

UCLA California NanoSystems Institute

User Agreement for Technology Centers

I. Introduction

The California NanoSystems Institute (CNSI) at UCLA leverages public and private investment for nanoscience research at the interfaces between disciplines, translates discoveries into knowledge-driven commercial enterprises, and educates the next generation of scientists and engineers. Through an integrated framework of core technology platforms, the CNSI at UCLA provides leading-edge R&D infrastructure and professional services to provide a competitive edge for researchers and startups in the discovery, development, and application of transformative technologies. The CNSI Technology Centers offer access (fee-for-service) to a fully integrated research and development infrastructure supported by professional scientific staff.

This Agreement specifies the requirements and responsibilities of users of the Technology Centers. Open access to these facilities is managed through the [CNSI Laboratory Management System](#) (CLMS).

II. Responsibilities of Technology Centers

Technology Centers are responsible for training users on the proper, safe use of equipment. Technology Center employees provide guidance and information regarding: fundamental equipment instruction, safety protocols, material compatibility information, and appropriate post-use equipment cleaning. Services are scheduled in advance and are dependent on the availability of equipment and personnel.

Additional information on each Technology Center can be found on the CNSI [website](#), their respective webpages, or via email:

- [Advanced Light Microscopy and Spectroscopy Laboratory](#) (ALMS): alms@cnsi.ucla.edu
- [BioPACIFIC Materials Innovation Platform](#) (BPM): biopacificmip@cnsi.ucla.edu
- [Electron Imaging Center for Nanosystems](#) (EICN): eicnhelp@cnsi.ucla.edu
- [Molecular Screening Shared Resource](#) (MSSR): mssr@cnsi.ucla.edu
- [UCLA Nanofabrication Laboratory](#) (NanoLab): nanolab@ucla.edu
- [Nano and Pico Characterization Laboratory](#) (NPC): npc@cnsi.ucla.edu

III. Responsibilities of Users

A. Training and Laboratory Access

The CNSI reserves the right to terminate access to its facilities with 30 days' notice without cause and immediately for cause, including, but not limited to, criminal activities, a breach of the Agreement, any conduct that puts people or property at risk, etc. The CNSI shall have no liability for loss, damages, or claims incurred in connection with use of its facilities or revocation of permission to use facilities.

Training and Laboratory Access (continued)

All Technology Center users must be properly trained and understand their responsibilities. Users, including graduate students associated with the labs of principal investigators, bear the responsibility for:

- Their own personal safety
- Operating equipment in a safe and professional manner in accordance with the protocols established during training sessions
- The financial cost of intentional or negligent damage to equipment and contamination of the space
- Complying with all policies of the University of California and UCLA as well as Federal and California State OSHA regulations and lab-specific guidelines applicable in each Technology Center
- Only using equipment on which users have received training
- The principal investigator/user must notify the Technology Center when a user leaves the employment of their lab so that access may be suspended. This must occur within five days of the user's departure.

B. Safety

- Technology Center users must follow all safety policies and procedures established by UCLA Environment, Health, and Safety (EH&S) and must understand their responsibilities.
- Both users and their supervisor must review and sign Appendix 1 – Safety Policy
- Planned use of hazardous materials (chemical, biological, or radiological) within a Technology Center requires review and prior approval. Users must indicate an intention to use such materials in Appendix 2 – Use of Hazardous Materials.
- Users must properly dispose of all hazardous waste generated during facility use in accordance with UCLA EH&S regulations.
- UCLA-affiliated users must complete the mandatory Laboratory Safety Fundamentals (LSF) online training and any additional facility-required safety courses through the UCLA EH&S worksafe.ucla.edu portal.
- Users not affiliated with UCLA must complete required online safety training via UCLA EH&S. Instructions can be found [here](#).
- Users and/or principal investigators assume all responsibility for any property (including, but not limited to, any equipment, data, or assets) brought into the Technology Centers.
- Principal Investigators and users bear the responsibility for:
 - Self-assessment that user knowledge of their area of study meets the minimum requirements to allow the safe pursuit of research work in conjunction with their specific project.
 - Maintaining up-to-date safety records in compliance with guidelines established by UCLA EH&S.

IV. Business Administration

The management of financial and administrative matters related to the use of the Technology Centers is governed by policies and procedures of the University of California and its Los Angeles campus.

A. Business Administration: General

- The principal investigator/user assures that all payments related to usage of a Technology Center is paid on a timely basis. Current rates for use of the Technology Centers can be found [here](#).

Business Administration: General (continued)

- Rates charged for each Technology Center are subject to inflationary change on an annual basis. Principal investigators/users should include annual increases when planning for future use charged to grants and other funding sources and when preparing proposals.
- Depending on the nature of Technology Center usage, consumables and supplies, particularly those of a specialized nature, may be charged separately from the base user rate.
- Principal investigators/users are welcome to purchase materials directly from third party suppliers provided the materials are compatible with Technology Center equipment and meet the same safety standards as materials supplied by CNSI.

All financial inquiries must be resolved through the CNSI Business office (billing@cnsi.ucla.edu)

B. Business Administration: Researchers Affiliated with the University of California

- The UC principal investigator will provide CNSI with a Full Accounting Unit (FAU) for payment of Technology Center usage. Upon completion of a scheduled session to use a Technology Center, related usage fees will be levied through the campus recharge system.
- CNSI shall bear no responsibility for the success of projects. The principal investigator is responsible for the payment regardless of the outcome of the use of the facility.

C. Business Administration: Non-UC Academic, Not-For-Profit or Government Researchers

For users affiliated with a university other than the University of California, upon initiation of a project the principal investigator will provide CNSI with a Purchase Order, billing address and contact information (phone number, email) for payment of Technology Center usage. CNSI will provide an invoice to the principal investigator for Technology Center use on a monthly basis.

D. Business Administration: External users; For-Profit and Commercial Users

- The client/user shall remit payment in full within 30 days of its receipt of each such invoice.
- Users are not employees, agents or representatives of the University of California or UCLA. Users are acting solely as representatives and/or employees of their respective institution/company while working in UCLA facilities. UCLA does not provide Worker's Compensation or Liability Insurance for any external user's benefit. UCLA will not be responsible for any medical expenses or liabilities that the user's institution/company may incur while on the UCLA campus.
- Upon initiation of a project the commercial user will provide CNSI with a Purchase Order, billing address and contact information (phone number, email) for payment of Technology Center usage. CNSI will provide an invoice to the commercial user for Technology Center use on a monthly basis.
- External users must supply proof of insurance with coverage as follows:
 - For commercial general liability insurance or maintain a program of general liability self-insurance with minimum limits of \$1 million per occurrence and \$2 million general aggregate.
 - Maintain workers' compensation insurance or maintain a self-insured workers' compensation program.

V. Intellectual Property

Policies related to development and ownership of intellectual property are governed by applicable United States intellectual property law. For research conducted or services provided at a CNSI Technology Center:

- Any intellectual property developed in the performance of a research project that is performed by non-UC researchers on behalf of a non-UC entity and that is independent from any UC research activities will not be owned by UC.
- With respect to any intellectual property developed in the performance of a research project that is performed jointly by UC researchers and non-UC researchers, ownership shall be determined in accordance with applicable United States intellectual property laws and applicable University policies. In the event that a separate research agreement exists between the parties for the contemplated research project, the terms of that research agreement will govern.
- Any intellectual property developed in the performance of a research project conducted solely by UC researchers will be owned by the UC Regents.
- Disclosure of confidential information will be governed by mutually agreeable terms and conditions established as a supplement to this agreement.
- Technology Centers and their personnel are not responsible for maintaining the security or confidentiality of proprietary research unless a separate non-disclosure agreement is executed prior to the use.
- It is not necessary for UCLA employees to receive any confidential or proprietary information. Non-UC affiliated users and principal investigators agree not to provide any confidential or proprietary information to any UCLA employee or student during their use of the CNSI Technology Centers.

VI. Research Compliance

To promote ethical conduct of research and facilitate compliance with federal and state regulations, use of the Technology Centers is governed by policies and procedures of the University of California and its Los Angeles campus:

- Material provided the Technology Centers for aid in research, characterization, or materials development will be managed by UCLA's standard Material Transfer Agreements (MTA) overseen and executed by the UCLA Technology Development Group (TDG).
- Restricted research activities (i.e. International Traffic in Arms Regulations (ITAR) and other export control regulations) cannot be carried out without prior approval.

VII. Acknowledging Support

You agree to acknowledge the following after using a CNSI Technology Center:

- Grants utilized to purchase equipment used in the Technology Center.
- Research Resource Identifiers (RRID#) associated with the Technology Center.
- Specific equipment used in the research.

Refer to the respective Technology Center manager for guidance regarding acknowledgements (phrasing and specifics for grant acknowledgement, RRID#, complete technical name of equipment used) when publishing any research related to a Technology Center.

VIII. Affirmation

The principal investigator and user hereby represents that they have read and agrees to the terms and conditions of this Agreement, and that they has asked any questions that it may have about this Agreement or any other information it has been provided before signing this Agreement.

Principal Investigator

Signature_____

Date_____

Print Name_____

User

Signature_____

Date_____

Print Name_____