



Attachment:

Guidelines for External Investigator Use of URMCC Flow Cytometry Core

External Investigators are welcome to use the resources of the URMCC FCC, subject to the available time that does not impact on URMCC Investigator access. Some additional requirements include:

1. Instrument access must be during normal working hours (9 am – 5 pm).
2. External users staff must be trained by URMCC FCC staff for independent use-(a training fee will be assessed and must be paid prior to initiating training), or pay for operator-assisted runs (\$20/hr additional charge). Users must comply with all applicable University Flow Cytometry Core and University of Rochester policies in the performance of work.
3. External users will need to register for the URMCC FCC access using the new user form, and must provide full contact information for their accounts payable department and a purchase order number for billing purposes. All invoices are due within 30 days of receipt; booking privileges may be suspended for external user accounts with unpaid balances more than 30 days past due.
4. External users with outstanding debts to the University will not be allowed access to the FCC until such debts are paid in full.
5. External rates are based on full recovery of all associated costs. For federally funded projects, the price will be based on current URMCC internal user rates. External users must provide the name of the PI, the federal grant title and sponsor award number to the FCC to receive these rates.
6. External users will interface with URMCC FCC personnel to register for time, and cannot book more than a week in advance. Once booked external reservations are not subject to FCC cancellation policy and will be billed at full applicable rate.

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