

FEI Helios NanoLab Usage Policy

The new FEI Helios NanoLab is in extremely high demand. This high demand, coupled with the steep learning curve for many of the instrument's applications, requires a creative management approach to maximize overall benefit to all users from across the university.

To achieve a high level of research output, it is necessary to maximize the usage efficiency of the instrument.

The following policies and practices are designed to achieve these goals.

1. Each new user must submit a proposal by email to instrument manager Ben Myers at b-myers3@northwestern.edu describing their research project, with an estimate of the number of hours they expect to use the instrument going forward after training.

The instrument manager will schedule training based on competing demands for training and instrument time, the merit of each proposal, the urgency of the request, and lack of suitable alternatives in instrument choice.

We intend to manage the process so that as many users as possible from as many research groups as possible can be trained when needed and have access to the FIB.

2. Users **MUST** have previous SEM/TEM/FIB experience.
3. Daytime usage for **Daytime Users** (M-F, 9-5) is capped at eight (8) hours per user/per week and no more than four (4) hours in any single day. Daytime usage for **24-Hour Users** is capped at four (4) hours per user/per week. We may, if necessary, cancel the session reservations of users violating this policy, sending email notification. There is no cap for night and weekend usage, and the hourly charge is lower.
4. Advanced reservation of the FIB is limited to 2 weeks.
5. Users may cancel reservations free of any penalty or charge if entered on our web-based FOM (Facility Online Manager) system at least 48 hours in advance. Reservations cancelled 24-48 hours before the session will result in a 50% charge for the reserved time. Reservations cancelled within 24 hours will result in a full charge for the reserved time and possible account suspension for repeat violators. Late cancellations and no-shows prevent others from access to the FIB.

We greatly appreciate your cooperation and assistance in this initial usage period of our new FIB. We will periodically review the policy and may make appropriate amendments as necessary.

Send email requests for exceptions to this policy to b-myers3@northwestern.edu.