

Usage fees and access rules for Albanova NanoLab

October 10, 2020

The Albanova NanoLab (ANL) budget for 2020-2021 requires about 3,5 MSEK in user fees to reach a balance. This amount is about 60% of our projected expenditures for personal, rent, and maintenance. With about 55 flat-rate users (Track 2) and some hourly users (Track 1), we reach this goal by charging a base fee of 60 kSEK per long-term academic user per year (PhD students and postdocs).

TRACK 1: MYFAB RATES

This track is designed for academic users who do not use the lab regularly and need only occasional access to certain equipment. These users pay by the hour for technical support and for machine time, where applicable. The respective [rates are decided by MyFAB](#), which ANL is a part of. This is the only track available to industrial users.

TRACK 2: FLAT RATE

This track is designed for academic users who will use the lab frequently and make a commitment to support the lab over a longer period of time. Many of these users help with purchasing and maintaining the equipment at ANL. To use the flat rate, you need to commit to at least one year, but typically the commitment is for the life of a project (e.g. 4 years for a PhD student – a typical VR project, 2 years for a postdoc – a typical external scholarship). Shorter commitments will be considered (e.g. 2 quarters for a diploma worker) only if the group has other paying users, who train the short-term user.

Flat-rate users pay one fee for full access to all equipment in the lab, for which the user has a license to operate (with additional minor costs for EBL use, see below); they do not pay for support from the technical staff. The flat rate is billed quarterly. The user (student, postdoc) cannot switch in and out of the system (e.g. each quarter). They must pay the flat rate even if they did not happen to use the lab that quarter. The user is removed from the system when their project ends, or they leave KTH.

Flat rate for long-term academic users is 60,000 kSEK per year. This rate is booked in LIMS as project = 'Albanova-C'.

Usage of the EBL system: Starting 1 May 2018 you will be required to contribute 150 kSEK per track 2 user (effective for 10 years or ca 15 kSEK/yr). See separate document about U10Y system.

Usage rules – overview: All our equipment is listed in Myfab's LIMS system. Booking and logging of usage must be done via LIMS. Users must be registered in LIMS. Other usage rules are as previously.

- All users must be registered in LIMS, pass the safety course, and read and sign the safety rules.
- Unsupervised usage of the lab by non-registered users **is strictly forbidden**. If a nonregistered user enters the lab for a quick visit or one-time simple usage (e.g. Collaborator or Exjobbare who wants to use a microscope once or watch some process, or lab tours and demonstrations for courses) this can only occur with the full time supervision of a registered and paying user. **ANL staff members must be informed of all non-registered usage.**
- Short term visitors, undergraduate project workers (KEXjobbare), and masters project students (EXjobbare) who use the lab, must pay the lab fee. Such short-term users are allowed to use track 2, with a minimum payment of one quarter user fee – if their group has other paying users who provide the training and assistance.

- All users must have a license before they can book a machine and use it on their own. Licenses are given by the ANL staff.
- Training of a new user can be done via a licensed and experienced user, if the ANL staff is OK with this arrangement. We ask that the ANL staff is informed of all training of new users via this method.
- Usage of certain systems like deposition systems and etchers must be cleared by the respective **principle users** as regards process compatibility. Contact ANL staff regarding this type of usage.
- Some systems have special booking rules that are programmed in to LIMs, in order to make them more accessible. For example: E-beam lithography sessions are limited to 4 hours for daytime usage. All long exposures should be started after 18:00. Only 3 advanced bookings are allowed.

www.albanova-nanolab.org