



CUNY ADVANCED SCIENCE RESEARCH CENTER

Account Registration and Agreement

Account registration and agreement for the Advanced Science Research Center (“ASRC”) NanoFabrication Facility (“NanoFab”) at The City University of New York (“CUNY”) by _____ (“Primary Investigator”), an employee of _____ (“Institution”).

1. **Background.**

This document will serve to register a Primary Investigator’s (PI) chargeable account against which approved Users will be able to charge User fees accumulated at the CUNY ASRC NanoFab. Users are defined as individuals who have been approved by the PI to carry out work at the ASRC NanoFab through a signed and submitted copy of the ASRC NanoFab User Agreement.

2. **Equipment and Account Management**

The CUNY ASRC NanoFab is equipped and managed by Badger Lab Management System (Badger LMS) software. Badger LMS manages User accounts, PI accounts, equipment reservations, User fees and invoicing. Users and PIs have the ability to remotely view accumulated User fees through Badger LMS and are able to request modifications to which accounts will be charged through NanoFab staff. Continued use of ASRC NanoFab equipment will be predicated on accounts being in good standing.

3. **Billing and Payment Timeline**

- a. User Adjustment Period: On the 1st of each calendar month, Users will be notified via email to review their previous month’s charges in the ASRC Badger LMS system. Users will have five days to notify ASRC staff of adjustments to account charges for their previous calendar month’s activities.
- b. PI Adjustment Period: On the 8th of each calendar month, PIs will be notified via email to review the previous month’s charges in the ASRC Badger LMS system accumulated by all of their associated Users. PIs will have five days to notify ASRC staff of needed adjustments to account charges for the previous calendar month’s activities.
- c. Invoice: On the 15th of each month, PIs will receive invoices via email for all charges accumulated by their associated Users against the accounts in the ASRC Badger LMS. For any further required changes, PIs must contact ASRC staff directly within the next seven days.
- d. Payment: On the 22th of each month, transactions will be made based on the ASRC Badger LMS for all CUNY-held grant funded accounts. PIs paying for

charges via credit card, check or purchase order must have payments submitted within 30 days of receipt of an invoice in accordance with the signed ASRC User Agreement.

4. Account Registration

All PI's must have accounts registered with the ASRC NanoFab prior to associated Users incurring charges. The ASRC NanoFab has a monthly cap on the amount that can be charged to each User. Currently the caps are:

- Academic Users: \$1,200
- Small Company Users: \$2,250
- Large Company Users: \$5,000

Monthly caps are subject to change, however PIs will be notified a minimum of 1 month ahead of any such changes. Current fees and monthly caps can be found at the ASRC NanoFab website: <http://nanofab.asrc.cuny.edu/equipment/equipment-rates/>. PIs are able register new accounts or disable existing accounts at any time by submitting a signed copy of this form to Dr. Jacob Trevino (Jacob.Trevino@asrc.cuny.edu, ASRC office G.346).

Account Number	Funding Source	New Account	Disable Account
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Name (Printed): _____

By signing below, I agree to allow User fees accumulated by approved Users to be charged against the accounts listed above. I also acknowledge and accept the billing and payment timeline detailed in section 3 of this document.

Signature: _____ Date: _____