

University Research Facility in Behavioral and Systems Neuroscience,

The Hong Kong Polytechnic University

General policy and usage guideline

Mission

The University Research Facility in Behavioral and Systems Neuroscience (UBSN) provides state-of-the-art interdisciplinary technological platforms to support the neuroscience researchers of PolyU, as well as other higher education institutions in Hong Kong.

The seven major strategic areas of UBSN include:

- Brain Imaging and Artificial Intelligence/Big Data;
- Healthy Aging;
- Mental Health;
- Neurorehabilitation and Neural Repair;
- Human Development;
- Neurolinguistics;
- Cognitive Neuroscience of Language and Culture.

UBSN encourages the uses of our facilities that aims to:

- Tackle important questions for the benefit of mankind;
- Conduct high-quality research programs;
- Obtain prestigious competitive research grants;
- Nurture and inspire talents in students and beginner researchers.

Definitions

UBSN facilities are laboratories and equipment that are managed by UBSN.

PolyU users are those users in The Hong Kong Polytechnic University or the collaborators of PolyU principal investigators.

Users from other UGC-funded Universities / Self-financed local universities / Non-local universities / HKSAR Government are those users from UGC-funded or self-financed universities (other than PolyU) in Hong Kong or overseas, and users from the HKSAR Government.

Other External users are all other non-PolyU users.

General Policy

This Policy is intended to make out the procedures and requirements for the use of UBSN facilities and to aid the safe and efficient use of such facilities that is consistent with the UBSN's mission.

All requests are subject to review and approval by UBSN. If questions or concerns arise, UBSN reserves the right to cancel or change facility use agreements and regulations whenever deemed necessary. Failure to comply with UBSN's General policy and usage guideline may result in the cancelation of facility usage and rejection of the future application. For information and inquiry, please contact UBSN at 2766-7096 or ubsn.enquiry@polyu.edu.hk for information.

Usage guideline

1. User registration

- All users are required to complete the online user registration in the University Research Facility Management System (URFMS) (<https://urfms.polyu.edu.hk>).

2. Eligibility for online booking and usage of the facility

- PolyU Users must submit:
 - Relevant online safety test results
 - Student/Staff card copy (for the application of door access to the specific laboratory if needed)
 - Animal license (if animal experiments will be carried out)
 - Ethic Approval Letter (if experiment involves human participants)
- Users received proper training from UBSN staff or authorized personnel. Untrained or unauthorized persons are not allowed to do online booking and use UBSN facilities.
- Online booking will be authorized by UBSN.
- External Users, please contact UBSN staff for the arrangement of online safety test and equipment training
- For MRI users, please refer to the "UBSN Human MRI Project Policy" listed in the UBSN website
- For usage which involves human participant(s), it is the PI's and his/her research group's responsibility to ensure participant(s)' safety during experiment

3. Online booking

- Online booking is required before usage of the UBSN facilities and is on a first-come-first-served basis.
- Users are required to have a valid payment source for equipment booking in the URFMS.
- As a general rule, 15 days of advance booking is allowed. MRI bookings can be made at the earliest 30 days in advance.
- Additional booking rules/usage limitations may apply for certain equipment, please refer to the instruction of the URFMS.
- Cancellation of booking should be done at least 24 hours before the booking start time, otherwise, a penalty (fines equal to the charge of booked session(s)) will be imposed.
- For portable equipment, please return to UBSN immediately after use, otherwise a penalty will be imposed. User will be charged for the booking of next day(s) until the equipment is returned.
- For fair use, abuse of the booking system is strictly prohibited.

4. Room access to UBSN satellite laboratories

- The access to UBSN satellite laboratories depends on the policy of the respective departments, who have the right to make the final decision.
- Users must follow, if any, additional rules imposed by the respective departments.

5. Responsibility and penalty

- Users are responsible for:
 - Proper usage of UBSN facilities
 - Following safety rules and guidelines
 - Maintaining the tidiness and cleanness of laboratories
 - Reporting any facility damages and failures
- In the case of user misconduct or misuse of UBSN facilities, appropriate penalties will be imposed on the user. Supervisors are liable for the repair/replacement cost.

6. Charging

- Charging rates are subject to revision without prior notice to users. The updated charging scheme will be available at the UBSN website (<https://www.polyu.edu.hk/ubsn>).

Acknowledgment of UBSN in publications

- Acknowledgment of UBSN for using our facilities is highly appreciated. Please use the following suggested template in your manuscript whenever appropriate:

*We thank the University Research Facility in Behavioral and Systems Neuroscience (UBSN),
The Hong Kong Polytechnic University for technical and facility supports.*

- Please send a copy of your published work for our reference and record.