

## CNRS Core Project Request Form

This form is to request: Research Project facilitation or Instrument Use from the CNRS Core Research Facility. It will help with defining, performing, and completing your project with the use of CNRS Core Research Facility resources. Additionally, these criteria are set in place to ensure the CNRS Core Research Facility Staff is able to provide maximum assistance in the best possible work/research environment for achieving success. Please note that this form and the information required is general in nature.

Student Name: (Project Initiator)	<input type="text"/>		
Student ID #:	<input type="text"/>		
Advisor Name:	<input type="text"/>		
Department:	<input type="text"/>		
Class:	<input type="text"/>		
Project Title:	<input type="text"/>		
Account #:	<input type="text"/>		
Start Date:	<input type="text"/>	End Date:	<input type="text"/>

- 1) Please have the Project request forms completed and submitted, via email to the CNRS Core at (cnrs.core@humboldt.edu) before 12:00 noon on Friday at the end of the 7<sup>th</sup> week of the semester, **Oct 7th, 2016** (hard copies are also accepted).
- 2) Additionally, please note projects will need to already be in progress prior to the last 5 weeks, of the semester, **Nov 4th 2016**. This helps to ensure everyone has the opportunity, space, and time to complete their project.
- 3) It is the responsibility of the Project Initiator to move their project forward in a timely manner, ask questions when help is needed, to have intimate knowledge of their protocols and procedures, and to leave the CNRS Core workspace cleaner than when they began their work, each time work is performed in the CNRS Core.
- 4) Prior to starting work, the Project Initiator will meet with the CNRS Core Research Facility Staff with completed Standard Operating Protocols (SOP's) for each experimental segment of the project to be performed in the Core Facility, or request help with the SOP's.
- 5) The CNRS Core Research Facility Staff reserves the right to determine a project, or its components, viability based upon resources, experience, complexity, time allotted, and Staff availability.
- 6) To complete this form, Please attach a copy of confirmation of current Lab Safety Training from EH&S, a completed and signed 'Release of Liability' form (summer only), and any additional documentation needed for the proposed project, e.g. IACUC approval, IRB approval, ESA Incidental Take approval.

Please list classes that provide background training and knowledge towards performing and completing this project.

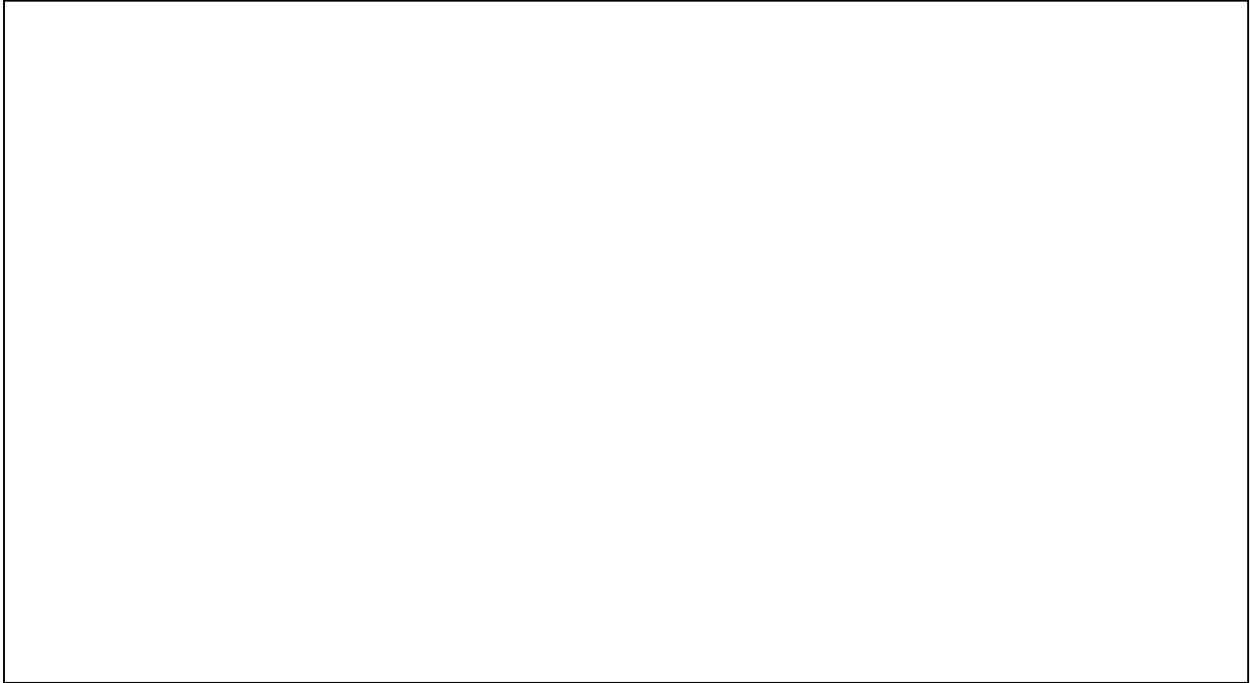
- 1)
- 2)
- 3)
- 4)
- 5)
- 6)

Please list instrumentation and equipment previously used in classes or the CNRS Core that provide background experience and insight towards performing and completing this project.

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)

Project Summary:

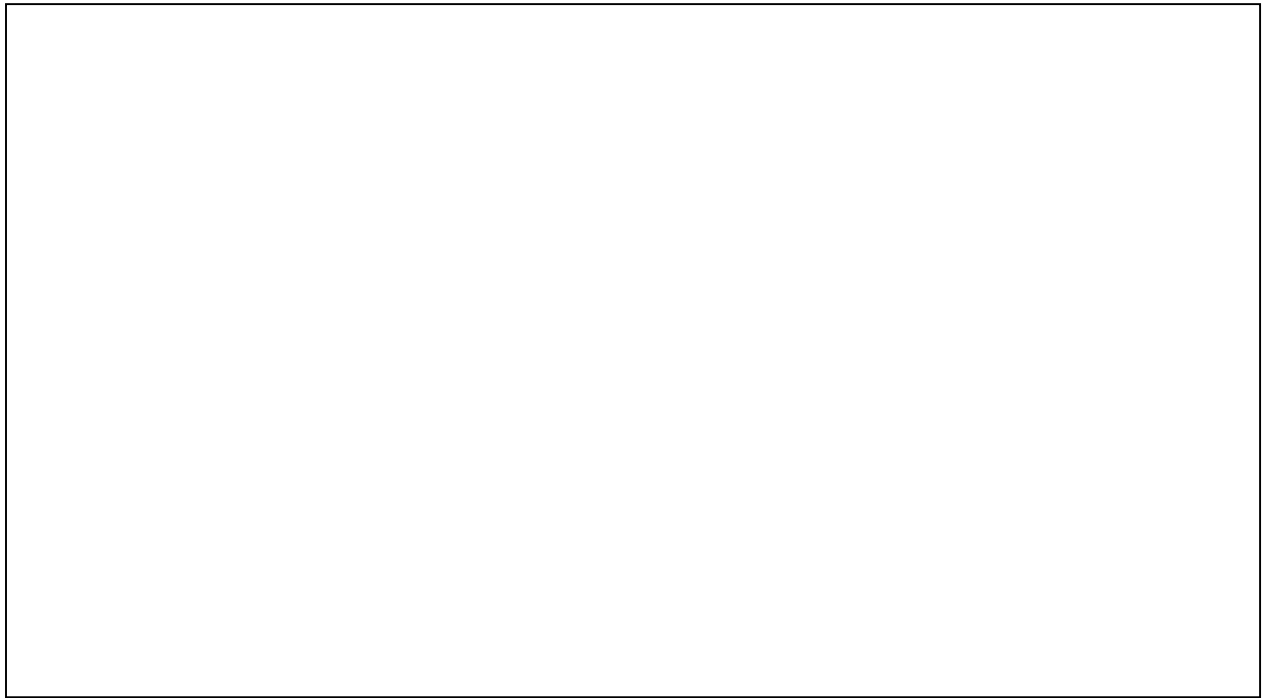
Description of Project elements to be performed in the CNRS Core (i.e. Soil extraction; DNA extraction from blood, tissue, cells, bacteria; etc):

A large, empty rectangular box with a thin black border, intended for the user to describe project elements to be performed in the CNRS Core.


Equipment and instrumentation in the CNRS Core needed for completion of Project (i.e. PCR, qPCR, Atomic Absorption, GC/MS, Western Blot, etc):

A large, empty rectangular box with a thin black border, intended for the user to list the equipment and instrumentation in the CNRS Core needed for the completion of the project.

Please list consumables that will be needed to complete the work being performed in the CNRS Core. Such as vials for instrumentation, centrifuge tubes, pipets, pipet tips, etc.



Please propose a general Milestone Timeline for completing work performed using CNRS Core resources to achieve a completed project (please note projects cannot be started within the last 4 weeks of a 15 week semester):



## **Proper Attire**

To perform work in the CNRS Core Research Facility the following attire criteria must be met.

- Closed toe and closed back shoes must be worn at all times.
- Full length pants.
- Hair longer than collar length must be pulled back and secured so as not to interfere with vision or bench work.
- When performing bench work Safety Glasses, Lab Coat, and Gloves must be worn.
- Gloved hands are not to be used on the Core Facility computer keyboards.

## **Project Planning and Time Management:**

It is expected that the Project Initiator will:

- Prior to starting work, the Project Initiator will meet with the CNRS Core Research Facility Staff with completed Standard Operating Protocols (SOP's) for each experimental segment of the project to be performed in the Core Facility, or request help with the SOP's.
- Maintain a Lab Notebook for the experiments performed in the CNRS Core
  - o A Notebook will help the CNRS Core staff understand your project and with, protocols, process, and troubleshooting.
- Time management is a huge component of experimental research. For every hour that you think you will need to accomplish your work you should plan 3 hours

## **Acknowledgement**

Please use the following text below to appropriately acknowledge support of/from the **CNRS Core Research Facility** in Posters, Presentations, and/or Journal Articles.

CNRS Core Research Facility Staff, CNRS Core Research Facility, Humboldt State University, Arcata CA

## **Clean-up of Project:**

At the completion of each work event (every day) in the Core the workspace will be cleaned up and organized in such a manner so that someone else could use the space, this means tip boxes refilled, waste disposed of properly, glassware washed and put on cart to dry, once dry glassware returned to storage, All waste needs to be accounted for and disposed of properly according to HSU Environmental Health and Safety procedures. (Accommodations can be made for projects that are ongoing on a daily basis.)

## **Charges to the provided account will be implemented for (After discussing with the Advisor):**

- equipment breakage including but not limited to glassware, pipets, plasticware,
- damage to instrumentation caused by incorrect use of not following directions
- not maintaining a clean work area in the Core
- not labeling and handling hazardous waste

**Signature Page**

We have read and understand the Project Request Document and agree to abide by its content.

**Project Initiator**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed

**Project Advisor**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed

**Please provide any Ideas and thoughts on this Form below**