

BioInspired Institute Materials Research Core

Instrument use and scheduling

The following policies govern scheduling, the management of use conflicts, and initial setup and navigation of the online scheduling system.

1. All certified instrument users shall be authorized to reserve time.

A user may reserve time on every instrument for which they are certified to use independently. Please see the [Instrument Training Policy](#).

2. Instrument use shall be First-come, First-serve.

All certified users shall have equal access to all instruments. Priority for specific times will fall to the user who reserves the time first: “First-come, First-serve.”

3. Scheduling Conflicts

Any scheduling conflicts between users shall be resolved with the coordination of the Technical Director. Examples of conflicts include:

- Unreasonably-long blocks of reserved time
- High-priority/emergency situations (i.e. upcoming publication or defense)
- *De facto* monopolies on use

4. Cancellation of reservations

If a user no longer requires the reserved time, either in full or in part, on a given instrument, they shall cancel the unneeded time as soon as reasonably possible in the online reservation system.

5. Online reservation system, FBS

FBS is utilized for shared equipment & instrumentation in the BioInspired Institute’s Materials Research Core, allowing all users to plan their instrument use and for the utilization of instruments to be monitored. The FBS system also allows for billing of instrumentation usage.

- a. The reservation system is accessed at: [FBS login](#)
- b. The Technical Director will create an account for users upon receipt of an initial training request.
- c. Users will receive a Welcome message from the FBS system

6. Instrumentation Usage Billing with FBS

A subset of MRC instrumentation will have usage charges.

- a. Faculty PIs will receive a Welcome message from the FBS system
- b. Faculty must log into the system to verify their account
- c. Faculty are responsible for maintaining active payment methods (chart strings) in the FBS system