

ACCOUNT REGISTRATION AND AGREEMENT

Account registration and agreement for the NanoFabrication Facility at the Advanced Science Research Center at the Graduate Center at the City University of New York (hereafter “the facility” or “NanoFab”) by - _____ (“Primary Investigator”), an employee of _____ (“Institution”).

1. Background.

This document will serve to register a Primary Investigator’s (PI) chargeable account against which approved Members will be able to charge Member fees accumulated at the NanoFab. Members are defined as individuals who have been approved by the PI to carry out work at the NanoFab through a signed and submitted copy of the ASRC NanoFab Member Agreement.

2. Equipment and Account Management.

The NanoFab is equipped and managed by Badger Lab Management System (Badger LMS) software. Badger LMS manages Member accounts, PI accounts, equipment reservations, Member fees and invoicing. Members and PIs have the ability to remotely view accumulated Member fees through Badger LMS and are able to request modifications to which accounts will be charged through the NanoFab staff. Continued use of NanoFab equipment will be predicated on accounts being in good standing.

3. Billing and Payment Timeline.

- a) Member Adjustment Period: On the 1st of each calendar month, Members will be notified via email to review their previous month’s charges in the Badger LMS software. Members will have five days to notify ASRC staff of adjustment to account charges for their previous calendar month’s activities.
- b) PI Adjustment Period: On the 8th of each calendar month, PIs will be notified via email to review the previous month’s charges in the Badger LMS software accumulated by all of their associated Members. PIs will have five days to notify ASRC staff of needed adjustments to account charges for the previous calendar month’s activities.
- c) Invoice: On the 15th of each month, PIs will receive invoices via email for all charges accumulated by their associated Members against the accounts in the Badger LMS software. For any further required changes, PIs must contact NanoFab staff directly within the next seven days.
- d) Payment: On the 22nd of each month, transactions will be made based on the Badger LMS software for all CUNY-held grant funded accounts. PIs paying for charges via credit card, check or purchase order, must have payments submitted within 30 days of receipt of an invoice in accordance with the signed Member Agreement.

4. Account Registration.

All PI’s must have accounts registered with the NanoFab prior to their associated Member’s incurring charges. The NanoFab has a monthly cap on the amount that can be charged to each Member. The caps are:

- Academic Members: \$1,450.00
- Small Company Members: \$4,350.00
- Large Company Members: \$7,250.00

Monthly caps are subject to change; however, PIs will be notified a minimum of one (1) month ahead of any such changes. Current fees and monthly caps can be found on the NanoFab website: <https://asrc.gc.cuny.edu/nanofab/become-a-member/billing/equipment-rates/>. PIs are able to register new accounts or disable existing accounts at any time by submitting a signed copy of this form to Celeste Ayala (cayala@gc.cuny.edu, ASRC room G.334).

<u>Account Number</u>	<u>Funding Source</u>	<u>New Account</u>	<u>Disable Account</u>

Name (Printed): _____

By signing below, I agree to allow Member fees accumulated by approved Members to be charged against the accounts listed above. I also acknowledge and accept the billing and payment timeline detailed in section 3 of this document.

Signature: _____ Date: _____