Dear colleague,

Thank you for your interest in the Core Facilities of the Huck Institutes of the Life Sciences. In order to become an external facility customer, we require a signed agreement called the Academic Research Services Order (ARSO) which governs the work performed in the facilities.

Please work with the Facility staff to complete a brief description of services sought on the first attachment, the ARSO, the Facility staff can provide pricing information. The ARSO contains terms and conditions that must be agreed upon by the “User”, which includes reports, a mini non-disclosure clause, confidentiality, intellectual property, publicity, termination, university status, warranties and indemnity, export control, and governing law.  Signing and returning the agreement without any changes, will expedite your project.

*If your organization cannot agree to the Terms and Conditions as listed on this ARSO Form or the External User Term Sheet, please strike-through the language you wish to revise and write in your suggested alternate language (use additional sheets if necessary).  Complete the remaining portions of the form as required and return.  No signature is necessary under these circumstances until all negotiations are complete.  Deviating from the standard Terms and Conditions will require review and approval through the Office of Sponsored Programs (OSP).  An OSP representative will contact you to negotiate your request.  Please be aware that the negotiation process may delay the implementation of your research project by several weeks to months.  Please take this delay into consideration when entering your project end date.*

When we have University approval of the ARSO we can get started with your project.

Each of Huck’s Facilities make use of Agilent’s iLAB management systems, and we will need you to create an account before we start work on your project. Please sign up at: <https://psu.corefacilities.org/landing/328>

Instructions can be found at: <http://www.cores.psu.edu/establishing-your-ilab-account-external-non-psu-users/>

Kind regards,

Nigel Deighton / Kim Ripka,

The Pennsylvania State University

201 Huck Life Sciences Bldg.

University Park, PA 16802

[nxd20@psu.edu](mailto:nxd20@psu.edu) 814-865-4782

[kab5@psu.edu](mailto:kab5@psu.edu) 814-863-8441

*Appendix 1 – Users of Cryo-EM facility*

*To transfer your data to you we shall need to establish a SLIM account with Penn State IT.*

*This requires the creation of a Friends of Penn State (FPS) account, please do so here:*

[*https://fps.psu.edu/*](https://fps.psu.edu/)

*When this is completed, please provide the following information with the other completed forms:*

*A picture ID is required. Please indicate form of ID (example: PA drivers license).*

*The last four characters of that form of ID.*

*PSU 9 digit ID number.*

*Legal first name*

*Legal middle name*

*Legal last name*

*Date of Birth (MM/DD/YYY)*

*Home Street Address*

*Home Country*

*Home City*

*External email*

*Phone number*

*Friends of Penn State (FPS) ID (example 9 XXXX XXXX)*