ILLINOIS
Materials Research Laboratory
COLLEGE OF ENGINEERING

Using the Materials Research Laboratory for UIUC Courses

For the TA

1. Submit an online proposal to use the MRL Central Research Facilities:
   http://mrl.illinois.edu/facilities/become-user/university-illinois-all-campuses-users
   a. Include the Course Number (example: MSE442) in the proposal's title.
   b. List the Course Instructor as the PI and yourself as the researcher on the proposal form.
   c. Make sure you know the account (CFOP) number and account title to be used for the course. You will need this information to fill out the online form.
   d. You will be issued a user ID for your TA role in this course even if you are an existing MRL user.
   e. If you are an existing MRL user, your course-relevant permissions will be added to your TA user ID.
   f. Contact Julie ten Have, tenhave@illinois.edu, with any questions about filling out the form.
2. If you are not already an MRL user, attend the New MRL Researcher Orientation—see schedule: http://mrl.illinois.edu/facilities/resources
3. As the TA, you will need to have followed the normal MRL instrument training procedures to be able to operate equipment for the class: http://mrl.illinois.edu/facilities/resources
4. If you are not authorized for self-use of the equipment, an appropriate MRL staff member may operate the instrument for the class—it will be considered to be staff-assisted work.
5. Send a class roster list to courses@mrl.illinois.edu and state which techniques will be used. State if students will be self-users of the instrument(s) for the course or if you will be doing all the work and they will not be using instruments at all.

For Students who will not be operating instruments as a part of the course

1. No independent proposal needs to be submitted by the student.
2. No MRL user ID is needed for the course (only the TA will be using instruments).

For Students who will be self-using instruments as a part of the course

1. No independent proposal needs to be submitted by the student. The TA will submit the roster.
2. A 3-digit MRL user ID will be issued to the student for work connected to the course.
3. If you are an existing MRL user, your course-relevant permissions will be added to your class user ID if needed.
4. If you are not already an MRL user, attend the New MRL Researcher Orientation (there may be a separate session scheduled for the class).
5. To operate an instrument during the course, you will need to have followed the normal MRL instrument training procedures: http://mrl.illinois.edu/facilities/resources
6. The course user ID will be deactivated when the course is completed.