Procedure for MicroCT Access

1. Complete (as fully as possible) and send the application form (found here - link) to the Facility Manager (FM) at Daniel.bribiescasykes@glasgow.ac.uk. Feel free to get in contact with any queries at this stage.
2. You will be contacted by the FM to discuss your project (aims, samples, cost, feasibility, training, etc).
3. If your application is approved the FM will schedule a time with you for scanning, log in to the chemistry booking system (<https://www.chem.gla.ac.uk/booked/Web/index.php>) and then your booking will be added there.
	1. Sample preparation will need to be finished before this date, please contact the FM in advance if this will not be possible.

If you are just providing samples and collecting the data afterwards, skip steps 4-6 and just deliver the samples to the FM in advance of your booking (a mailing address can be provided).

1. On the first day of scanning, report to room 115 (basement level) of the Molema Building at 9:30am.
2. You will receive Health and Safety instructions and the FM will set up your first scan.
3. You will be trained to set up the next 3-5 scans or the FM will perform all your scans, depending on your expected usage.
4. Once scanning is complete you will receive all your reconstructed scan data.
	1. Please check that all your data reconstructed properly (if not the FM can manually perform reconstructions or re-scan samples if there was an issue).
5. If you require data analysis software training, the FM will train you with your newly acquired data on whichever software you prefer/is recommended.
6. Fully autonomous users will receive permission to book scanner time directly through the instrument calendar (subject to FM approval).

**Important notes:**

* Internal users can send the payment to budget code 247193-01; external users will receive the necessary information to generate a purchase order.
* Please make sure you have read and signed our publication and data management responsibility policies prior to receiving your data.
* At any time, throughout and after your project, you can contact the FM for extra help or guidance with your analyses or if you find an issue with some of your scan data.
* Help will always be provided to any user that needs it.