Centre for Advanced Imaging Instrument Project Application Flowchart

Project Consultation

- Initial assessment of project with the Facility Manager/s
  - Feasibility
  - Potential cost
  - Collaborative or independent project: The contribution of CAI personnel to be assessed and publication co-authorship to be agreed in writing if appropriate.

Project application

- The application form provides the necessary information for administering the project, all details must be completed.
- Application form should be signed and emailed to the Facility Manager.
- For UQ projects a RISQ form must be submitted to CAI signed by your Finance section. Please consult with the Facility manager to estimate the costs for the project.

Project ID

- All approved projects will receive an ID, which will be used for the Booking calendar and the Invoicing Records.

Booking

- Bookings can be made either via the Facility Manager or via our on-line calendar.
- Users will be issued a login to use the booking calendar.
- NOTE: Any booking that is not cancelled 24 hours prior to start without reasonable cause will be invoiced.

Data

- Data processing and archiving is the responsibility of the users. The instrument operator is required to transfer the data from the instrument within 2 months of acquisition.

Reporting of Research outcomes

- To comply with CAI reporting requirements, a list of publications, conference abstracts and grants arising from the project must be provided to CAI via an annual survey.