



Operating and user rules for the equipment in the FIT

(English explanations)

I. General information:

- i. The equipment infrastructure in the FIT can only be used for non-profit projects in accordance with the statutory objectives of the FIT.
 - a. Non-profit means: The University of Freiburg reserves all rights: No patenting outside the University of Freiburg, no publication without the consent of the University of Freiburg, no advance sale rights.
 - b. Statutory objectives: The central goal is the research on nature-inspired interactive functional materials and intelligent systems. Details can be found in the current research program.
- ii. In the case of cooperation projects funded by the BMBF, the prerequisites can be laid down in a separate clause in the cooperation agreement, in which it is stipulated that data from measurements carried out at FIT can only be used in the sense of non-profit status.
- iii. An appropriate text must be inserted on the measurement order form so that the project leader is aware of this and the contracts are formulated accordingly.
- iv. The relevant PSP element (project number) of the project must be indicated in the operations logs (written or electronically).

II. Costs

- i. Users are obliged to apply for costs for measurement orders in their projects (this does not apply to projects where FIT equipment infrastructure should not be used). The amount of the costs is to be calculated according to the respective fee schedule and the required measurement effort (see fee schedule "FIT fees external").
- ii. Consumables must always be paid for by the user himself.
- iii. If the device is damaged due to improper use, the party causing the damage is responsible for settling the claim.
- iv. Permanent provision of personnel for a) service measurements, b) equipment briefings, c) maintenance of the corresponding infrastructure, can be offset against the costs. Such a request may be made to the Directorate.
- v. It is possible to submit a reasoned request for exemption from costs to the Directorate.

III. Transitional solution for valuation in accordance with the scale of charges

- i. Projects that have been accepted at FIT up to and including 2018 and for which no specific funds have been requested for the use of the Core Facilities will remain exempt from the fee schedule until the end of the project.

- ii. Projects accepted at the FIT up to and including 2018 and where funds have been requested for the use of the Core Facilities will be charged up to the maximum amount requested in accordance with the scale of charges (see fee schedule "FIT fees internal"). The charges are invoiced on a quarterly basis.
- iii. All projects where FIT equipment infrastructure should be used and that are accepted at FIT from 2019 onwards will be charged in accordance with the scale of charges (see fee schedule "FIT fees internal"). The charges are invoiced on a quarterly basis.

IV. Use

- i. The instruction in the handling of the device is carried out by the device representative and recorded in written form. This is to prevent damage due to improper use.
- ii. Use is only possible in consultation with the equipment representative.
- iii. The use in personal responsibility can in principle take place from the level of doctoral researchers.
- iv. Special permissions for Master students who have a lot of measuring effort in their projects are possible and must be approved by the representative of the equipment infrastructure (CF 1: Prof. Dr. Anna Fischer and/or Prof. Dr. Andreas Walther, CF 2: Prof. Dr. Claas Müller and/or Prof. Dr. Jing Becker, CF 3: Prof. Dr. Michael Moseler and/or PD Dr. Michael Walter).
- v. The measuring time is allocated via a booking system (which has to be set up by the device representatives depending on the device). The booking of the measuring times should not exceed a period of three weeks.
- vi. Fixed measuring slots can be allocated by the device representatives.
- vii. The decision on the allocation of usage times in the event of overbooking shall be made by the representatives of the respective equipment. The allocation of measurement times takes into account the extent to which measurement funds and projects are contributed to the FIT.
- viii. When logging in to the device via the electronic operations log "LabLog", the user must be activated.
- ix. The users commit themselves to write an annual short report about the activities in connection with the use of the equipment infrastructure of the previous year by 15 January each year at the latest. These short reports serve to prepare the annual Core Facility Report.
- x. Publications with data of the generated measurements must include a corresponding reference to the FIT and the funding in their acknowledgement. A corresponding passage will be made available to the users.

V. Security

- i. Occupational safety: All persons present at the FIT to carry out measurements must provide proof of basic safety training.
- ii. Data backup: All data generated during measurements must be archived by the user in accordance with the current DFG guidelines.