

Last name:	Email:
First name:	Phone:
Institute/Group name:	
Address:	

- For the generation and subsequent sending of quotes we require a **registered account** in the KWI system. If not yet done, please register here (only accessible from the campus network):
<https://btc-community.uni-bonn.de/registration/>
- **Quotes need to be ordered before sample handover.**
KWI account name that we shall use to send quotes and that is allowed to order those quotes:
- Quotes include the services of sample preparation. **Imaging time is charged based on the real usage time**, therefore the quotes only contain an example position for the imaging, which will be replaced by the real imaging costs later.
- **Invoicing is performed at the end of each quarter.** Please, check that the cost center is correct and has enough budget.
- Preferred cost center (can be changed for each quarter):
- Sample preparation might need additional, specific optimization for your samples. The MCF will charge for establishing new experiments.
- For each sample delivered to us we need digital documentation and a clearly labeled sample container. If the labeling is unclear we cannot process the sample.
- The MCF cannot provide image analysis services. The image analysis needs to be done by the user.
- **Acknowledgments:**
The DFG requires users to mention the use of the Core Facility as an acknowledgment in publications. In accordance with the DFG recommendations we ask you to use the following phrase in the acknowledgment section:
“We would like to thank the Microscopy Core Facility of the Medical Faculty at the University of Bonn for providing support and instrumentation funded by the Deutsche Forschungsgemeinschaft (DFG, German Research Foundation) – Projektnummer 388171357”
- **Authorships:**
The core facility personnel may have contributed significantly to your research project. Authorship may also be appropriate according to good scientific practice. More information can be found at:
<https://btc.uni-bonn.de/dfg/>
- We cannot be held responsible for delayed sample processing, due to malfunction of devices, illness of staff, or other unforeseeable situations. We cannot be held responsible for failed experiments.

Herewith I agree to the above points.

City, date

Signature