



# OSU Principal Investigator Form



Please return completed form to: Jiyoung Kim, Physics Research Building 2<sup>nd</sup> Floor Bridge, 191 W. Woodruff Ave.  
Phone: 614-688-1158 e-mail: [kim.9282@osu.edu](mailto:kim.9282@osu.edu)

## PI Information:

First Name	Last Name	Title
Male	Office Phone	E-mail
Female		
College/Institution	Department	

## Setting up authorization for charging NSL services to the PI's account(s):

Please create a WorkDay PO to the NanoSystems Laboratory for the account to be charged. The PO needs to be created for each account and stays valid until the end of the fiscal year or until the consumption of the funds. The amount of the PO should be an estimate of the services that will be used. The entered amount will not be encumbered until the actual services have been provided. An invoice will be emailed to the PI on a monthly basis for NSL charges of the previous month. The account will be charged only upon review/approval of the invoice by the PI. The requisition should also include the names of the users whose expenses can be charged to the account.

Please note that a valid source of payment is required, else the services provided by NanoSystems Laboratory will be at risk.

## PI Agreement

As a Principal Investigator of a project under which a researcher will be using NanoSystems Laboratory's facilities, I agree to:

- Comply with NSL policies and accept fees and lab charges incurred by the users listed below.
- Be responsible for establishing and monitoring an acceptable amount of lab time for each user.
- Notify NSL of WorkTag changes/expiration and when a user may no longer use my WorkTag for their lab use.
- Understand that NSL reserves the right to bill the WorkTag for the users listed in each monthly billing cycle if I do not respond to the invoice approval request by the due date or do not provide a new WorkTag.

By using NSL facilities you agree to acknowledge in the benefiting publications partial NSF funding for NSL through NSF award **DMR-2011876** using the following suggested language: **“Partial funding for shared facilities used in this research was provided by the Center for Emergent Materials: an NSF MRSEC under award number DMR-2011876.”**

Signature:

Date