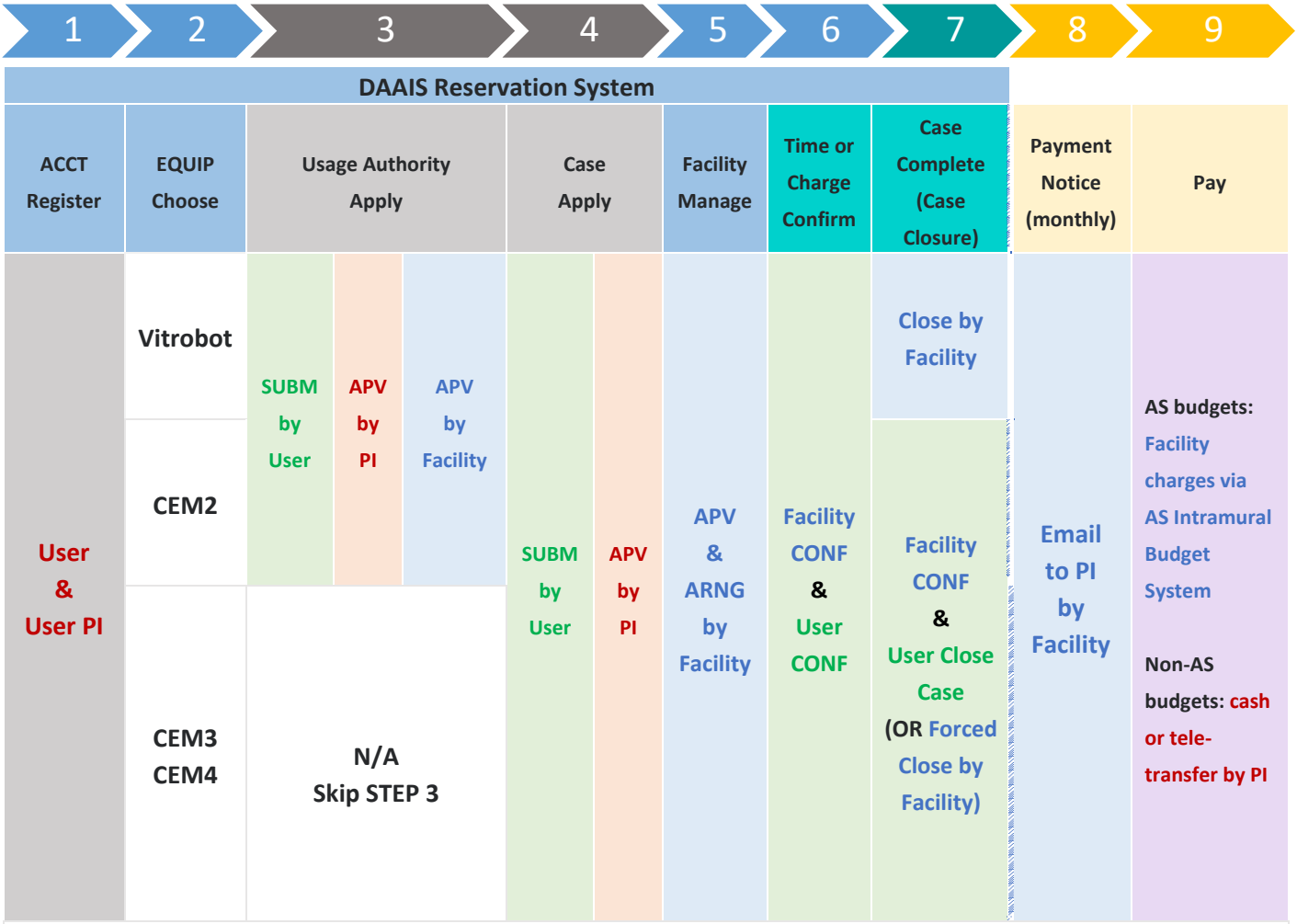
Q1. What are the procedures for applying for facility services via the DAAIS Reservation System?

A1. Steps overview shown as below.



Notes:

- **STEP 1** Account Registration will be reviewed by DAAIS. Both User and User PI/Supervisor need to register.
- **STEP 7** is expected to be completed by User. When User fails to close the case due to various reasons such as resignation, the facility will force the case to be closed to facilitate the follow-up process.
- **STEP 9** When paying with AS budgets, facility will directly charge the fee via AS Intramural Budget System. When paying with non-AS budgets, including NSTC projects, PI can pay by cash at DAAIS (a receipt will be issued on site) or by telegraphic/ATM transfer to DAAIS.