

Checklist for access to the Microscopy Core Facility

Be aware that all requirements need to be fulfilled before you can receive service or training from the core facility. For technical help on a specific point of the list contact the person mentioned in the respective support field. **Some links might be available only from your institutes network!**

Please follow this check list (**in order**):

Task	Initiating person	Support	Done?
1. Register for the use of the general digital BTC services at https://community.ukb.uni-bonn.de/registration/	User	KWI	
2. Apply for a shared group folder for data exchange. See “ Shared Storage ” section at https://community.ukb.uni-bonn.de/your-network/	PI	KWI	
3. Make sure that you can access the digital services - Booking system (https://ppms.eu/uni-bonn/login/?pf=3) - Cluster Storage (\\isi1.ukb.uni-bonn.de\home) - BTC-Cloud (https://btc-cloud.ukb.uni-bonn.de/login)	User	KWI	
4. Download the project description form at https://btc.uni-bonn.de/mcf/project-description/	User/PI	MCF	
5. Fill in the project description form. It is preferred that you fill the document digitally . Email the filled project description form (PDF) to the MCF staff.	User/PI	MCF	
6. Contact the MCF staff to make an appointment for a project discussion.	User	MCF	
7. Project discussion with MCF staff	User/PI	MCF	
8. Fill in the MCF- specific registration form at https://btc.uni-bonn.de/mcf/mcf-registration-de/ [Deutsch] https://btc.uni-bonn.de/mcf/mcf-registration_en/ [English]	User/PI	MCF	
9. Plan a training on the specific microscope with the MCF staff	User	MCF	
10. Receive training from MCF staff.	User	MCF	
11. Gain autonomous user rights to use the microscope yourself.	MCF staff	MCF	

* = required / # = optional / % = does not apply

Contact information	KWI (Koordinationsstelle wissenschaftliche Infrastruktur): coradmin@uni-bonn.de FAQs at https://community.ukb.uni-bonn.de/frequently-asked-questions/
	MCF (Microscopy Core Facility): mcf@ukbonn.de Dr. Hannes Beckert / Dr. Lydia Maus Phone: +49 228 287 11978 Dr. Gabor Horvath Phone: +49 228 287 51224