of publication (Articles in journals, talks, posters and academic works) the partner is obligated to mention the contribution of FELMI.

* **FELMI fees**

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| Instrument usage | Fee |
| Scanning electron microscopy without EDX | to be announced |
| Scanning electron microscopy with EDX | to be announced |
| Transmission electron microscopy without EDX | to be announced |
| Transmission electron microscopy with EDX | to be announced |
| Transmission electron microscopy with EFTEM | To be announced |
| Sample preparation (conductive coating, critical point drying, ion thinning, ultramicrotomy, FIB) | offer or by agreement |

* **Appendix**

FELMI lectures (Institute No.5190 / Faculty of Technical Mathematics and Technical Physics) in the academic year 20015/16 according to the official list of TUGonline:

[**https://online.tu-graz.ac.at/**](https://online.tu-graz.ac.at/)