

## Researcher Service Request & Research User Guideline

### Introduction

Researchers often rely on the Machine Shop to assist in the development and fabrication of their research projects. Outlined below are the guidelines associated with Service Request and obtaining shop privileges as a Research User.

### Service Request

A Researcher can consult with a Machine Shop Technician on the feasibility of a component and elect to have a Technician manufacture that component. Researchers are required to provide the following:

- A print/drawing containing all dimensions and other pertinent information.
- All tooling necessary to complete the part
- The material
- An email approval from your PI for labor/tooling charges

**\*It is highly recommended that the Researcher meets with a Technician before finalizing design and purchasing tooling/material. Please email to setup an appointment.**

### Research User

A Researcher may elect to use the machine shop to fabricate a part for themselves. In this case, the Researcher must complete the *Safety Training Course* in order to obtain machine shop privileges. Research Users are required to provide the following while working on their projects:

- All tooling necessary to complete their part
- The material
- (At the start of each semester) An email approval from your PI for the \$100 user fee.

The Research User is required to follow all Safety Guidelines while operating machinery

If the Research User needs additional assistance while fabricating a part, they will be charged an hourly rate.

If a Researcher has directed an Undergraduate student who has completed the "*Undergraduate Machine Shop Training Course*" to machine a part, they will be charged the \$100 user fee.