



UNAM USER GUIDELINES

In order to avoid any kind of conflict of interest, users are expected to give project details concerning only their work to be carried out in UNAM laboratories.

Research facilities at UNAM are accessible to all interested researchers and users from universities, state enterprises and private sectors all over Turkey. In order to defray the costs of full time support for our facilities, users are required to pay hourly fees for all equipment that they use. The prices are available at < www.unam.bilkent.edu.tr/UNAM_Equipment_Fee.pdf >. The cost of usage of UNAM facilities could be paid by individual projects from various sources.

- 1) To be able to use UNAM facilities, you have to register as a principal investigator (PI) and fully complete the necessary Research Project Description (RPD) forms. Your project will start upon its approval by UNAM.
- 2) In order to use the facilities, all researchers (students, postdoctoral researchers, engineers, technicians) working under a project has to be registered to the UNAM Information System (UNAM-iS) by the PI. Once the researchers are registered by the PI, no further approval by UNAM is necessary for them to gain access to UNAM-iS. PIs will have access to the usage information of individual researchers through UNAM-iS.
- 3) Those users who do not have necessary training to use the facilities will be trained by appropriate technical personnel prior to using the facilities. The training costs will be added to the usage costs by UNAM.
- 4) UNAM usage costs will be billed to PIs every 3 months and they are expected to pay the bills within 15 days of their receipt.
- 5) In order to gain access to UNAM, all new users are required to visit UNAM Laboratory Safety webpage and fulfill the training requirements. They are also required to pass the mandatory safety training exam prior to authorization of their access.
- 6) Every material or chemical that will be brought to or taken out of UNAM may be subject to inspection by Laboratory Safety Personnel.
- 7) Users are required to follow the all the rules and guidelines of UNAM while they are inside the building.
- 8) PIs will be responsible for repair costs of damages that are caused by misuse of the equipment by researchers.
- 9) For specific information regarding usage guidelines and for problems, PIs could call +90-312-290-3513 or 3510 or 3549.