Sorby User Upgrade Form:

Use this form to apply to use a different electron microscope or technique for which you are not yet trained or authorised to use.

Your name______________________________________________________________

If you are not a member of the University of Sheffield, give affiliation and email:

____________________________________________________________________________

email:________________________________________________________________________

If you are a member of the University of Sheffield, give the following details:

University email address________________________________________@shef.ac.uk

CICs userid:______________________________________________________________

U-card number:___________________________________________________________

Department:________________________________________________________________

Your telephone number:________________________________________________________________

Are you (please tick) an undergraduate ☐, an MSc student ☐, a PhD student ☐, a research associate (RA) ☐, other ☐

In the box below, please describe what machine(s) technique(s) you currently qualified to use in the Sorby Centre. Then describes which machine(s) technique(s) you now wish to be qualified to use:

________________________________________________________________________

Why do you think you need this upgrade?

________________________________________________________________________
I agree to abide by the rules of access to the Sorby Centre (see: http://www.shef.ac.uk/electron-microscopy/materials). I understand that if I book a session but do not attend within ¼ hour of its start I will forfeit the session but my supervisor will still be charged. I understand that any damage I recklessly cause to machines will be reported to the Director and may result in suspension of my access to the facility.

User signature____________________________________________________

Date:_______________________________________________________________

Take this form to the Sorby Office LG04 in the Kroto Research Institute on the North Campus. You do not need the Director's signature at this stage.

Section B (to be filled out by the supervisor):

I confirm that I think this upgrade is necessary.

I confirm that the account number for charging this user has not changed since he/she was first granted access to Centre.

If any of the details relating to the payment of access charges have changed, please fill out a new User Access Form (link on http://www.sheffield.ac.uk/electron-microscopy/materials).

Supervisor (print name, please):____________________________________________________

Supervisor’s email address:____________________________________________________

Signed by Supervisor:____________________________________________________

Director (Prof John Rodenburg)____________________________________________________
<table>
<thead>
<tr>
<th>Date received (Name and date)</th>
<th>Training start (date and name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microscope used</td>
<td>Training completed:</td>
</tr>
<tr>
<td>Job completed</td>
<td>Job number (if payable) and cost</td>
</tr>
</tbody>
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