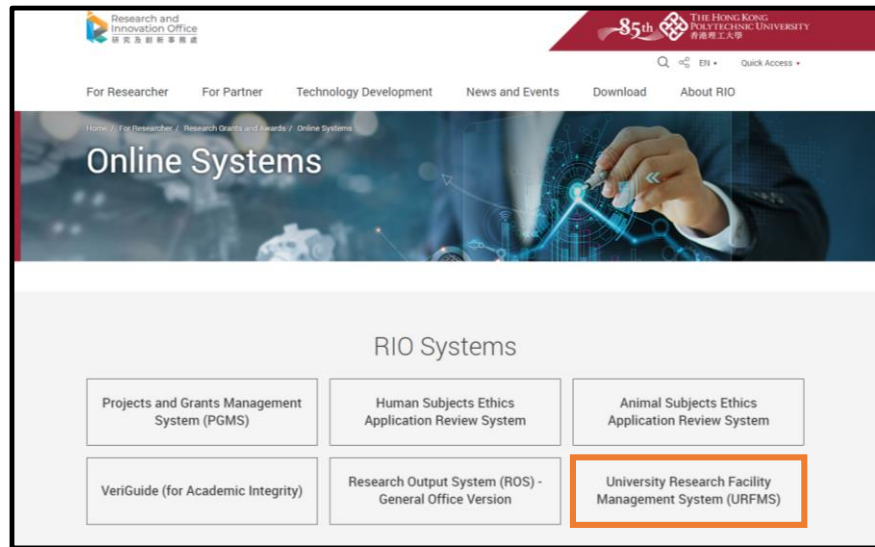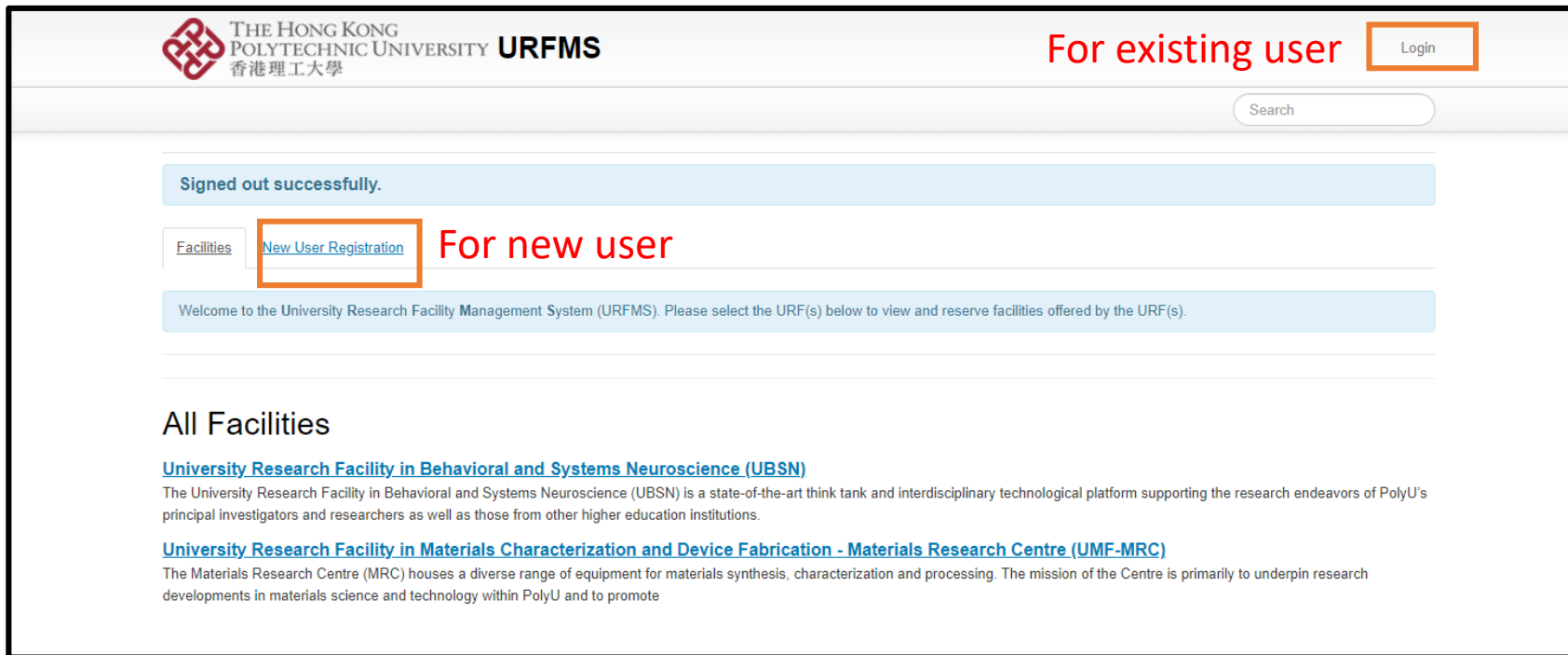# University Research Facility Management System (URFMS) Quick Guide For New ULS Users

April 2022

- The **URFMS** can be accessed via the following paths:

1. Go to: https://urfms.polyu.edu.hk/
2. Go to relevant URF's website for "(Equipment) Booking"
3. Go to the RIO website (https://www.polyu.edu.hk/rio)
   (For Researcher → Online Systems)

- For new user, click "New User Registration"
- For existing users, click "Login" at the top-right corner

Login

- Notes to PIs of research projects:
  - Click "Login" and sign in with NetID and password
  - Academic staff are not required to provide supervisor information in the system

- For new user, you are required to view and agree the Terms and Conditions for each University Research Facility for your first time login to URFMS

Main Menu
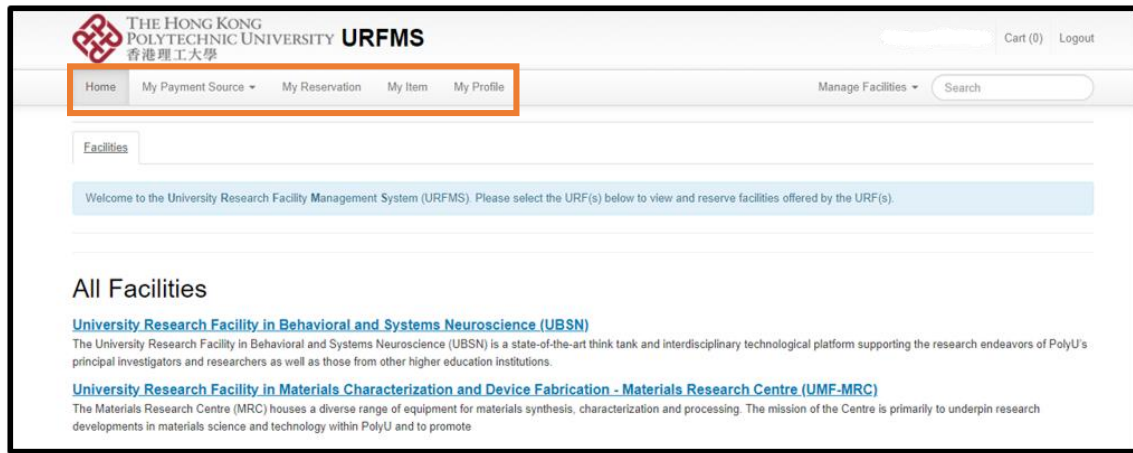
My Payment Sources:

You can check your available payment source(s) with its transaction history.

For PIs, you can manage your payment source(s) (e.g. top-up/ release money to your payment source(s), add user(s) to use payment source(s) and allocate quota for each added user to the payment source(s))

Please note that ULS users need to choose a virtual ULS cheque account (ULS-ABCT-TAIMANCHAN-001) instead of a true account for reservation

My Reservations: You can check your reservation history for equipment

My Items: You can check your item(s) purchased

My Profile: You can check your personal information (e.g. supervisor information) and update your emergency contact

My Profile

My Supervisor

Select your supervisor as appropriate and click <Request> to seek endorsement from your supervisor.

Important Note:

Only non-academic staff and students are required to seek for supervisor endorsement.
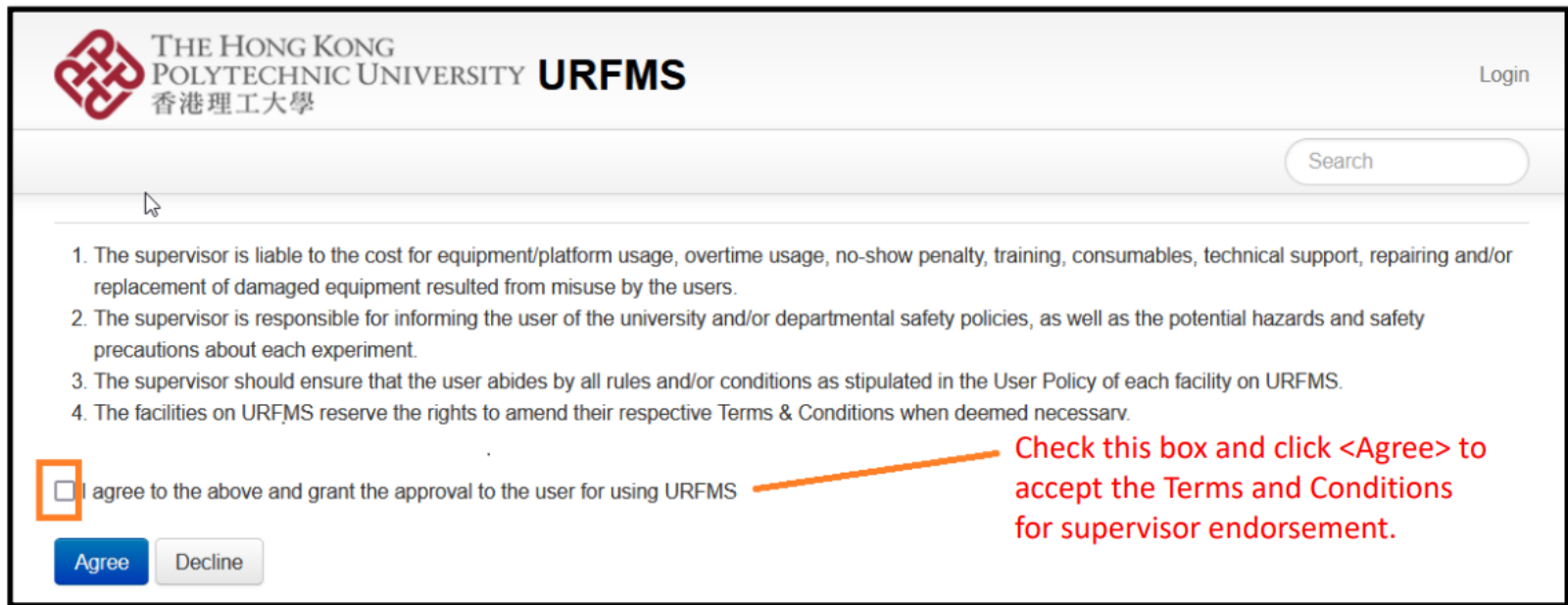
Supervisor Endorsement

- After a user submitted a request to his/her supervisor for endorsement, the supervisor would receive the following email with hyperlink for endorsement of the request within 48 hours.
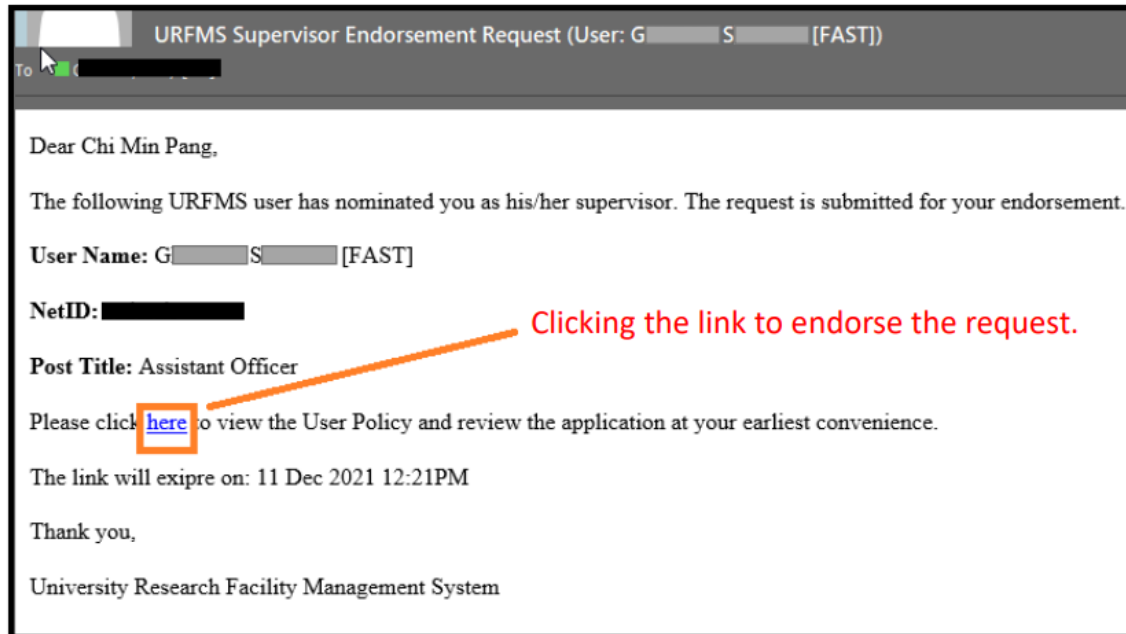
Supervisor Endorsement

- Supervisor is required to view and agree the following Terms and Conditions for each request from user and ensure that user abides all rules and/or conditions as stipulated in each University Research Facility's User Policy

Setup Payment Source for First Time Login

My Payment Source

You do not have any payment sources

You are required to secure a valid payment source to get start. URFMS recognizes the following types of payment sou

- PGMS project accounts for research;
- other project accounts administrated by FO/EDC for teaching and learning;
- departmental accounts (e.g. DEA, Departmental Pool Accounts for Associated Money, etc); and
- external accounts for external users (e.g. cheques)

You can reach the following contact person for setting up the payment source:

Type of Payment Source	User	Contact Person
PGMS project accounts	Principle Investigators, Research Team Members, Research Staff, Research Personnel	Project coordinator
Other Project accounts	Principle Investigators, Project Team Members, Project Staff	Project coordinator
Departmental accounts	RPg students, TPg students, UG students	Departmental administrator
External accounts	External users	Please contact the representatives of facilities you intend to access: • UBSN administrator Email : urfms.ubsn@polyu.edu.hk • UMF administrator Email : hardy.lui@polyu.edu.hk

For other enquiries regarding payment source setup, please contact us by email to urfms.support@polyu.edu.hk

Please click here for the Personal Information Collection Statement (PICS) for Staff
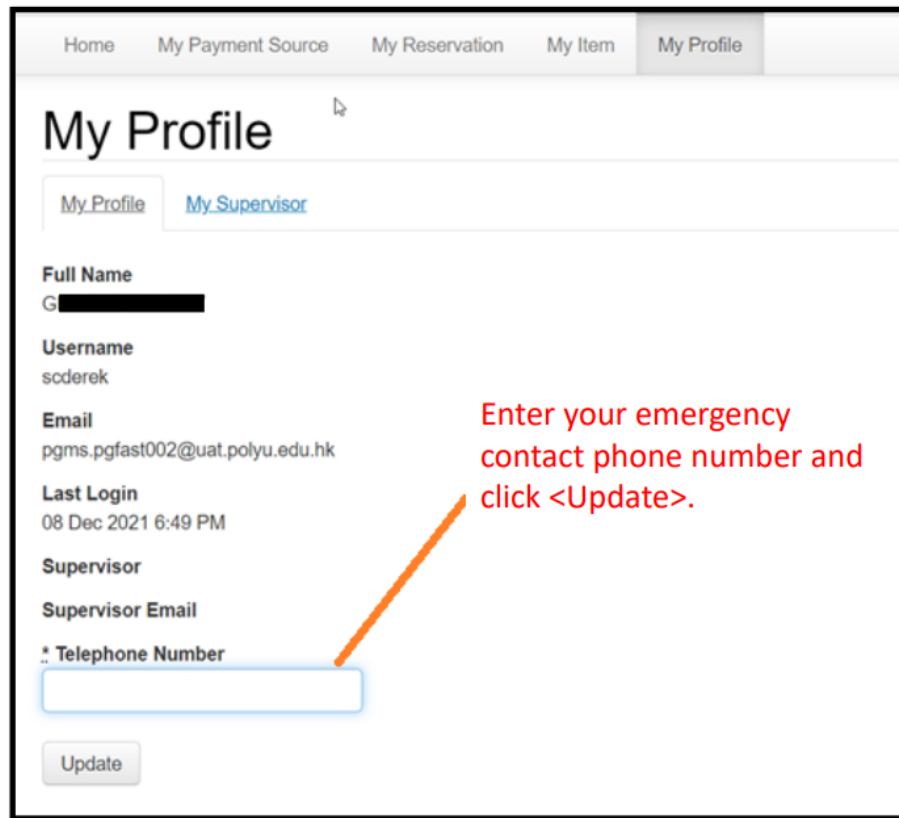
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- **Please note that ULS users need to choose a virtual ULS cheque account (ULS-ABCT-TAIMANCHAN-001) instead of a true account for reservation**
- **Please contact ULS staff for the setup**

University Research Facility in Life Sciences
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香港理工大學

Training Request

University Research Facility in Life Sciences (ULS)

Please visit the link below to access the instruments in ULS:

https://www.polyu.edu.hk/uls

And please visit here to make reservation

Biochemical Analysis
📅 Bio-Rad Bio-Plex 200 Suspension Array System

Cellular Analysis
📅 Agilent Seahorse XFe24 Extracellular Flux Analyser
Seahorse plate

Fluorescence Microscopy
📅 Nikon SMZ1270i Fluorescence Stereomicroscope

Small Animal Research Platform/Animal Imaging Centre
📅 Promethion Metabolic Cage System 🔒 (Requires Training)

General Research
📅 Cytiva AKTA Pure 25 M1 🔒 (Requires Training)

Mass Spectrometry
📅 Bruker AmaZon Speed ESI-ion Trap-ETD Mass Spectrometer 🔒 (Requires Training)

The "Lock" icon means a training is required for use of such equipment

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Equipment Booking

University Research Facility in Life Sciences (ULS)

Agilent Seahorse XFe24 Extracellular Flux Analyser

The Seahorse XFe24 extracellular flux analyser measures oxygen consumption rate (OCR) and extracellular acidification rate (ECAR), at intervals plate format. OCR is a key indicator of mitochondrial respiration and ECAR reflects glycolysis. It is an important instrument that provides a system-cells, islets, and ex vivo samples.

Payment Source
CHANTAIMAN / ULS-ABCT-TAIMANCHAN-001 ($10,000.00)

Visible to faci... ..r only

Start Time
22 Mar 2022 | 1 | 00 | AM

End Time
22 Mar 2022 | 2 | 00 | AM

Duration
1:00

Enter "total minutes"

Create   Cancel

Mar 20 – 26, 2022

today < >

	Sun 3/20	Mon 3/21	Tue 3/22	Wed 3/23	Thu 3/24	Fri 3/25	Sat 3/26
12am							
1am			1:00 - 2:00 My Reservation				
2am							
3am							
4am							

- **ULS users need to choose a virtual ULS cheque account (e.g. ULS-ABCT-TAIMANCHAN-001) instead of a true account for reservation, please ignore the virtual payment source amount. ULS staff will keep top-up the amount to prevent user booking failure**
- **Please contact ULS staff for the setup**

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For enquiries, please contact

- Any staff of ULS

- RIO at urfms.support@polyu.edu.hk