

Sorby Centre for Electron Microscopy and Microanalysis

Access and Registration Form

Form to be signed by Prof. W. M. Rainforth, Office K,4a Hadfield Building, Dept Engineering Materials, Sheffield University, S1 3JD.

Name: _____ email: _____

Date: _____ Tel: _____

Department/Organisation:

.... Undergraduate/.... Postgraduate : Which year of studies:
.... Postdoc /.... Other : Time left on project:

Supervisor (with email, telephone, office):

Materials to be examined:

Type and size of features/details within your sample to be examined (in nm or μm):
(not sample size):

...
...
...
...
...

No of samples to be examined:

.... New User to Sorby Centre; describe if previous experience in EM elsewhere:

.... Upgrade request: From which microscope to which:
Reason for upgrade:

Signatures:

.....
Researcher

.....
Supervisor/grant holder*

.....
Sorby Manager

*I certify that the information on this page and on page 2 about the funding and sponsorship is correct, and I agree to comply with funding procedures as they are executed by Sorby Centre staff in the future.

Sorby Centre Access Request Form, Page 2:

Financial Statement; Name:

This page does is not needed if research is pre-paid or pre-agreed as free of charge.

- My research is free of charge (pre-agreed).
- My research is funded through a bulk-transfer of money by the group:
- My research is funded by an external industrial sponsor.
- I wish to transfer a bulk sum for an agreed duration of access.*

***You need to get your finance department to produce a purchase order requesting use of Sorby Centre equipment/personnel for a set time period (e.g. 10 hours on Camscan = 10 x £40 = £400) and send the request to the 'Engineering Materials' account on the uBase finance system. Any outstanding time will not be charged for.**

Until this requisition has been approved and accepted by our department the Sorby Centre facilities may **NOT** be used.

for Sorby staff only:

Request received (Name and Date):	Contact lost/reminded:
Handled by:	
Microscope(s) booked:	
Job Number (if payable):	