

USE OF CMU NANOFACILITY BY PITT PERSONNEL PROCESS CHECKLIST

Step 1	Discuss Your Equipment and Process Requirements with Lab Staff
a.	Please confirm with the University of Pittsburgh NanoScale Fabrication and Characterization Facility the availability of equipment that may suit your needs, to determine if the NFCF may be able to accommodate your project. NFCF Staff can be reached at the following email address: nfcf@pitt.edu and additional contact information is provided in the table below.
b.	Please confirm with the Carnegie Mellon University NanoFab staff, by discussing your equipment needs and determining with them the applicability of the facilities at CMU to accommodate your process expectations. The CMU NanoFab Staff can be reached at the following email address: nanofab-staff@lists.andrew.cmu.edu
Step 2	Gather, Complete, and Sign Request Forms
b.	Retrieve the “Pitt to CMU Request Form” and “Attachment A” at the following link: http://www.nano.pitt.edu/become-user/accessing-cmu-facility
c.	Ensure that you fulfill the “Attachment A” detail of project and initial signatures requirements. Specifically, please complete page 3 with your request details, and provide signatures on page 4, including your own signature as “University Student” and your supervisor or PI’s signature as “University Faculty Advisor” on the lines titled as such on page 4.
d.	Please send the completed request form to PINSE Technical Director (nfcftdir@pitt.edu eabelev@pitt.edu) for signature.
Step 3	Finalizing the Contract
a.	Once the NFCF technical director signs off on your request forms, you will send the request form and completed Attachment A to Office of Sponsored Programs (OSP@pitt.edu) for University of Pittsburgh authorization, and please copy nfcf@pitt.edu for our records.
b.	Pitt OSP will confirm the form, and then Matt Moneck, the CMU NanoFab Executive Manager, will help you collect the appropriate signatures for finalization of the form with CMU Office of Sponsored Programs. Matt Moneck can be reached at mmoneck@andrew.cmu.edu
Step 4	Arranging for CMU Facility Access and Equipment Training
a.	After receiving confirmation of all signatures, you are ready to arrange a meeting with Norman Gottron at CMU to discuss your plans for training on the equipment or beginning the project. You may again reach out to the following email address to begin planning and arrangements: nanofab-staff@lists.andrew.cmu.edu

Related Contacts	
Esta Abelev	Pitt NFCF Technical Director 412-383-4096 nfcftdir@pitt.edu eabelev@pitt.edu
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Matt Moneck	CMU NanoFab Executive Manager 412-268-5430 mmoneck@andrew.cmu.edu
Norman Gottron	CMU NanoFab Process Engineer 412-268-4205 ngottron@andrew.cmu.edu
Pitt OSP	Pitt Office of Sponsored Projects OSP@pitt.edu
CMU OSP	CMU Office of Sponsored Programs OSP@andrew.cmu.edu