



New User Application Cornell

Electronically fill out this application form and email the electronic file to userprogram@cnf.cornell.edu. Then print it, obtain the proper signatures, and turn the original signed hardcopy into the CNF Receptionist. *Handwritten forms will not be accepted.*
 (* required fields)

Part I. User Contact Information

*First Name	*Last Name	*Title	
*Street			
Street (cont.)			
*City	*State/Province	*Zip/Postcode	*Country
*Phone	FAX	*Email	
*CNF Project #	*Cornell netid	*Cornell ID#	*Academic Status
*Department			
*Cornell Account #	IT	-	6635
*Chart	*Account	SubAccount	*Object
Project Code	-	SubObject	Org Ref ID

CNF Approval

Rate Charged:	Academic	Federal	Industrial
Application Approval:			Date:
Orientation Free Charged:	Yes	No	
	Date	Pass/Fail	Staff Initials
Part I			
Part II			
Part III			
Restrictions			

Part II. Project Principal Investigator Approval

The above individual will be working under my supervision on the specified CNF user project. The above information regarding his/her status at Cornell is correct. I understand that I must notify the CNF office regarding any change in this status. This user authorization is only for the duration of my CNF proposal. This authorization is only for the work on the above named user project as part of the individuals work for me while s/he is a resident at Cornell. Exceptions should be noted below. I understand that it is my responsibility to secure the return of all

access card(s) at the completion of his/her term at Cornell or the completion of this work, which ever comes first. I agree to pay for all materials and instrument charges that may be required by current CNF policy from funds in either the above account or other accounts under my control. I understand that there is a one-time orientation/training fee which will be charged against the above account (there is no monthly fee). Additional fees may be charged as per current CNF policy.

**Principal Investigator Signature*

**Date*

**Name of Principal Investigator*

**Email*

Part III. User / CNF Agreement

By signing below, the User warrants that he/she has been provided with the CNF Laboratory Usage and Safety Manual and has read and understands and agrees to abide by the usage rules and safety provisions discussed in this manual. While the User will be trained in general chemical safety before being allowed to use chemicals, and in the operation of the particular processing instruments required by his/her work, the User assumes primary responsibility for his/her personal safety. It is expected that the User will operate all instruments and equipment in a safe and professional manner, consistent with the operating instructions and the Laboratory rules. The User represents that his/her knowledge of chemistry and general laboratory practice is advanced enough to permit the safe pursuit of the project in question. The User acknowledges that the CNF is a

research enabling center, that the User retains ultimate responsibility for project progress and development, and Cornell does not in any way warrant or assure a particular project result. Additionally, by signing this agreement, the User agrees to abide to the

[Cornell University Code of Conduct](https://www.dfa.cornell.edu/sites/default/files/policy/CCC.pdf) <https://www.dfa.cornell.edu/sites/default/files/policy/CCC.pdf>

[Cornell University Policy Regarding Abuse Of Computers And Network Systems](https://it.cornell.edu/policy/policy-50-abuse-computers-and-network-systems) <https://it.cornell.edu/policy/policy-50-abuse-computers-and-network-systems>

**User Signature*

**Date*

The following information is collected for NSF reporting requirements and is optional:

Gender

Ethnicity

Race

Part IV. Project Description

Describe in detail what specifically you expect to do at the CNF. Be as detailed as possible. Describe specific instruments, materials, processes and dimensions required.