

Checklist for access to the Microscopy Core Facility (EM-Unit)

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. Send us an email (mcf@ukbonn.de) with a brief description of the EM project and your questions. Ideally, you can use our EM project description form and attached it to your email. The document can be filled in digitally and downloaded here: https://btc.uni-bonn.de/mcf/em-project-description/	User/PI	MCF	
	2. Project discussion with MCF staff.	User/PI	MCF	
	3. Fill in the MCF- specific registration form and send it to us: https://btc.uni-bonn.de/mcf/mcf-registration-de/ [Deutsch] https://btc.uni-bonn.de/mcf/mcf-registration_en/ [English]	User/PI	MCF	
	4. Download and accept the EM-specific agreement: https://btc.uni-bonn.de/mcf/em-specific_agreement/	PI	MCF	
	5. Register for the use of the general digital BTC services at https://www.medfak.uni-bonn.de/de/forschung/forschungsinfrastruktur/registration-for-btc	User	KWI	
	6. 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)	User	KWI	
	7. Inform the MCF that your registration for the BTC services is finished and your login to the booking system works.	User	MCF	
	8. We will create a quote that you need to order in the booking system.	User/PI	MCF	
	9. Contact the MCF to find a date for the sample transfer.	User	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 Phone: +49 228 287 11978 Dr. Kristiano Ndoci Phone: +49 228 287 11972 Dr. Gabor Horvath Phone: +49 228 287 51224