



## 2018-2019 Northwestern User Rates

<b>Internal (NU Affiliate)</b>	<b>Prime time M-F 8am - 6pm (per hour)</b>	<b>Non-Prime Night &amp; Weekend w/staff approval* (per hour)</b>	<b>Training Flat rate (per person**)</b>	<b>Technical Assistance (per hour)</b>
<b>Instruments in Hogan Hall</b>				
<b>Leica SP8 Scanning Confocal</b>	\$44	\$33	\$272	\$92
<b>Leica SP5 Scanning Confocal</b>	\$39	\$29.25	\$262	\$92
<b>Leica Spinning Disk Confocal</b>	\$35	\$26.25	\$254	\$92
<b>Add On: iLAS2 FRAP/TIRF module</b>	\$3	Used with Leica Spinning Disk		
<b>Deltavision Elite</b>	\$25	\$18.75	\$234	\$92
<b>Leica DM6B Fluorescent Microscope</b>	\$15	\$11.25	\$107	\$92
<b>Olympus BX53</b>	\$8	n/a	Actual Time Used	\$92
<b>Instruments in CAMI in Silverman Hall</b>				
<b>Zeiss LSM510 Inverted Confocal</b>	\$40	n/a	Actual Time Used	\$92
<b>Add On: SpectraPhysics MaiTai laser</b>	\$10	Used with Zeiss LSM510 Inverted Confocal		
<b>Inverted Fluorescent Microscope</b>	\$20	n/a	Actual Time Used	\$92
<b>Inverted Color Microscope</b>	\$12	n/a	Actual Time Used	\$92
<b>Add On: Micromanipulators</b>	\$7.50	Used with Inverted Color Microscope		
<b>Poster Printing</b>				
<b>HP5500PS 42" Poster Printer</b>	\$1.92 per linear inch			
<b>Poster tube</b>	\$6/tube			
<b>*Instrument manager will determine if a user may be granted 24 hour access</b>				
<b>**Typical training sessions are groups of no more than 3. Requests for individual training sessions may incur additional instrument and/or technician time charges.</b>				

## **BIF RESERVATION, RATE AND USER GUIDELINES**

### **Reservations**

Made through NUCore (nucore.northwestern.edu), reservations can be made up to 14 days in advance for the duration required, up to 4 hours.

### **Prime and Non-Prime rates**

Prime usage is Monday to Friday from 8 am to 6 pm, during which time BIF staff is available for assistance. Non-prime usage is all other hours during the week and all weekends. Users must have approval of BIF staff to access the facility during non-prime hours and must request access to the facility. Rates are not adjusted for holidays.

### **Early/late login logoff**

You are allowed to log in 5 minutes before your reservation is due to start, as long as no other user is on the instrument. Additionally, you may extend your reservation as long as needed, if it does not conflict with other users reservations. You will be charged for the actual minutes used, based on log in and log out times, or a minimum charge equivalent to 20 minutes of instrument time.

### **Unused reservation**

If you do not log in within 30 minutes of your reserved start time, your reservation will be automatically cancelled and you will be charged a reservation fee equivalent to one hour of instrument usage.

### **Cancelled reservation**

You must cancel your reservation within 24 hours of your scheduled start time or you will be charged a reservation fee equivalent to one hour of usage. If there are extenuating circumstances causing you to cancel your reservation within 24 hours, you may contact BIF staff to request a refund.

### **Forgetting to logout**

NUCore will continue to charge you until you are logged out, even if another user logs in to the instrument. If you fail to logout, please report to facility staff as soon as possible, so that we may adjust the reservation.

### **Technical assistance and training fee**

Assistance on instruments that are malfunctioning will not be charged a fee, however, extended assistance (over ~10 mins) or assistance with routine usage to a previously trained user, will be charged in 15 minute increments based on rates in table.

### **Report of equipment problem**

Please report all issues with instruments to facility staff immediately, either in person or by email. You will not be charged if the instrument is malfunctioning or out of service during your scheduled reservation. Facility staff will assist with cancelling reservations or adjusting reservation times in this event. If you feel your reservation should be adjusted, facility staff will verify that the instrument is malfunctioning (and that it is not due to user error) and adjust reservations accordingly.

### **Disputing charges and billing schedule**

Reservation charges are posted to NUCore immediately following the end of the reservation. Charges will be submitted for payment monthly and within 90 days of the date of service, per university rule. Users will receive an email detailing charges and will have the opportunity to dispute charges that they feel are improper or require an adjustment. Facility staff will review all disputed charges and discuss with account owner and user as appropriate.