

## FAU Neurobehavior Core User Agreement Form

Before using the Neurobehavior Core, you must read the following documents that are available at <http://www.fau.edu/research/cores/neurobehaviorcore/new-user-guide.php>.

1. User Agreement Form (this document)
2. Cleaning SOP
3. Preparation of Subjects

Please read this User Agreement and fill out the information below, including obtaining all signatures, and return to the Managing Director, Dr. Maureen Hahn.

1. The Core is located on the 1st floors of MC-17 and MC-19 and may only be used when reserved. In order to use the facility users must be trained and approved by the Core Managing Director on **each piece of equipment** they wish to use. Additionally, users must first complete FAU Animal Research Mandatory Training; <http://www.fau.edu/research/research-integrity/animal-research-mandatory-training.php>.
2. **Training to use the Core is required for ALL new personnel, is task-specific, and is by scheduled appointment only.** The Core Managing Director provides both a general orientation to the facility and training on specific tasks and equipment. The Core Managing Director needs to qualify each person before they use any equipment, although already approved lab members are encouraged to help each other. Use of any of its equipment without prior qualification on that piece of equipment by the Managing Director, or any use of the Core, will result in notification of the PI, and may lead to suspension of privileges in the core.
3. **Reservations must be made via the Core's scheduling system.** Once a user has requested use of the facility and gone through training in the desired area and been approved by the Core, a user account and access to the reservations calendar will be granted. **Penalties:** Use of the facility without a reservation results in charges for the full amount of time used plus a \$30 penalty. No-shows are charged for the full amount of time reserved. With less than 24 hr advance notice of cancellation, the full amount of time reserved is charged. Repeatedly missing reserved time without appropriate cancellation will result in notification of the PI, and may lead to suspension of privileges in the Core. Using the facility without a reservation **in your name** on the calendar will result in notification of the PI, and may lead to suspension of privileges in the Core.
4. Before using the facility, you must provide a TAG number(s) to be charged (see page 2). Users with more than one TAG number are responsible for choosing the correct number for each reservation. It is the user and PI's responsibility, along with their business manager, to resolve any issues resulting from using incorrect TAG numbers. Time is billed in 0.5 hr increments with a minimum charge of 1 hr per session.
5. The Managing Director can assist with any timing conflicts between laboratories or users.
6. **You are responsible for cleaning the room after your session,** according to our SOP. Each User must read and sign the Cleaning SOP. If Core staff must clean the room as a result of your failure to do so, your lab will be assessed a **\$30 cleaning fee**. Repeated violations will result in notification of the PI and possible loss of facility privileges. The facility may be inspected on a daily basis to ensure that each user has cleaned up after using the rooms. Cleaning must include sweeping the floor, wiping down equipment and surfaces with disinfectant, and removing all items brought into the room for use, including glassware, tubes, and compounds administered.
7. **You must accept responsibility for using the equipment.** Damage to the equipment as a result of neglect or misuse will be charged to the Principal Investigator. You must report any damaged equipment to the Managing Director. Report any and all problems with the equipment to the Managing Director. **DO NOT MOVE EQUIPMENT, ALTER CONNECTIONS ON EQUIPMENT, MAKE CHANGES TO COMPUTER SOFTWARE, ETC.**

8. The Core Directors are available to meet with investigators and staff to assist with design, analysis, and/or data interpretation upon request. There are no charges for these services.
9. **New Assay Development:** The Core Directors will meet with investigators at no charge to discuss needs and novel assays. Core Personnel will then work with investigators to establish new protocols, at a rate of \$47/hr.
10. The FAU Department of Comparative Medicine provides animal transfers to the Core acclimation housing room, 122G, MC-19 for mice tested in MC-19. Requests for transfers are initiated using the online Comparative Medicine VSATS form, instructions and link here, <http://www.fau.edu/research/comparative-medicine/relocating-transfer.php>. Transfer the mice approximately one week prior to initiation of behavioral experiments, and allow approximately 48 hours for Comparative Medicine to complete the transfer. Because mice are transferred in from rooms of varying pathogen status, once transferred to MC-19, mice cannot be returned to the other CM animal facilities, either on Jupiter or Boca campuses. Similarly, research personnel entering MC-19 Core rooms must not re-enter any other FAU animal rooms on the same day.
11. MC-19 122G is intended for housing during acclimation and testing only. Needs to transfer breeding colonies into this room (e.g. for a developmental study) require prior approval by the Core Director.
12. **Users are responsible for backing up their own data.** The Core will not maintain data back-ups or guarantee how long data will be maintained on Core computers. Data can be transferred to a USB portable storage device.
13. Use of the facility must be **acknowledged** in any publication including data collected in the facility. The most up-to-date language for this acknowledgment is listed on our web site.

I agree to all core policies referenced above:

User Name: \_\_\_\_\_ FAU ID: \_\_\_\_\_

User Signature: \_\_\_\_\_

User Phone Number (please give best number(s) to reach you): \_\_\_\_\_

FAU email: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Investigator (Printed and Signed): \_\_\_\_\_

FAU Email: \_\_\_\_\_ Date: \_\_\_\_\_

TAG Number(s) for Billing: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Business Admin email: \_\_\_\_\_

Business Admin phone: \_\_\_\_\_