CEM2 - FEI Tecnai G2 F20 TWIN

Site: Rm. A10, B2, Interdisciplinary Research Building of Science and Technology

Contact: Dr. Yuan-Chih Chang / Ms. Hui-Ju Huang

Service: Preliminary cryo-EM/cryo-TOMO studies, liposome & polymer, etc

Booking & Review   DAAIS Online Facility Reservation System

(1) **Account Register:** **Both User and Lab Supervisor/PI** need to create an account first on **the *DAAIS Online Facility Reservation System*.**

(2) **Service Request:** User submits a **"Service Request"** on the *System* for the machine time of the next two months. When the capacity of an instrument is nearing full, booking by a lab should not exceed 2 days every week. The booking procedures need to be done before the machine time, an afterward make up application is not accepted.

(3) **Authority Apply:** For CEM2, User needs to apply for the **"Authority of Usage"** before submitting a **"Service Request"**. Also, PI needs to approve the application online first, then ASCEM will receive it.

(4) **Case Review:** Each **"Service Request"** will be auto-emailed by the *System* to the PI for an online approval first, then the **"Request"** will be forwarded to ASCEM for a further review and arrangement, or the case will be considered as "cancelled".

Online Booking Time Slots

- (1) 09:00－12:00, (2) 14:00－17:00, (3) 00:00–24:00 (limited to certified independent users.).
- Before the first booking, please initiatively contact staff for guide of the booking system.
- **User Training:** Submit a **"Service Request"** on the *System* for a **"ASCEM Training Course", then choose "CEM2".**

Deadline for booking and cancellation

- The machine time slots can be booked 24 hours in advance, and canceled 48 hours in advance.
- Contact the manager within the specified period if any adjustment is needed. Once the manager clicks "approve" for the machine time on the *System*, cancellation for refund will not be accepted.
- Manager retains the right to adjust the machine time depending on the machine condition as well as to arrange

time for routine maintenance of machines as needed (2 to 3 days every two weeks).

Notes for Sample Delivery

- Grids must be delivered to facility staff at least **one working day** before the machine time for sample clipping and uploading etc. **Cryo-samples** will be uploaded one time every session, and 3 cryo-grids maximum are allowed each time.
- Users are recommended to be present during the booked machine time for checking and discussing sample status with manager.
- **(Staff-operate)** If necessary, please contact staff in advance. Users need to be on site when collecting data.

Data Collect

User needs to prepare hard disks to download and save the collected data on site.

Case Closure

- The applicant must complete the **"Time and Charge Confirmation"** for closing each individual case on the *DAAIS Facility Reservation System*. The *System* will email a link to guide the next steps, the applicant and the Supervisor/PI can complete the procedures via the link or directly log in the *System* to **close** the **"Pending Cases"**. Then, ASCEM will compile all the **closed** cases monthly and email **a payment notice** to the Supervisor/PI.

Charge & Pay

(Start from 2023.08.01, Currency: NTD)

Charge for Data Collection Details (Extra fee will be charged if the facility consumables are used.)	**Regular Time** **(Mon - Fri 8:30-17:30)**	**Off Time** **(Mon - Sun)**
CEM2 (FEI Tecnai G2 F20 TWIN)	500 / hr, for academia users	300 / hr, for academia users
	4,000 / hr, for industry users	2,400 / hr, for industry users

- To promote the academic research and the application of cryoEM, and under the recommendations of DAAIS, all academia users, no matter it is AS or non-AS budgets being used to pay, share the same charge scheme and discount from August 1, 2023 in accordance with the announcement in the ASCEM User Committee Meeting held on July 18, 2023.
- Each case will be charged according to the record on the *DAAIS Facility Reservation System*.
- If the charge has not been paid for over than six months after receiving **the payment notice** due to user reasons, the booking authority of the whole lab members will be suspended temporarily until the charge is paid.

Pay by AS budgets - It will be charged via AS intramural budget accounts and will be charged on the 7th day after sending out the payment notice.

Pay by non-AS budgets - including MOST or NSTC projects. Please provide the payment notice to the accountant of your institute for assistance and pay the charge as soon as possible by one of the three methods below.

Method 1: 【User-DAAIS】Directly go to DAAIS office and **pay cash or check** (payee: Academia Sinica). The receipt will be immediately issued on site.

> **Contact:** Mr. Eric Wen-Chih Chiu, DAAIS, Rm. A102, Interdisciplinary Building of Science and Technology, Academia Sinica.

> **Provide information to DAAIS: facility name used, receipt title, service statements/lists.**

Method 2: 【User-DAAIS】Send **a check by registered mail** (payee: Academia Sinica). The receipt will be issued by DAAIS after receiving the check.

> **Mailing address:** Mr. Eric Wen-Chih Chiu, DAAIS, Rm. A102, Interdisciplinary Sci. & Tech. Building, No. 28, Ln. 70, Sec. 2, Academia Rd., Nankang, Taipei 11574, Taiwan (R.O.C.)

> **Enclosed information for DAAIS: facility name used, receipt title, service statements/lists.**

Method 3: 【User-Facility】**Telegraphic or ATM transfer.** The receipt will be issued by DAAIS after receiving the proof of the payment.

> **BENE NAME:** ACADEMIA SINICA   **BANK A/C:** 004056030013

> **BENEFICIARY ADDRESS:** NO. 128, SEC. 2, ACADEMIA ROAD, NANGANG DIST., TAIPEI 115, TAIWAN, R.O.C.

> **BANK NAME:** LAND BANK OF TAIWAN NAN KANG BRANCH (Swift Code: LBOTTWTP004)

> **BANK ADDRESS:** NO. 364, NANKANG ROAD SEC.1, TAIPEI 115, TAIWAN, R.O.C.

> **Provide information to Facility** (contact: Ms. Hsin-Hua Lin)**: proof of payment, receipt title, and number of receipts to be issued.**