

UMERC LAB
Genomic facility, Medical Biotechnology Laboratory,
Block B, Level 4, Faculty of Medicine, Kuala Lumpur.
Tel: 60379677523

UMERC LABORATORY EQUIPMENT RENTAL FORM (MEMBER)

MEMBER INFORMATION

Name of applicant:		Project level: Please Tick M.Ophthal () Msc () PhD () Other:
Matrix/Staff No:		
Division/Department/Faculty:	Email:	Telephone No
		Office: Mobile:
Project Title:		
Project Duration: _____ (weeks) / _____ (months)		
Date: ____/____/____ (Starting) to ____/____/____ (End)		
OPTION: A / B / C		Rental Cost:
Mode of Payment: Grant / Cheque		

SUPERVISOR/ PRINCIPAL INVESTIGATOR INFORMATION

Name of Supervisor/ Principal Investigator:		Research Grant No:
Division/Department/Faculty:	Email:	Telephone No
		Office: Mobile:

Terms and conditions

1. All **UMERC / Department of Ophthalmology UM staff/members/trainees** have the privilege to use UMERC's laboratory equipment in MBL subject to conditions as stated below.
2. All users must complete the attached form, signed by his/her supervisor.
3. All equipment will be made available for "first come first serve" basis for UMERC members through a booking system for each equipment.
4. All bookings of equipment must be made at least 1 week prior to the intended date of experiment. The logbook must be filled up for record prior to use purposes.
5. All cancellations or postponement of bookings must be notified to UMERC lab technical assistant at least **3 working days prior** to the experiment start date. **Failure to do so will result in forfeit of rental payment.**
6. Payment of any charges for equipment usage (if relevant) must be done 5 working days **BEFORE** using the equipment.
7. Please provide proof of payment after booking of equipment is done.
8. All users must handle every equipment with care.
9. The rented equipment **MUST NOT** be removed from the UMERC lab bench at the genomic facility in MBL at any time.
10. Usage of any equipment is limited to a maximum of 2 persons at any one time.
11. Instrument faulty error (if any) must be reported for negligence or misuse of the facility provided. The user and /supervisor may be charged for the loss or cost of repair the instrument.
12. All users must request for technical assistance before using any equipment if he/she is unfamiliar with the usage of the equipment.
13. Technical assistance will only be provided to facilitate usage of equipment, but not for running experiments.
14. This contract is for a single user and non-transferable to other users.
15. All payments should be made to Bendahari, University Malaya account by bank transfer to account **1440-0004005-05-3** with CIMB Bank Berhad

I agree to abide by the terms and conditions stated above, and will be responsible in using UMERC laboratory facilities. I will act responsibly in the laboratory and follow the lab safety rules and regulations as stated by the MBL. I understand that UMERC reserves the right to terminate my privileges and forfeit the rental payment should I fail to follow the stated terms and conditions.

Signature of User

Name Stamp:

Date:

Signature of Supervisor

Name Stamp:

Date: