**Nano-Imaging Core Facility**

**Completed proposal should be emailed to nanoimaging@pasteur.fr**

With this form you are applying to access Nano-Imaging Core facility and you agree to the below stated Terms of access.

|  |  |
| --- | --- |
| **Project Title** |  |
| **Proposal Owner Name** |  |
| **Department/Group/Unit** |  |
| **Unit PI** |  |
| **Collaboration with Dorit Hanein (Y/N)** |  |
| **Email address** |  |
| **Account number**  |  |
|  |  |
| **Scientific/biological question to be answered***Describe the question you like to solve with cryo-EM/Potential title of the paper this data collection will support* |  |
| **Scientific background and current results***Include preliminary results and data from other methods (such as light microscopy images, negative stain, chromatography, mass-spec, etc. PDFs)*  |  |
| **Full description of sample** (incl. *type of grids, buffer used, sample composition, molecular weight…)* |  |
| **Requested system:** *Glacios, Titan Krios, Vitrobot and/or Aquilos* |  |
| **Requested Application:** *Sample screening, data collection SPA, data collection Tomography, Sample preparation SPA, sample preparation Tomography* |  |
| **What is the risk group of this sample** *(1,2 or 3)**The core can* ***only*** *image samples from risk group 1. In the case of risk group 2 and higher, the samples will have to be previously inactivated by a validated method. This step of inactivation needs to be checked by the Service de prévention des Risques (SPR) through the analysis of a research protocol, as indicated in the procedure below,* ***proof of clearance need to be supplied with this form****:* <http://webcampus.pasteur.fr/jcms/c_276329/fr/mo-soumission-au-spr-d-un-protocole-de-recherche-presentant-un-risque-infectieux> |  |
| **Does your sample contain MOT.** *If the answer is « yes », SPR must be contacted through the alias mot@pasteur.fr* |  |
| **Does your sample contain GMO.** *If the answer is « yes », SPR must be contacted through the alias* ogm@pasteur.fr |  |
| **Experimental plan***Number of samples, type of acquisition, imaging parameters… (maximum 2000 characters)* |  |

**GENERAL REMARKS:**

Applications for access will be accepted on a “first-come-first-served” basis for the initial phase of operation. The imaging days will be assigned in succession based on their date of submission. Each unit is allowed one day of imaging at a time. The second day can be requested after the first submission has been imaged, allowing each unit equal chance to image their projects under a fair use policy. We will notify applicants the available dates for the visit. Be aware that multiple grids (if the sample allows) can be imaged on one day, so multiple projects belong to the same unit could be run in 24 hours. Before the day of imaging, we advise to meet with the core staff to discuss the different projects and how to best approach the sample preparation and imaging, this is, however, not mandatory. It is up to the unit head to decide the order of imaging if a unit has multiple projects from different group leaders within the unit. We reserve the right to change or (in a worst case) cancel allocated dates. While we will try to find a mutually agreeable solution, we cannot accept any liability in that respect. Each time slot is a 23-hour day that starts at 10:00 and ends at 9:00 the next day. Friday forms an exception as this slot will end on Monday at 9:00 and data collection time will include the weekend for automated data collection. Microscope assistance will be present on working days from 9:30 until 17:30. If the sample turns out to be bad and not suitable for imaging, it is up to the user to decide to give the time to the next person in line. If no new user can be found the full microscope time will be charged, otherwise the remaining time will be charged to the next group that will be using it. Be aware that a very late decision by the user reduces the chances of finding a replacement. Users can use the microscope without supervision only after sufficient training and proven ability to operate the microscopes as well as approval from the core staff.

The Core staff will communicate and demonstrate before each session the optical performance of the microscope and show it is within specifications. The final result of the data collection depends on the quality of the specimen when the microscope is within specification. The core facility will therefore take no responsibility for the final quality of the produced data. The core staff will, however, provide advice based on their experience about the likeliness and expected data quality output. It is up to the user to decide to continue and how their samples should be imaged. The core will be providing extensive hands-on training programs both for sample preparation as well as for microscopy and data collection. It is possible to request that the core staff prepares the samples and performs the microscopy and imaging for an additional fee. The core members will perform their task on a “best-effort” basis, but are not responsible for the final data quality output. The core strongly strives that all users will be trained and use the equipment independently taking responsibility for their own data. It is the responsibility of the core to make sure the equipment is operational within specification, to train new users and to provide advice on the sample prep and imaging.

Access to the core will be provided using special circulating badges assigned to each microscope, that you will receive on the day of imaging when your sessions starts. With this badge you will have access to the facility and you can execute your experiment. Your badge will need to be returned to the Core when your session is finished (9:00-10:00 in the morning) and subsequently will be hand over to the next user. You will not be able to access the facility using your own Pasteur badge. While physically in the Nocard building, researchers should follow the instructions of the core members at all time and adhere to the core’s rules and regulations.

**PUBLICATIONS:**

Unless the parties jointly publish the results of the project, the NanoImaging Core will be acknowledged in any publication using your results from the time on the core as follows**: “The NanoImaging Core at Institut Pasteur is acknowledged for support with sample preparation, image acquisition and analysis. The NanoImaging Core was created with the help of a grant from the French Government’s Investissements d’Avenir program (EQUIPEX CACSICE - Centre d'analyse de systèmes complexes dans les environnements complexes, ANR-11-EQPX-0008)”.** There are no exceptions, all projects and subsequent publications that involve access to the Core facility, even if EM-data is not physically published in the final paper but did contribute to the general knowledge underlying the publication, should mention the Core facility in the acknowledgement section as described above.

**FINANCIALS*:***

**Internal academic users will** **contribute to the consumable costs of the project incurred at the facility** at a sum of **€ 518** for one day of data collection on a Titan Krios (**€ 1554** for a Friday including weekend) or **€ 275** for one day of data collection on the Glacios (**€ 825** for a Friday including weekend). We will introduce additional fees for operator assistance ones training sessions to train independent users are commencing.

**FURTHER TERMS:**

As is customary in collaborative research, any information, data or materials supplied by one party to another is provided “as is”, without warranty, guarantee or representation of any kind. To the extent legally permissible, neither party will be liable to the other party for any direct or indirect damage hereunder.

Where confidential information is exchanged it will only be used for the purposes for which it has been disclosed, and the recipient shall make no use of it for any other purposes. The recipient agrees to keep such information confidential and to take all reasonable steps to preserve the confidential and proprietary nature.

For further questions, please contact nanoimaging@Pasteur.fr

**By submitting this form, I agree to the above described terms of access.**

Signature User Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature Unit head Date

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***Optional when collaborating with Dorit Hanein***

Signature Unit Dorit Hanein Date

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