

January 2025

approved by the steering committee: Selhuber-Unkel; Blasco; Göpfrich

## BIOMECHANICS CORE FACILITY - AGREEMENT

### Task

The Biomechanics Core Facility has various devices and offers assistance to characterize mechanical properties. A full list of equipment is described on the following website: <https://www.imseam.uni-heidelberg.de/de/core-facilities/soft-biomaterials-characterization-core-facility>

### Services and fees

- *Cooperation:* The users are allowed to work on the equipment only after a successful training session. Training costs are fixed per user per training, in addition to the price for the booked hours. Afterwards, the users will be allowed to work independently with the equipment. A fee system per hour covers all the operating costs including maintenance of the equipment and tools.
- *Contract research:* Only if our time permits it, a staff member is doing the experiment for you. In this case, a second fee system is applied to cover all the operating costs including maintenance of the equipment, tools and staff.
- *Invoices are delivered every calendar quarter.*

### Starting and booking

- Above all, the user policy, as well as the fees and contact sheet have to be filled in and signed. No user is authorized to start without lab safety + S2 introduction.
- *First contact:* Please write an email with a short description of your project. After that, an appointment will be set for the training (*Monday to Friday between 9am and 1pm*). If your experiment involves cells and/or genetically modified organisms, please send a description in order to fill all the documentation. Without this, no work with cells is allowed.
- *Booking system:* <https://labshake.com/> (invitation to register will be sent). Booking of device is limited to max. 5 hours/day. If more time is needed, please send an email.
- *Experiment time:* Mon- Fri between 9am and 5pm. Please, be aware that core facility staff is available from 9am to 1pm. By signing this document, you agree and respect the General Laboratory regulations of Heidelberg University, see: <https://www.imseam.uni-heidelberg.de/selhuber/facilities/biomechanics/documentspolicies>.
- *Organization:* Possibility to have door access through service card from the university or chip.
- **If you are doing experiments for other people/groups/projects, please communicate the information to the CF as they anyway need to be register for Biomechanics CF.**
- **The party responsible for damages is liable and will be charged for damages**
- *Data:* USB hard drives are not allowed (virus danger). Please use Heibox or other clouds.

### Publication guidelines

Papers, posters, presentations where a device or support from the Biomechanics CF was used must include an acknowledgment like: "We would like to thank the Soft (bio)materials characterization Core Facility (Biomechanics) at IMSEAM, Heidelberg University." If Biomechanics CF staff is actively involved in the research project, then the Biomechanics CF staff member have to be regarded as co-author in the publication. Furthermore the Core Facility is part of the FI EMS, as such, please add the following acknowledgment and logos: "Funded by the Federal Ministry of Education and Research (BMBF) and the Ministry of Science Baden-Württemberg within the framework of the Excellence Strategy of the Federal and State Governments of Germany". Logos for Biomechanics and FI EMS can be found on: <https://www.imseam.uni-heidelberg.de/de/core-facilities/soft-biomaterials-characterization-core-facility>

**Please, inform the Core Facility about the acknowledgements and every publication.**

### User policy

If the user policy is not followed, the user will be excluded for the Biomechanics CF.

By signing this document, you have read and agreed to the „Rahmennutzungsordnung für Core Facilities an der Universität Heidelberg “.

**User's contact**

Name (in blockletters)		University/Institute /Company Name	
Email		Phone	
Invoice address		Kostenstelle/UHD number/VAT number	
		Group Leader Name	

**Type of use**

Self-utilization / commissionung	<input type="checkbox"/> Internal use	<input type="checkbox"/> economic, non-economic activity, cooperation, contract research	
<input type="checkbox"/> the CF is used by the user him/herself  <input type="checkbox"/> CF employees are commissioned to carry out the work (Upon further discussion/agreement)	Use is within the scope of internal use by a university member (please give a UHD number)	<b>For inland external public users:</b> <input type="checkbox"/> The utilization takes place in the context of a non-economic activity within the meaning of No. 2.1.2 of the Union framework for State aid for research, development and innovation(2014/C 198/01) and not in the context of contract research or services for enterprises or other activities within the meaning of economic activity (§9 (4) Rahmennutzungsordnung für Core Facilities an der Universität Heidelberg) ( <b>Cooperation</b> ) <input type="checkbox"/> Utilization takes place within the framework of a commercial activity ( <b>Contract research</b> )	<b>For inland private and foreign public or private users:</b> <input type="checkbox"/> Utilization takes place within the framework of a <b>cooperation</b> with the University of Heidelberg <input type="checkbox"/> The utilization takes place within the framework of <b>contract research</b>

**Fees for 2025**

Users	Internal user		External user		
			Cooperation		Contract research
			inland public +	Other ++	All +++
	Training cost [€]	Device cost [€/h]	Training cost [€]	Device cost [€/h]	Device cost [€/h]
Mechanical Test machine 2,5kN Zwicki - Zwick&Roell	25.-	17.-	136.-	29.-	84.-
Rheometer 20 - TA Instruments	29	19.-	139.-	31.-	86.-
Nanoindenter Pavone – Optics11Life *	88.-	20.-*	423.-	32.-*	87.-*
Cryoball Mill - Retsch	116.-	39.-*	384.-	51.-*	106.-*
Cryotome CryoStar NX50 - Thermo Scientific *	10.-	19.-*	53.-	31.-*	86.-*
3D modelling consulting - Inventor AutoCAD	83.-	28.-**	351.-	-	95.-**

\*Consumable like probes from pavone, blades from cryotome are ordered and bought by the user and not included in the prices

\*\*CF employees are commissioned to carry out the work in this particular case

+ Geschuldete USt; ++ Geschuldete USt + overhead 25%; +++Geschuldete USt +overhead60% +Gewinnaufschlag 5%

Heidelberg, \_\_\_\_\_  
Signature of group leader (if needed)

Head of CF  
Signature of user