

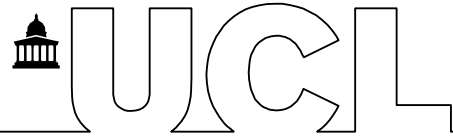
For explanatory notes relevant to a section, click the link given in brackets.

Study Details	Cost Estimation (T&C1.3.8)	
<p>Study code (T&amp;C1.3.1):</p> <p>Study type (T&amp;C1.3.2):  <input type="checkbox"/> Collaboration      <input type="checkbox"/> Facility use only</p> <p>Title (T&amp;C1.3.3):</p> <p>Start and end dates (T&amp;C1.3.4):</p> <p>Researcher name(s) (T&amp;C1.3.5):</p> <p>Researcher organisation(s) (T&amp;C1.3.6):</p> <p>CABI approver name (T&amp;C1.3.7):</p>	<p>Imaging:</p>	
	<p>Consumables:</p>	<p>Other:</p>
	<p>Estimated total cost: _____</p> <p>50% pre-payment required? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If required, note the pre-paid amount: _____</p>	
	<p style="text-align: center;"><b>Payment Method (T&amp;C1.3.9)</b></p>	
	<p>Internal (IDT Order)</p> <p>Orderer organisation:</p> <p>Orderer:</p> <p>Project, Task and Award:</p>	<p>External</p> <p>PO number:</p> <p>Contact name:</p> <p>Contact email:</p> <p>Invoice address:</p>
<p>CABI approver: I have reviewed and authorised this study.</p> <p>Signature: _____</p> <p>Date: _____</p>	<p>Principal Researcher: I agree to the Terms and Conditions set out below for conducting this study.</p> <p>Signature: _____</p> <p>Date: _____</p>	

**Terms and Conditions (T&C)**

**1. Study initiation and approval**

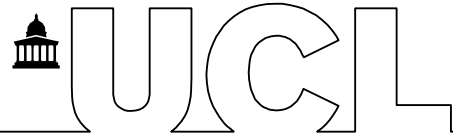
- 1.1. If you have not used CABI facilities before, please allow at least **one month** for the approval process. As a start, please submit a “UCL CABI Project Proposal” using [this link](#). Your request will be reviewed by the CABI Senior Management Team, and a decision will be made based on the scientific content of the proposal and the availability of the requested facilities.
- 1.2. If you have used CABI facilities before, please allow at least **two weeks** for the approval process. Please note that a **new study cannot be set up if you have outstanding payments**.



- 1.3. You must have a preliminary meeting with a CABI staff member (“CABI approver”) to discuss study details and costs (see [Appendix 1](#) for useful contact information). If you wish to proceed, you will be asked to complete this “Agreement for Work” with the help of your CABI approver. **This agreement is only complete if:**
  - 1.3.1. A unique “Study code” is created for this study by the relevant CABI staff member and entered into the form. This will be used by you to book facilities.
  - 1.3.2. A “Study type” is selected. “Collaboration” applies when the grant that funds this study has at least one CABI staff member as a co-investigator. In this case, you will be charged at rates that are specified in your grant. Otherwise, “Facility use only” applies and you will be charged at standard rates (see [Appendix 2](#)).
  - 1.3.3. The “Title” section is complete.
  - 1.3.4. The “Start and end dates” section is complete. A study can be **no longer than one year**, and the **end date** must be at least **one month before the end of the grant** that funds this study.
  - 1.3.5. The “Researcher name(s)” section is complete. Only researchers named on this agreement are covered by this agreement. You **must not bring any unnamed person into CABI laboratories** without permission from the CABI Laboratory Manager or another CABI staff member listed in [Appendix 1](#). If multiple researchers are named, please identify a Principal Researcher who is in an appropriate position of responsibility to both oversee the study and provide funding for it.
  - 1.3.6. The “Researcher organisation(s)” section is complete.
  - 1.3.7. The “CABI contact name(s)” section is complete.
  - 1.3.8. Estimations of itemised costs for all required facilities are entered into the “Cost Estimation” section. You will be charged according to actual usage, but **if the estimated total cost is above £1,000.00, a pre-payment of 50%** of the estimated total cost is **required** before any work can commence. Unused fund will be returned to you after the study finishes. **If the actual cost incurred during the study exceeded the estimated total cost by more than 20%, your access to facility booking calendars will be suspended.** You can either **amend this agreement** to continue the study **or terminate the study**.
  - 1.3.9. Valid details have been entered into the “**Payment Method**” section. Internal UCL users should provide details for an Interdepartmental Transfer (IDT) order. Users external to UCL should provide details of a Purchase Order (PO).
  - 1.3.10. Both you and your CABI approver have signed this form.
- 1.4. Once a complete “Agreement for Work” is in place, you must undergo all necessary inductions, trainings, and risk assessments before any work can commence.
  - 1.4.1. You must complete a general CABI health and safety induction with the CABI Laboratory Manager.
  - 1.4.2. If you wish to use the CABI animal holding rooms (B07E and B07F), you must complete an induction with the Biological Services Unit (BSU) Facility Manager. You must also ensure that your animal work is covered by appropriate and active personal licences (PILs) and project licences (PPLs) for the duration of the study.
  - 1.4.3. You must complete trainings for the facilities you wish to use with the appropriate CABI staff members (see [Appendix 1](#)).
  - 1.4.4. You must ensure that you work is covered by appropriate risk assessments approved by UCL Safety Services.
- 1.5. After all necessary inductions, trainings, and risk assessments are completed, you will be granted access to CABI laboratories and facility booking calendars for the duration of this study.

## 2. Facility booking rules

- 2.1. You must **include time needed for cleaning** when booking a facility, ensuring that the facility is ready



to use by the next user by the time your booking ends.

- 2.2. You **must not use any facility outside your booked time**. If your experiment overruns, you must notify the CABI staff member responsible for facility booking calendars to add the extra time to your booking.
- 2.3. Editing and cancellation of a booking is only allowed before the cut-off point (see [Appendix 2](#)). Except for extraordinary circumstances, **bookings will not be amended retrospectively** if you do not use your booking, or you do not use all the time booked. You will be charged for all your booked time.
- 2.4. Analysis should be performed on dedicated analysis computers or your personal computers. There are no different charge rates when equipment computers are used for analysis.

### 3. Facility use rules

- 3.1. When using CABI facilities, you must **adhere to all health and safety rules**, including wearing the appropriate personal protective equipment as well as rules specific to certain laboratory spaces.
- 3.2. When using CABI equipment, you must strive to **preserve the integrity of the equipment and not cause damage** by following the relevant training you have received, following the relevant standard operating procedure (SOP) if there is any, and consulting with a CABI staff member if any issue arises in a timely manner.
- 3.3. You must follow the Division of Medicine Lone / Out of Hours Working policy. More specifically, if you have not been approved for lone / out of hours working, you can **only work** in CABI laboratories **between 07:00 to 19:00, Monday to Friday**.
- 3.4. You must **adequately clean all equipment and work surfaces after use**.

### 4. Studies of the “Collaboration” type

For collaborative studies, we ask all researchers to observe the following requirements, which are essentially expected in any scholarly exchange:

- 4.1. Researchers will seek to publish their results in peer-reviewed publications or apply for funding based on their pilot study.
- 4.2. Contribution by CABI members will be appropriately acknowledged on submitted manuscripts and funding applications.
- 4.3. Manuscripts for review are required at least two weeks prior to submission.
- 4.4. Digital copies of successful publications or funding applications are made available to your CABI collaborator(s).

### 5. Others

- 5.1. If you are found to repeatedly violate facility booking or use rules, we reserve the right to revoke your access to CABI facilities.
- 5.2. Your CABI approver retains the right to review all data acquired within CABI for this study.
- 5.3. Imaging equipment is delicate and expensive to maintain. Should a piece of equipment break, we will promptly notify affected researchers and do our utmost to have it repaired. However, CABI cannot be held responsible for any potential disruption to your study.
- 5.4. Facility charge rates may change to reflect changes in the cost of consumables, system maintenance, and general upkeep.



Facility	Contact	Email
9.4 T MRI (B05C and B05E)	Jack Wells	<a href="mailto:jack.wells@ucl.ac.uk">jack.wells@ucl.ac.uk</a>
Nuclear medicine imaging (B04C)	Tammy Kalber	<a href="mailto:t.kalber@ucl.ac.uk">t.kalber@ucl.ac.uk</a>
Ultrasound and photoacoustic imaging (B07A)	Daniel Stuckey	<a href="mailto:d.stuckey@ucl.ac.uk">d.stuckey@ucl.ac.uk</a>
IVIS Spectrum (B07B)	Daniel Stuckey	<a href="mailto:d.stuckey@ucl.ac.uk">d.stuckey@ucl.ac.uk</a>
Surgical facilities (B07A)	Ian Harrison	<a href="mailto:ian.harrison@ucl.ac.uk">ian.harrison@ucl.ac.uk</a>
Animal holding rooms (B07E and B07F)	BSU Facility Manager	<a href="mailto:matthew.lawson@ucl.ac.uk">matthew.lawson@ucl.ac.uk</a>
Animal procedure rooms (B07B, B07C, and B07D)	Tom Carson	<a href="mailto:t.carson@ucl.ac.uk">t.carson@ucl.ac.uk</a>
Tissue culture room (B04D)	Tammy Kalber	<a href="mailto:t.kalber@ucl.ac.uk">t.kalber@ucl.ac.uk</a>
Facility booking calendars	Yichao Yu	<a href="mailto:yichao.yu.10@ucl.ac.uk">yichao.yu.10@ucl.ac.uk</a>
CABI Laboratory Manager	Tom Carson	<a href="mailto:t.carson@ucl.ac.uk">t.carson@ucl.ac.uk</a>
CABI Director	Mark Lythgoe	<a href="mailto:m.lythgoe@ucl.ac.uk">m.lythgoe@ucl.ac.uk</a>

Appendix 1. Useful contact information.

Facility	Location	Charge rate (academia)	Charge rate (industry)	Minimum booking time	Editing or cancellation allowed until
Agilent Varian 9.4T MRI System	B05C	£200/hr	£240/hr	1 hr	12 hrs before booking starts
Bruker 9.4T MRI System	B05E	£200/hr	£240/hr	1 hr	12 hrs before booking starts
Mediso PET/CT System	B04C	£200/hr*	£240/hr*	1 hr	12 hrs before booking starts
Mediso SPECT System	B04C	£150/hr*	£180/hr*	1 hr	12 hrs before booking starts
PerkinElmer microCT Imaging System	B04C	£150/hr	£180/hr	30 min	12 hrs before booking starts
VisualSonics Ultrasound and Photoacoustic Imaging System	B07A	£100/hr	£120/hr	30 min	1 hr before booking starts
PerkinElmer IVIS Spectrum Imaging System	B07B	£65/hr	£78/hr	30 min	1 hr before booking starts
Surgery Room Table 1	B07A	£5/hr + £20 base booking fee per session	£6/hr + £20 base booking fee per session	30 min	1 hr before booking starts
Surgery Room Table 3	B07A	£5/hr + £20 base booking fee per session	£6/hr + £20 base booking fee per session	30 min	1 hr before booking starts
Room for animal procedures <sup>†</sup>	B07B, B07C, and B07D	£8.75/hr	£10.5/hr	30 min	1 hr before booking starts
Tissue culture room	B04D	£10/hr	£12/hr	30 min	1 hr before booking starts

Appendix 2. Charge rates and booking rules of CABI facilities.

Facility charge rates may change to reflect changes in the cost of consumables, system maintenance, and general upkeep. \*, prices do not cover the cost of radionuclides or radiopharmaceuticals. †, these include but are not limited to Schedule 1 culling, transcardial perfusion, intraperitoneal injection, and so on.