

Guide to the MRL Facilities for PIs

Your researcher will need to:

Submit a proposal

Complete the “New MRL Researcher Orientation”
(may be done while waiting for proposal approval)

Request, schedule and attend training for each piece of
equipment they need to use

For a detailed checklist for researchers, [click here](#)

Rule of Thumb: about 2 months from proposal to
completed training (required for self-use)

You can use the MRL Facilities:

[As an official MRL User In your courses](#)

You will need to:

Allow 1-2 weeks for MRL staff to process the proposal

- If there is insufficient detail or unanswered questions, the proposal will be rejected and require resubmission.
- This often takes less than a week.

Inform your researchers to

- Attend the MRL Orientation (held every 2 weeks) and
- Complete 3 required DRS trainings; Upload certificates to Compass
- Achieve 100% on the Lab Safety Quiz on Compass

Pay hourly [usage fees](#)

Consider this information for instrument training requests:

- Some techniques have prerequisites
 - *Examples: pre-reading, short seminar, prior experience
 - *Microfab: Cleanroom Orientation plus Process Module lectures
 - *Scanning Electron Microscopy (SEM) intro seminar
- Some training can be requested through the [schedule system](#)
 - *Sometimes takes a few weeks to schedule training sessions
 - *Follow-up training is generally needed
 - *Preferably have research samples available to measure during training
 - *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 Materials Research Laboratory Central Research Facilities, University of Illinois.*") and email the citation to: mrl-facilities@illinois.edu

This acknowledgement comes from our website: mrl.illinois.edu/facilities/become-user/central-research-facility-use-acknowledgement

Questions?

Facilities questions: mrl-facilities@mrl.illinois.edu