**California Institute of Technology**

**Facilities Use and Technical Services Agreement Information Sheet**

*This form is used when a third party asks to use Caltech facilities, usually in a research laboratory, or when a third party asks Caltech to provide technical services for a fee. Common scenarios are: (1) a start-up company wishes to use specialized Caltech equipment that it does not possess. In such an instance, the company employee will be on campus operating the machinery with little or no direct Caltech faculty, staff, or student involvement, or (2) Caltech has personnel and equipment that are uniquely qualified to perform analysis on third party specimens. Caltech will not assist in analysis of the data. This process is NOT to be used for sponsored research. If you think you may be performing sponsored research, contact the Office of Sponsored Research for further guidance.* ***When completed, please submit to your Division Administrator for Processing.***

1. Name of organization/entity wishing to use facilities or obtain technical services (User):   
   Name:

Email:  
Phone:

1. Responsible Caltech Faculty or Staff Member:

Name:

E-mail:

Phone:

1. Detailed Scope of Project (**Describe or Attach**)

1. Period of use/performance:

1. Specific location(s) for conduct of work:
2. All campus faculty/staff/students/third parties to be involved in the project (include roles and responsibilities of Caltech and non-Caltech participants)

|  |  |  |
| --- | --- | --- |
| Name of Participant | Caltech/  User | Role/Responsibility |
| x | Caltech  User | x |
| x | Caltech  User | x |
| x | Caltech  User | x |

Add rows as necessary.

1. For each Caltech participant listed above, consider the relationship between the Caltech participant and the User and describe, here, any perceived, potential or actual conflicts of interest.
2. What is the rate to be charged for this use? $xxx per yyy. How was this rate established?

1. Funding Sources: What is/was the funding source for the facility or equipment to be used?

Signature, Responsible Caltech Faculty or Staff Date

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Name

**I have reviewed this use and I approve.**

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Harry Atwater, EAS Division Chair