*Advanced Light Microscopy Facility*

Booking Form

send the completed form to bioimaging.duth@gmail.com



Personal Information

|  |  |
| --- | --- |
| First Name | Click or tap here to enter text. |
| Last Name | Click or tap here to enter text. |
| e-mail | Click or tap here to enter text. |
| Phone | Click or tap here to enter text. |
| Laboratory | Click or tap here to enter text. |
| Group Leader | Click or tap here to enter text. |

Booking Details

|  |  |
| --- | --- |
| Desired date and time | Click or tap to enter a date. |
| Microscope | Choose an item. |
| Current booking request is for: | Choose an item. |
| Total estimated number of sessions | Click or tap here to enter text. |
| If your booking is for a follow-up experiment, define its sequence number | Click or tap here to enter text. |

Technical Information

|  |  |
| --- | --- |
| Primary Antibodies | Click or tap here to enter text. |
| Secondary Antibodies | Click or tap here to enter text. |
| Specificity/Localization | Click or tap here to enter text. |
| Additional Stains | Click or tap here to enter text. |
| Number of samples (coverslips) | Click or tap here to enter text. |

Experience

|  |  |
| --- | --- |
| Experience in Confocal Microscopy/SPIM? | Choose an item. |
| Do you need scientific advice for the experimental design? | Choose an item. |
| Do you need scientific advice for the sample preparation? | Choose an item. |
| Do you need scientific advice for the analysis of the acquired data? | Choose an item. |
| Will the analysis be based on a protocol set up by the Facility | Choose an item. |

Experiment Info

Brief description of the experiment (scope/preliminary/quantitative/qualitative) (max 200 words).

Agreement

I confirm the accuracy and completeness of the information I have provided above and **I accept the rules of the BIOIMAGING-GR-DUTH Microscopy Facility.** [ ]

Name

Click or tap here to enter text.

**BIOIMAGING-GR-DUTH Microscopy Facility Rules**

1. Prospective users must submit a request to use the microscope instruments of the BIOIMAGING-GR-DUTH Research Infrastructure via email to: bioimaging.duth@gmail.com.
2. The application should be submitted at least 2 days before the desired date of use.
3. After submitting the application form, users will receive a confirmation or rejection email, depending on the availability of the microscopes.
4. Access to microscopy instruments of the Research infrastructure is done on a first-come, first-served basis, based on user requests.
5. The use of the microscopy instruments is carried out exclusively by the members of the Microscopy Infrastructure.
6. In case of high demand, a waiting list will be created for users who wish to use the instruments and a priority will be given accordingly.
7. Access priority to the Research Infrastructure is given to the users/faculty members of the School of Health Sciences and for their research purposes. As long as the available time allows it, the Research Infrastructure can also be accessed by external collaborators, domestic or foreign, through the provision of services and for a momentary fee.

**Fair Publication Policy**

It is important to recognize the contributions of the facility to research in all instances. Bioimaging-DUTH facility provides to the wider research community with state-of-the-art instrumentation and expertise, which actively adds to and improves research outputs and funding bids. Moreover, it is important to acknowledge the contribution from facility staff because:

1. Facility staff and technicians are scientists. When they make an intellectual and/or experimental contribution to a publication they deserve to be recognized and acknowledged.
2. The continued existence of the facility depends on proper acknowledgement of the facility in the publications. This can help to secure ongoing support and funding. These are essential for the retention of staff and technical skills, the maintenance, service and update of microscopes and instruments.
3. If facility staff are considered as co-authors wherever appropriate and deserved, it will ensure the data and methodology are accurately conveyed and described and reduce the risk of data misinterpretation.

**Fair Publication Policy applies to:**

1. **All publications** resulting from the use of instruments and/or expertise within the facility should, at very least, acknowledge **the facility by name** in the acknowledgements section e.g., “the authors gratefully acknowledge the **BIOIMAGING-DUTH light microscopy facility** for their expertise and assistance in this work”
2. When users have had significant help from **a particular member of the facility staff**, this staff member should be **acknowledged by name**, alongside the facility, e.g., “the authors thank [**facility member name**] of the **BIOIMAGING- DUTH light microscopy facility** for its expertise and assistance in this work”.
3. Development or adaption of protocols to suit samples and materials, (re)designing experiments, extensive data analysis and interpretation are **not routine and merit co-authorship** on publications that use the generated data. For clarity, simple acquisition of raw data would not merit co-authorship but the facility member should still be acknowledged.
4. If posters, presentations or grant applications include images or data derived from the equipment managed by the facility, please acknowledge the facility.

We expect post-doctoral researcher, postgraduate students and clinical research fellows to agree to this **Fair Publication Policy** with their supervisor before engaging with the facility and conducting their experiments.

It is the ultimately senior authors responsibility to ensure fair acknowledgment and/or co-authorship of the staff.

**Acknowledgment of everyone’s effort in presentations and publications should be considered as an accepted baseline, towards our common goal for research excellence.**