External Users: Industry and Academia

Overview
Identify the tool(s) that you will be using. If necessary, send us an email to discuss your research project and determine if the tool(s) and processes can give the desired results. The list of our tools and their rates are posted at http://snsf.stanford.edu.

Please note that we are SNSF (Stanford Nano Shared Facilities), not SNF (Stanford Nanofabrication Facility). SNF is a separate organization with separate lab management software and external user intake process. Even if you already have an account set up with SNF, you still need to follow our process to set up an account with SNSF.

There are three steps to get access to our facilities as an external user: Step 1) sign an agreement between Stanford University and your organization; Step 2) establish a financial account in Stanford financial system; Step 3) set up the user account in our lab management system (Badger).

Please note that all steps have to be completed before any facility usage.
**Step 1: Sign external agreement**

1.1 Agreements can be found online at [http://snsf.stanford.edu/about/join.html#c3](http://snsf.stanford.edu/about/join.html#c3).

   a. The agreement needs to be signed by **authorized personnel** (legal, CEO, CFO, etc.)
   b. **Exhibit A** is to be signed by individual users who will be using the facilities.
   c. **To add a new user to an existing account**, the new user need to complete a separate copy of Exhibit A only.

1.2 Return the signed agreement to [nanoadmin@lists.stanford.edu](mailto:nanoadmin@lists.stanford.edu)

1.3 You will receive a countersigned copy of the agreement typically within 1-3 business days.

**Step 2: Establish financial account**

2.1 Generate a blanket PO for the services to be rendered. The blanket PO is required for us to set up a receiving account with Stanford Accounts Receivable. The account is solely associated with SNSF. Be sure to include your billing information in the PO. Please use the following vendor information on your PO:

   Stanford University  
   Dept. 35150  
   PO Box 39000  
   San Francisco CA 94139

   Send completed PO to [nanoadmin@lists.stanford.edu](mailto:nanoadmin@lists.stanford.edu). You will receive acknowledgement of the receipt of the PO.

2.2 To establish a new account we also require an initial pre-payment of $5,000 from which your expenses will be deducted. Expenses beyond the pre-payment amount will be billed with a term of Net 30. A refund of any unused balance may be requested when the account is closed.

   Please issue the **check payable to Stanford University** and send it to:

   Catherine Meng  
   Stanford Nano Shared Facilities,  
   Stanford University  
   348 Via Pueblo, Spilker Building, Room 101,  
   Stanford, CA 94305-4088

   Normally it takes 5-10 business days to have the account activated in Stanford financial system. We will notify you once your account is set up.
Step 3: Establish Lab Management Software Account for Individual Users

3.1 A Stanford University Network ID (SUNetID) will be sponsored and you will receive information on how to complete the required Tier 1 safety training. Complete all required training.

3.2 SNSF Badger user account:
   a. *SNSF Badger* is the suite of software tools used to run tools within our service center. The *SNSF Badger* application handles tool qualifications, reservations and billing. Each user needs to have a valid *SNSF Badger* account in order to have access to our tools.
   b. Please go to [https://snsf.stanford.edu/labmembers/lms.html](https://snsf.stanford.edu/labmembers/lms.html) to create your Badger login account.
   c. Normally it takes 1-3 business days to fully activate the *SNSF Badger* account. You will receive a confirmation from the *SNSF Badger* system when your account is active.

3.3 Instrument access: Each instrument has unique training and access requirements. Please check [http://snsf.stanford.edu/equipment/index.html](http://snsf.stanford.edu/equipment/index.html) for access information on each of the tools.

Note: Most of our labs are open during business hours. If card access is required for after-hours access or keyed entry, please contact the lab manager for requesting an access card key.