

Guidelines for FoMD Core Research Facilities Users External to the University of Alberta**Original Approval Date:** April 2, 2020**Most Recent Approval Date:** July 6, 2020**Most Recent Editorial Date:** October 27, 2023

Office of Administrative Responsibility:	Faculty of Medicine & Dentistry Office of Research
Approver:	Vice Dean, Research (Basic) - Faculty of Medicine & Dentistry

1. Purpose

The Faculty of Medicine & Dentistry (FoMD) Core Research Facilities provide access to state-of-the-art equipment and technical expertise to support the research activities of their users. Although the majority of these users are from the University of Alberta, these facilities are also available to users outside of the institution (e.g. U of A spin-out companies, other post-secondary institutions, government agencies, private companies). To ensure the appropriate institutional, provincial and/or federal policies are followed, this document outlines the guidelines that must be followed by FoMD Core Research Facilities users external to the University of Alberta.

2. Guidelines

- 2.1 These guidelines apply only to core research facilities administered through the FoMD Office of Research. The FoMD Core Research Facilities include:
 - Advanced Cell Exploration Core
 - Autoclave Repair Core
 - Cell Imaging Core
 - Flow Cytometry Facility
 - Lipidomics Core
 - Transgenic Core
 - Workshop
- 2.2 External users must follow the operations and policies of the specific Core Research Facility of which they are a user.
- 2.3 External users must have a Stratocore PPMS account set up prior to work being conducted and/or access to training and equipment is granted. The information for the account will include the full business address and the name and contact information for the individual with financial authorization.
- 2.4 User fees will be posted on each Core Research Facility website. These websites can be accessed from the [Core Services and Equipment Resources](#) website.

- 2.5 External users requesting access to Core Research Facilities instruments (i.e. using the instruments themselves) will be required to:
- Disclose to the Manager, Core Research Facilities, the type of research material(s) they will be bringing to the facility. Depending on the type of sample, confirmation of ethics approval; Health, Safety and Environment hazard assessment; and/or a sub-license of the University of Alberta's Human Pathogens and Toxins Act license may be required.
 - Sign a waiver on the use of core research facilities instruments.
 - Be trained by facility staff.
 - Use instruments only during the business hours of the facility.
- 2.6 Stratocore PPMS invoices will be used to generate official University of Alberta invoices, payable to Accounts Receivable.