

MEMORANDUM OF UNDERSTANDING FOR ACCESS TO THE ELECTRON MICROSCOPE FACILITY (FAIRFAX CAMPUS)

May 2026

The Electron Microscope Facility (EMF), located in EXPL-L304, is designed to enable research activities at George Mason University. The EMF may be used by Principal Investigators, Researchers, and Users of the George Mason Community. Research instrumentation in the EMF, which is located in College of Science space, was jointly purchased by COS and VSE. As such, the following guidelines are being established to further promote ethical, safe and responsible research conduct in the facility.

User Access

1. All Users must participate in **at least two (2) training/practicing** sessions prior to beginning use of the facility. If training has not been completed, the user will be unable to access the facility and/or use the instrumentation.
2. The PI/Researcher/User will be granted an access to the facility via either an access code or card swipe after completing training and receiving approval.
3. The PI/Researcher/User will not share the code with unauthorized persons. If a code is shared with any person(s) who are unauthorized, the access code will be disabled, and the PI will lose access to the facility for a minimum of three (3) months. If repeated offenses occur, the PI/Researcher/User and group may lose access for up to one year as determined by the advisory board. Violators will be reported to the Office of Research Integrity and Assurance (oria.gmu.edu), as well as their supervisors/department chairs and the associate dean of research for the respective college.
4. The PI/Researcher/User agrees to use the scheduling system to schedule facility use on the TEM or SEM. **Only the PI may schedule time for users (PI name/student name)**, and **the PI should be on campus during the scheduled time and help students**.
5. The PI/Researcher must **schedule no more than two (2) hours per** day on either the TEM or SEM and/or may not schedule more than 10 hours per week between 8 am – 6 pm
6. All PI/Users agree to not access the facility outside of their scheduled times through the scheduling system.
7. All users should cancel their scheduled time in the system when they realize they cannot show up **at least 2 hours before** the scheduled time.
8. All Users agree to **sign their name and time** in the logbook and when using the EMF facility and this form.
9. Personal USB drives are not allowed to use. PI/Researchers need to use the provided Drive to transport data to the spare computer in the room, and then upload data to One Drive, dropbox, etc..

10. All Users agree to report any technical issues, damage, or other complications they encounter immediately to the following point of contacts:

SEM: Prof. Xiaoyan Tan, 703-993-4096, email:xtan6@gmu.edu

TEM: Prof. Hao Jing, ((803) 397-3009 email: hjing2@gmu.edu

Cost of Use

Researchers/Users employed at George Mason University are not charged for “machine time” at this time. Users may be charged for ancillary materials, supplies, and services obtained from the User Facility.

Researchers/Users employed at George Mason University will be charged a “machine time” rate as determined by the advisory board in the future.

Acknowledgement

The following acknowledgement statement must be included in all published reports of work conducted at the EMF: *This research used resources of the Electron Microscopy Facility at George Mason University.*

Print Name

Signature

Date