



Centre for Microscopy and Imaging NUIG

ACCESS POLICY – 2018

Mission

The mission of the Centre for Microscopy and Imaging (CMI) at the National University of Ireland Galway, (NUIG's core imaging node, and member of the National Bio-photonics and Imaging Platform NBPI consortium and the Eurobioimaging platform) is to provide access to and training in a variety of high-end light and electron microscopes and cutting-edge imaging software and analysis tools.

Our principle goals are to:

- Provide access to high-end acquisition and analysis workstations.
- Provide expertise in microscopy, imaging and analysis specialising in various cell and tissue phenotypes.
- Maintain instruments and workstations to ensure quality and efficiency.
- Invest/develop new technologies that will enhance the capabilities of the CMI.
- Maintain an institute-wide image storage facility for better and safer archiving of all image or image-related documents.
- Link to other European and worldwide microscopy and imaging networks.

Giving access to key instrumentation both on campus and across the country, to a wide range of users, is a keystone of the philosophy behind the setup of the CMI.

Definitions

Prior to determining the access policy, a number of clear definitions are required to be developed in order to set limits and obligations which need to be encompassed in the Access Policy. These are set out below:

Internal Users

All researchers of any discipline on the NUIG campus

CMI Users

CMI designated users and staff

NBPI Users

NBPI and Eurobioimaging members from across the EU, includes academic users from other Irish institutions.

External Users

Users from industrial organisations.

Access Types

There are a number of identifiable categories of access, which defines the role of the CMI in enabling individual imaging projects:

- **New Users:** Beginner or inexperienced user who requires direction in how to approach an imaging project and direct contact and full technical support with a CMI core staff member is required to complete any experiment.

- **Experienced Users:** An experienced user who is able to use the instrument, but will require on-call technical support.

Training

To minimise the risk of equipment damage and to support the appropriate collection and interpretation of data all users must receive thorough training in the use of equipment. All researchers interested in using an equipment item should contact the CMI facility scientist responsible for the equipment item to apply for access and/or schedule training. The appropriate contact person is listed under each equipment item on the CMI website (www.imaging.nuigalway.ie).

The facility director or their nominee reserve the right to deny any application for training if the necessary equipment is in high demand by trained users and an increased number of users will impede the on-going research of trained users. When demand for equipment is high, the facility director or nominee will favour applications involving projects that lead to collaborative outputs e.g. cross-platform joint publications, Invention Disclosure Forms (IDFs) , grant applications etc.

Prior to initiating any training, CMI personnel will discuss the nature of the proposed experiments with the applicant and identify likely outputs and approximate time required to undertake the study.

Stage 1

The facility scientist will explain the:

- background theory of the instrument
- capabilities of the instrument set-up and operation for basic experiments
- safety issues relating to the instrument to be used

Where possible, they will demonstrate the instrument's capabilities using test pieces appropriate to the user's application. At the end of the session, the user's understanding will be assessed by the facility scientist. This rudimentary training will allow the user to work alongside the facility scientist and observe experiments performed by the facility scientist on the user's samples.

Stage 2

Prior to becoming an independent user, users must agree and successfully complete a comprehensive training programme defined by the facility scientist or nominee. Prior to being allowed independent access to the equipment, one or more sessions will be organised during which the user will work independently on the equipment while the facility scientist is available for questions.

After the user and the facility scientist agrees that the user is competent to work independently with the equipment, billing / account code information must be provided by the user to the facility staff member (This billing information may be used for any potential costs incurred by the user i.e. hourly usage, repairing of damage caused to the instrument by the user, consumables, training). The user will then be allowed make bookings on the system which will in turn be approved by the facility scientist or nominee.

Irrespective of their status, all users must not modify any aspect of the instrument's physical configuration under any circumstance other than that possible using the user software interface.

Cost to access the CMI facilities

New and experienced users are requested to pay hourly charges to access the CMI facility.

Hourly access charges are as follows:

CMI Rates Academic

CMI Machine	Academic Rates per hour	Using Staff*	CMI	Training**
Light Microscope	5	45		90
Confocal Microscope	10	45		225
SEM (including sample preparation)	20	60		300
TEM (including sample preparation)	20	60		300
Slide Scanner (see below)	10	45		50
MicroCT system (see below)				

Note: For CMI internal users, hourly usage rates are 50% of the standard academic rate.

CMI Industry Rates

CMI Machine	Industry Rates per hour	Using Staff*	CMI	Training**
Light Microscope	20	180		270
Confocal Microscope	40	180		675
SEM (including sample preparation)	80	240		900
TEM (including sample preparation)	80	240		900

* Some users may request direct involvement from CMI staff in their imaging projects.

Costs will be as listed.

**Training typically involves up to 2hrs LM 5hrs plus for TEM/SEM/Confocal.

Slide Scanner charges:

0-50 slides @ €5 per slide

>50 slides @ €3.50 per slide

No of Slides	Cost €
5	25
10	50
20	100
25	125
50	250
100	350
200	700

Industry users: 50% plus on all of above rates

The full access policy for the slide scanner is found at:

http://imaging.nuigalway.ie/access%20policy/digital_scanner_access_policy.pdf

ACKNOWLEDGEMENT

Any publications (papers, posters, etc.) resulting from access to CMI facilities are to acknowledge the CMI with the following:

“The authors acknowledge the facilities and scientific and technical assistance of the Centre for Microscopy & Imaging at the National University of Ireland Galway (www.imaging.nuigalway.ie), a facility that is funded by NUIG and the Irish Government’s Programme for Research in Third Level Institutions, Cycles 4 and 5, National Development Plan 2007-2013”

It is expected that for any publication that incorporates data acquired at CMI, either a reprint of the publication or a complete citation is sent to the facility scientist and director at cmi@nuigalway.ie.

ACCESS PRIORITY

Local NUIGalway Researchers and projects involved in the delivery of NBIP Ireland are the first priority. Therefore, members of the NBIP Ireland consortium and the Eurobioimaging project, i.e. principal investigators (PIs) and their associated researchers, will receive priority access to equipment.

COLLABORATION

The CMI welcomes collaborative projects where CMI staff will give a large input into experimental design, sample preparation, and instrument optimization. These cases will be considered on an individual basis and applications should be made to the facility director.

ACCESS WORKFLOW

Selection for access will depend on a combination of scientific merit, track record of the applicant, feasibility of the program of work, and scientific innovation of the proposal. In both cases, a booking will be made through the CMI web-site for assessment. Projects will be assessed by a CMI facility scientist.

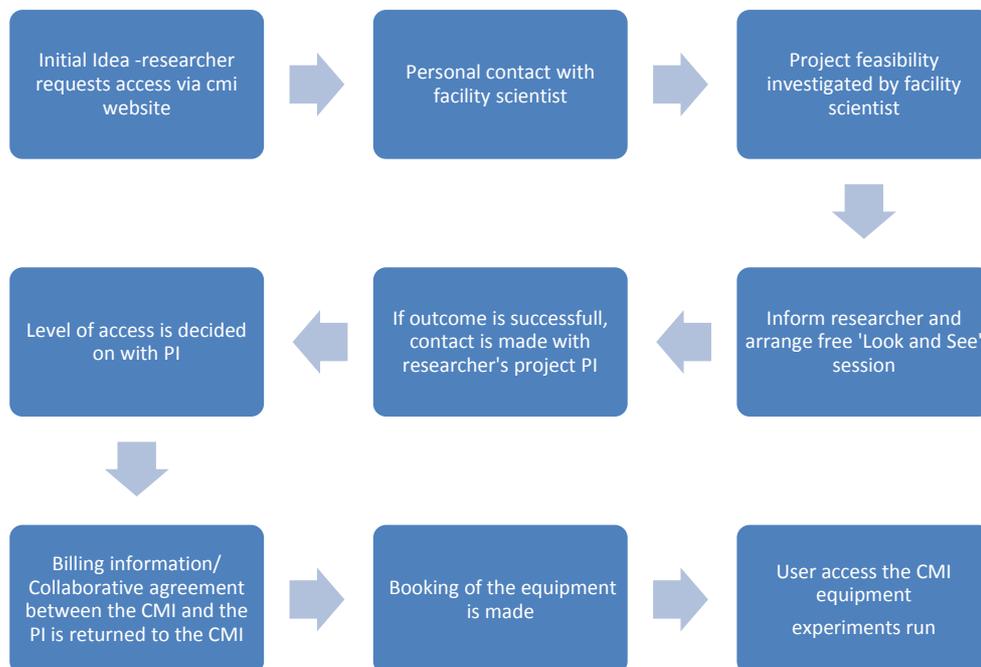
The procedure for scheduling use of equipment is as follows.

For users and those who require training:

1. User browses cmi website (www.imaging.nuigalway.ie) and contacts the cmi via the online booking form.
2. A member of the CMI will then contact the new user and arrange a meeting to discuss the project and the imaging system that is most appropriate.
3. A **free** 'look and see' session is scheduled on that equipment.
4. Based on the results of the look and see session, the user creates a new project request in the NUIG shared resources booking system (<https://ppms.eu/nuigalway/login/?pf=2>).
5. Contact is made with the PI involved in the project and agreement is made to the level of access required.
6. Using the equipment without training is prohibited and may result in disbarment.
7. All users must accurately record the actual time the equipment was used on the log sheets provided by each item of equipment. System time will also be logged when a user accesses the software on the system PC.

For experienced users and who do not require training:

1. User creates a new profile in PPMS (<https://ppms.eu/nuigalway/areq/?pf=2>).
2. A member of the CMI will then contact the user to confirm the request and complete the details.



Damages

All users are fully responsible for costs of repairing any damage including spares, engineer time, travel costs etc. Any other related costs i.e. consumables and advanced training is at the discretion of the Facility Director or nominee.

Core Time

Between 9 am and 5 pm, Monday to Friday on a normal working day. Time lapse experiments out of normal core hours will be facilitated.

Cancellations

Notice of cancellations to any bookings made on CMI equipment must be made within 48 hours to the facility scientist. If a cancellation is made without adequate justification i.e. sickness etc., the hours booked will still be valid and charged for that research group. If a user does not show up for an imaging session, notification will be made to the group PI/leader and the hours booked will still be charged to the group accordingly.

CMI ORGANISATION

The CMI has a number of full time scientists who oversee the operational aspects of the facilities. The facility scientists are responsible for ensuring the CMI instrumentation is working in the best condition and available for use by all researchers at NUIG. They are listed below:

Responsibility	Facility staff member
Light Microscopy	Dr. Peter Owens
Electron Microscopy	Dr. Emma McDermott
Electron Microscopy	Dr. Eadaoin Timmins
Slide Scanner	Mr. Mark Webber
Facility Director	Prof. Peter Dockery

GRIEVANCES

Grievances related to instrument and facility access are to be reported to the facility director, and will be handled in accordance with the procedures of the CMI.

CMI Facility Director
May 2018