

ORTIZ POLYMER MECHANICS LABORATORY
COLLABORATOR USER AGREEMENT & POLICIES
ORTIZ POLYMER MECHANICS LABORATORY
COLLABORATOR USER AGREEMENT FORM

General Policy: The lab welcomes collaborators participating in research projects of mutual interest, but can not be employed in any way as a standard service facility (i.e. the DMSE Center for Materials Science and Engineering (CMSE) and Center for Biomedical Engineering (CBE) can provide equipment for such work). Hence, to avoid conflicts collaborating students are expected to adhere to the following guidelines.

Specific Policies:

1. The collaborating student / post-doc should write up a one-page plan of experiments to be done in the lab and have them approved by C. Ortiz before beginning work. An additional one-page research plan is expected at the beginning of each semester.
2. Ortiz graduate students have priority on all equipment.
3. Collaborating students / post-docs should be initially trained by an Ortiz graduate student. The collaborator should provide the trainer with the one-page summary of work he or she would like to accomplish prior to the training. Observation of experiments performed by another experienced user multiple times is strongly suggested.
 - AFM trainer : Laurel Ng (ljng@mit.edu)
 - MFP1D trainer : Jen Vandiver (jenmck@mit.edu)
 - MFP3D trainer : Kuangshin Tai (taik@mit.edu)
4. Safety precaution sheets should be read carefully and adhered to before starting any experiments.
5. Any problems with the equipment should be reported immediately to Prof. Ortiz.
6. The collaborating student / post-doc and their doctoral / post-doctoral advisor are responsible for any damage to the equipment which is found to be at the fault of the student. The student is responsible for arranging quick repair of any damage they may have caused.
7. Researchers should reserve time on the equipment by signing the appropriate on-line schedule. Group members and collaborators may sign out either morning/ afternoon/or evening block, not more than one full day at a time.
8. All students must sign and date the log-books for the equipment each time they use it. Prof. Ortiz will review the log books on a weekly basis.
9. Collaborators should keep track of and pay for all of the supplies they use, i.e. cantilever / probe tips. The collaborating students advisors are expected to take care of the costs for chemicals, materials, and supplies related to the project.
10. Joint publication is expected for research conducted in the laboratory. If an Ortiz graduate student is integrally involved with the research, it is expected that they will maintain coauthorship on the publication as well.
11. If a collaborating student / post-doc has performed experiments during a particular week, it is expected that they attend one of the following week's Ortiz group meetings (Mondays 4pm-5pm or 5pm-6pm RM 13-3038) and informally present what they have done.
12. Remote access will be granted to the group's computer systems and all safety/security precautions should be adhered to.

Collaborator Name: _____

Campus Address: _____

Campus Phone / Email: _____

Home Address: _____

Home Phone / Email: _____

Advisor: _____

Advisor Address: _____

Advisor Phone / Email : _____

Expected Dates of Experiments and Lab Usage: _____

Date of AFM Training: _____

AFM Trainer: _____

Date of MFP Training: _____

MFP Trainer: _____

STUDENT SIGNATURE : _____

ADVISOR SIGNATURE : _____

ORTIZ SIGNATURE : _____

Thank you for your cooperation with this policy. It is intended to allow our group to keep track of how our equipment is being used and to attempt to insure quality control on equipment usage and safety procedures. You will be provided with a copy of the signed form.