# Guide to the MRL Facilities for PIs

| Your researcher will need to: | You will need to: |
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| **Submit a proposal** | **Allow 1-2 weeks for MRL staff to process the proposal**<br>• If there is insufficient detail or unanswered questions, the proposal will be rejected and require resubmission.<br>• This often takes less than a week. |
| **Complete the "New MRL Researcher Orientation"**<br>**(may be done while waiting for proposal approval)** | **Inform your researchers to**<br>• Attend the MRL Orientation (held every 2 weeks) and<br>• Complete 3 required DRS trainings; Upload certificates to Compass<br>• Achieve 100% on the Lab Safety Quiz on Compass |
| **Request, schedule and attend training for each piece of equipment they need to use** | **Pay hourly usage fees** |
| For a detailed checklist for researchers, **click here**<br><br>Rule of Thumb: about 2 months from proposal to completed training (required for self-use)<br><br>You can use the MRL Facilities:<br>As an official MRL User In your courses:<br>http://mrl.illinois.edu/sites/default/files/pdfs/MRLforCourses2015.pdf | **Consider this information for instrument training requests:**<br>• Some techniques have prerequisites<br>    *Examples: pre-reading, short seminar, prior experience<br>    *Microfab: Cleanroom Orientation plus Process Module lectures<br>    *Scanning Electron Microscopy (SEM) intro seminar<br>• Some training can be requested through the schedule system<br>    *Sometimes takes a few weeks to schedule training sessions<br>    *Follow-up training is generally needed<br>    *Preferably have research samples available to measure during training<br>    *For most instruments, trainings can occur in parallel |

## You both will need to:

Acknowledge MRL Facilities in all publications resulting from research at MRL (example: "... *was carried out in part in the Frederick Seitz Materials Research Laboratory Central Research Facilities, University of Illinois.*") and email the citation to: mrl-facilities@illinois.edu
This acknowledgement comes from our website: http://mrl.illinois.edu/facilities/becoming-user/central-research-facility-use-acknowledgement

## Questions?

Facilities questions: mrl-facilities@illinois.edu or Chris Johns: lc-johns@illinois.edu;       Website: http://mrl.illinois.edu/resources-mrl-users