



Leeds EPSRC Nanoscience and Nanotechnology Facility (LENNF) Access Form

Section A – Personal Details

LENNF Reference (for office use): _____

Name of Principal Investigator (see note A1)

Principal Investigator's Address

Principal Investigator's Telephone Number

Principal Investigator's Email Address

Total number of EPSRC grants held (see
note A2)

Grants numbers of existing grants relevant
to application

Name of Visiting Researcher (see note A3)

Visiting Researcher's Address

Visiting Researcher's Telephone Number

Visiting Researcher's Email Address

Section B – Sample and Experimental Details

Brief description of work to be carried out at LENNF. Please include any relevant previous work or preliminary studies as supplementary information in the space provided at the end of the document or as an additional document.

Equipment (see note B1)	Yes/No	Number of Samples
TEM	<input type="checkbox"/>	
SEM	<input type="checkbox"/>	
FIB	<input type="checkbox"/>	
XPS	<input type="checkbox"/>	
EBL	<input type="checkbox"/>	
Cleanroom Access	<input type="checkbox"/>	

Nature of samples (include chemical composition if relevant)

Hazards associated with samples (see note B2)

Dimensions of samples (approximate) (see note B3)

Section C – Access Details

Earliest possible access date (see note C1)

Latest possible access date

Additional information

Section D – Declaration (see note D1)

I have consulted the relevant LENNF staff and have obtained their agreement in principle to supply the above information. I agree that researchers using LENNF will abide by the current site regulations while at Leeds University Laboratories

Name:

Date:

Signature:

Section E – LENNF USE ONLY

Number of days approved (provisional)

Date of Approval

LENNF staff comments

Steering Committee comments

Addition information:

Accommodation and travel – The LENNF staff will be pleased to recommend appropriate accommodation and provide you with directions if necessary.

Travel and accommodation expense – Unfortunately we cannot provide any reimbursement for the cost of travel and accommodation, we recommend booking well in advance for the best prices.

Notes:

A1 – The principal investigator is the person who has, or is eligible for an EPSRC grant. This must be an academic permanently employed in an institution in the UK, NOT a PDRA or PhD student.

A2 – This information is required by the EPSRC for audit purposes.

A3 – The visiting researcher is the person who is actually visiting Leeds to perform the work. This may be an academic, PDRA or PhD student.

B1 – Please check the tick box for the equipment you are interested in using and specify the number of specimens you wish to examine. The LENNF staff will then decide how many days work are appropriate.

B2 – It is a requirement of using the LENNF that all specimens have the appropriate COSHH assessment associated with them.

B3 – Certain pieces of equipment have restrictions on the dimensions of the sample they can accommodate. For this reason an approximate estimate of sample dimensions is useful.

C1 – Applications are presented to a steering committee for approval. This meets monthly, so you can expect a delay of 4 – 6 weeks for approval of your application. Please take this into consideration when specifying your earliest possible dates. If you are working to a strict deadline (e.g. end of PhD or PDRA funding) then specify in addition information and we will do our best to accommodate you.

D1 – Forms can be submitted without signature. A signature will then be required from the visiting researcher upon arrival.

Supplementary information

Include further information to allow the steering committee to make a more informed decision on access. For example information regarding the aim of the proposal, previous or preliminary results, the main objectives, present applications and relevant references.