



# Principal Investigator Form



Please return completed form to: Christine Prechtel, Physics Research Building 2<sup>nd</sup> Floor Bridge, 191 W. Woodruff Ave.  
Phone: 614-688-1158 e-mail: [prechtel.4@osu.edu](mailto:prechtel.4@osu.edu)

## PI Information:

First Name  Last Name  Title

Male  Female  
Office Phone  Fax  E-mail

College/Institution  Department

Building/Room  Street Address

City  State  Zip

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

Please create an internal order eRequest to the NanoSystems Laboratory for the account to be charged. The eRequest needs to be created for each account and stays valid until the end of the fiscal year. The amount of the eRequest 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 eRequest 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 chartfield changes/expiration and when a user may no longer use my chartfields for their lab use.
- Understand that NSL reserves the right to bill the chartfields 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 chartfield.

Signature:  Date