



## Application / Renewal Form External and Internal Users

**Important:** Complete User Application/Renewal Form and attach proposal. The proposal must include the following (max. two pages; submit both to Dr. C. Pfaff: cathrin.pfaff@univie.ac.at):

- Project summary with justification for using the micro-CT facility and timetable
- List of materials and equipment to be used (if applicable).

### 1. Project Title (PLEASE PRINT CLEARLY):

### 2. Principal Investigator (PI) Information (PLEASE PRINT CLEARLY)

Last Name:	First Name:	Title:
Institution:		
Department:	Country:	
Office Address:		
Phone:		
e-mail:		

### 3. User Information (if not PI (e.g., student; PLEASE PRINT CLEARLY)

Last Name:	First Name:	Title:
Graduate Student:	Undergraduate Student:	Postdoctoral Fellow:
Professor:	Other:	
Institution:		
Department:	Country:	
Address:		
City:	State:	ZIP Code:
Phone:		
e-mail:		
Date to start Project:	Project duration (estimated):	

#### 4. Specimen(s) Information (PLEASE PRINT CLEARLY)

<b>Object</b>	
Investigated specimen:	
fossil:	extant:
Physical dimensions:	
Fixation methods (if applicable):	
Embedded sediments (if applicable):	
<b>Provenance of specimen(s)</b>	
University contact person:	
Departmental collections:	Number of specimens:
Other:	

#### 5. Fees (PLEASE PRINT CLEARLY; exkl. VAT)\*

<b>Scan rates: University of Vienna and FGAA members*</b>	x 200 EUR/per scan or x 90 EUR/h (x-rays)	=	EUR
<b>Scan rates: Others*</b>	x 250 EUR/per scan or x 90 EUR/h (x-rays)	=	EUR
<b>Soft tissue visualization* (Iodine preparation; Depending on size)</b>	x 500 EUR/per specimen	=	EUR
<b>3D reconstruction* (Amira; SkyScan)</b>	x 150 EUR/per hour	=	EUR

<b>Costs total</b>	
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\* - if funding is not available AND if vertebrates are investigated, cooperations are mandatory with the heads of the facility (not possible for investigations of invertebrates); further contact: cathrin.pfaff@univie.ac.at and juergen.kriwet@univie.ac.at

#### 6. Billing Information (PLEASE PRINT CLEARLY)

\_\_\_\_\_  
Place / Date

\_\_\_\_\_  
Place / Date

\_\_\_\_\_  
Signature of User

\_\_\_\_\_  
Signature of PI

**7. Authorizing Signature (PLEASE PRINT CLEARLY; Head of Department, Departmental administrator, Purchasing Officer)**

Authorizer:		Titel:	
Signature:		Date:	
Phone:	Fax:	e-mail:	

**8. Acknowledgment**

The micro-CT Facility of the Department of Palaeontology at the University of Vienna should be acknowledged in any publication resulting from work done in whole or in part using the micro-CT Facility, staff or other resources. The author(s) may choose the wording of the acknowledgement, but we recommend using the following wording, especially for peer-reviewed journal publications:

*This work was performed at the micro-CT Facility, which is part of the Department of Palaeontology at the University of Vienna, Austria.*

## 9. General Terms and Conditions

Please read and fully understand the terms and sign accordingly.

- Micro-CT Facility houses a SkyScan/Bruker 1173 and the respective 3D-software (SkyScan: CTan, CTvol, CTvox; Amira; Drishti; dragonfly).
- All micro-CT scans are carried out by Dr. C. Pfaff (neither PI nor User are allowed to use the micro-CT scanner).
- Material can also be sent at your own expense to be scanned (return shipping costs will not be covered); respective 3D data will be sent with AcoNet. Prior notification of shipping is mandatory (e-mail to C. Pfaff).
- After the introduction into the 3D-software by Dr. C. Pfaff, the Users are allowed to work independently with the software (timescales are depending on the utilization of computers).
- Micro-CT Facility guarantees a successful scan if the material does not prevent it.
- Micro-CT Facility will provide different data types after scanning (e.g., tiff, bmp, jpg). Please provide an appropriate and empty hard drive. This will be formatted again prior to data transmission by C. Pfaff.
- Micro-CT Facility reserves the right to decline a project when the specimens are not suitable for scanning (e.g., size, material, staining procedure).
- Micro-CT Facility assumes no liability for any damages of the investigated specimen(s).
- The data (incl. copyright) will pass into the ownership of the USER after the payment of the scan rates.
- Raw data of the scan will be saved for one year; after this year only the image stacks (tiff/jpeg data) will be saved.
- If a scan was negotiated as a cooperation project AND even after three years the USER submitted no publication, the copyright of the scan expires.
- All publications based on CT scans of the Micro-CT Facility will be deposited at the Department of Palaeontology.
- USERS accept ultimate responsibility for the progress and results of their project.
- USERS certify that he /she has filled out the Application Form and

Project Proposal truthfully to the best of his/her knowledge.

- USERS certify that he/she will under no circumstances schedule time in his / her name for another user (whether other user is qualified or not) or provide other users access to the facility.
- USERS certify that he/she will follow all applicable University of Vienna policies regarding conduct and research while using the micro-CT Facility.
- USERS certify to follow all policies of the micro-CT Facility
- USERS certify he / she will inform Dr. C. Pfaff when using the micro-CT facility.
- USERS certify that, where appropriate, acknowledgement will be given to the micro-CT Facility.
- USERS acknowledge that any work done, or services provided, by the operator and other members of the micro-CT Facility are on a reasonable effort.

**I have read and fully understand the General Terms and Conditions.**

**The facility reserves the right to deny future access to USERS in the event of ignoring the policy.**

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Place / Date

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Signature

**NOTES**

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