

## **New user registration instructions:**

If you are BU Faculty, Grad Student or Staff, you need to complete this registration process in order to do work or have work done in any of the S<sup>3</sup>IP laboratories, ADL, CAMM or S2 Microfab. You need to supply all the requested information.

You will need to supply a UserID and PW of your choosing, select your discipline, department and supervisor, and supply your name, BU email address and phone number.

You must also supply Project Name, (a descriptive word or two or three for your research project), and a Project Number, (a valid 7 digit project number supplied by your Faculty advisor against which your equipment charges can be applied). Even startup funds have a 7 digit account number that identifies them. If you have multiple projects, you can supply and use additional Project Numbers. If a Project Number ceases to be valid, you can deactivate it on FOM. You need at least one valid active Project number to use equipment within the S<sup>3</sup>IP Laboratories. **If you do not now have a valid Project Number, you must get one before you continue with this registration process.** If not, close this document, select Disagree/Cancel, then contact your advisor for a valid Project Number.

If you have all the required information, then please read the User Agreement below completely, then close this document, select Agree/Continue and fill in the requested information. When you are done entering all the information, you will still need 2 business days to have your lab badge access and your memory server access created (that is a manual process on our part). When you receive an email describing how to access the memory server, you are ready to use the lab. When you request your first training, please allow 2 days time for this activity.

## **User Agreement:**

The User warrants that he/she has been provided with and reviewed the laboratory user manual for the Small Scale Systems Integration and Packaging (S<sup>3</sup>IP) facilities they plan to access; CAMM, ADL, and/or Microfabrication Facility; which are located on the ADL website, <http://s3ip.binghamton.edu/adl>. The User has read and understands and agrees to abide by the usage rules and safety provisions discussed in those user manuals.

While the User will be trained by a designated laboratory staff member in the operation of the particular instruments required by his/her work, the User assumes all responsibility for his/her personal safety. It is expected that the User will operate all instrumentation in a safe and professional manner consistent with the operating instructions and the Laboratory rules as delineated in the user manuals. The User represents that his/her knowledge and general laboratory practice is advanced enough to permit the safe pursuit of the project in question.

The User acknowledges and understands that the S<sup>3</sup>IP laboratories are research enabling facilities. The User is solely responsible for the project progress and development, and Binghamton University and/or the Research Foundation of SUNY does not in any way warrant or assure a particular project result. The User agrees that he/she has no claim against Binghamton University and/or The Research Foundation of SUNY should User not achieve the desired project results.

The User and his/her organization understand that his/her use of the laboratory is controlled by the policies of The Research Foundation of SUNY and Binghamton University. Specifically, all direct use of the S<sup>3</sup>IP laboratory facilities by an individual and/or external organization is through the S<sup>3</sup>IP User Program. Under this program, users obtain equipment time in the laboratories. Neither University nor The Research Foundation of SUNY would make any claim to a company's intellectual property based solely on their use of the facility, provided that this Application is signed by the parties prior to such use. S<sup>3</sup>IP will provide equipment access and staff support on the use of equipment. It is expected that companies bring their own skilled scientists to work in our laboratories alongside S<sup>3</sup>IP staff. Under this agreement, Users shall keep the details of their specific projects confidential, and do not ask for assistance in developing intellectual property. No help, other than assistance by the Center's technical support staff will be provided to users utilizing this approach.

The User, by completion of this Application, hereby warrants that he/she has had the opportunity to ask S<sup>3</sup>IP staff any questions he/she might have about the procedure, policies, rules and/or guidelines of the laboratories, has received and understood the answers to those questions, and has fully read and agrees with this Application and Agreement.