

**External Rates: 2023/9/1 - 2024/8/30**

External Use	Use Fee (per hour)	Training Fee (per person)	Technical Assistance Fee (per hour)
<b>Light Microscope</b>			
Leica SP8 Scanning Confocal	\$120.00	\$790.00	\$275.00
Leica SP5 Scanning Confocal	\$112.50	\$775.00	\$275.00
Nikon SoRa Spinning Disk Confocal	\$120.00	\$790.00	\$275.00
Leica Spinning Disk Confocal	\$112.50	\$775.00	\$275.00
DeltaVision Elite Microscope	\$87.50	\$725.00	\$275.00
Leica DM6B Microscope	\$62.50	\$675.00	\$275.00
BioTek Lionheart FX Microscope	\$62.50	Actual Time Used	\$275.00
Olympus IX73 Microscope	\$62.50	Actual Time Used	\$275.00
Olympus BX53 Microscope	\$50.00	Actual Time Used	\$275.00
<b>Image Processing</b>			
Workstation	\$12.50	Actual Time Used	\$275.00
<b>Poster Printing</b>			
HP DesignJet Z9+ Poster Printer	Photo Gloss paper: \$6.25 per linear inch		
Poster Tube	\$32.50 per tube		

## **Biological Imaging Facility (BIF) Policies**

### **Reservation**

All reservations must be made in NUcore (<https://nucore.northwestern.edu>). The reservations can be made up to 14 days in advance, and each session is up to 4 hours maximum.

### **Early/late Login and Logoff**

You are allowed to log in 5 minutes before your reservation starting time if no other user is using the instrument. Additionally, you may extend your reservation as needed if it does not conflict with the next user's reservation.

### **Calculation of Charge**

You will be charged for the reserved time plus any additional time used based on NUcore logoff times, or a minimum charge equivalent to 20 minutes rate of instrument time. For BioTek Lionheart FX microscope, a special rate is available for long-term live-cell imaging experiments. Please contact BIF staff for more details.

### **Unused Reservation**

If you do not login NUcore to start your reservation within 30 minutes of your reserved starting time, your reservation will be automatically cancelled in the system, and you will also be charged a penalty equivalent to one hour of instrument rate.

### **Cancelled Reservation**

You can only modify your reservation beyond 24 hours of your scheduled starting time. You will be charged a reservation fee equivalent to one hour rate of that instrument for no show. If there are extenuating circumstances within 24 hours of your reservation, you must contact BIF staff to make a change.

### **Forgetting to Logout**

NUcore will continue charging until you logout, even if another user logs in to the instrument. If you forgot to logout, please report it to BIF staff as soon as possible, so that we can adjust your reservation time. There is a log sheet nearby the instrument. Please always write down your login and logout time together with any issues. We use it as a reference to confirm your reservation time.

### **Technical Assistance and Training Fee**

Assistance on instruments that are malfunctioning will not be charged for any fee. The extended assistance (over 15 minutes) or assistance with routine usage to a previously trained user, will be charged in 15-minute increments based on the technical assistance fee.

### **Report of instrument Issue**

Please report any instrument issues to BIF staff immediately, either in person or through NUcore "Report a Problem" function. You will not be charged if the instrument is malfunctioning or out of service during your scheduled reservation. BIF staff will assist with cancelling your reservations or adjusting your reservation time accordingly.

### **Disputing Charge and Billing**

Reservation charges are posted in 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 rules. Users will receive a detailed email. Users can submit a dispute if they feel inaccurate. BIF staff will review any disputing charges and discuss them with the account owner and user as appropriate.