



## Chemistry of Life Processes Institute

### Core Facility: User Approval Form

Instructions: Please fill out this form completely. Then PRINT it using the print feature in your web browser. Forms must be SIGNED by the PI and Business Administrator responsible for the chart string listed below.

Name  Date  NU Net ID

Work Telephone  Email  Dept.

**Core Facilities: BIF, CAMI, ChemCore, DTC, HTAL, Proteomics, QBIC, rPPC**

Core Facility	Chart String (Fund-Dept-Project-Activity-Account)	Chart String End Date (mm/dd/yyyy)
<input type="text"/>	<input type="text"/>	<input type="text"/>

**NOTE: If charges will be split between two or more chart strings**, please provide justification that explains why the charges are being split **and** the methodology used for determining the percentage/amount charged to each chart string.

**APPROVAL: PI**

The individual designated above may incur core facility charges on the chart string listed on this form. I understand that it is my or my designee's responsibility to notify the Core Facility when an individual leaves my lab or is no longer authorized to spend on my chart string.

Name of Faculty Member

Signature of Faculty Member \_\_\_\_\_ Date \_\_\_\_\_

**APPROVAL: Chart String Business Administrator**

The chart string listed on this form is valid, has budget codes 75000 (Services) open for lab service expenses and 73000 (Supplies) open for pass through expenses, and may incur core facility charges through the end date listed on this form.

Name of Business Administrator

Signature of Business Administrator \_\_\_\_\_ Date \_\_\_\_\_

**SUBMIT - PLEASE SUBMIT THE COMPLETED FORM TO:**

CLP Financials <clp-financials@northwestern.edu>

<i>For CLP Business Office Use Only:</i>	
Date Received:	Received By:
Data Base Entry Date:	Date Cancelled: