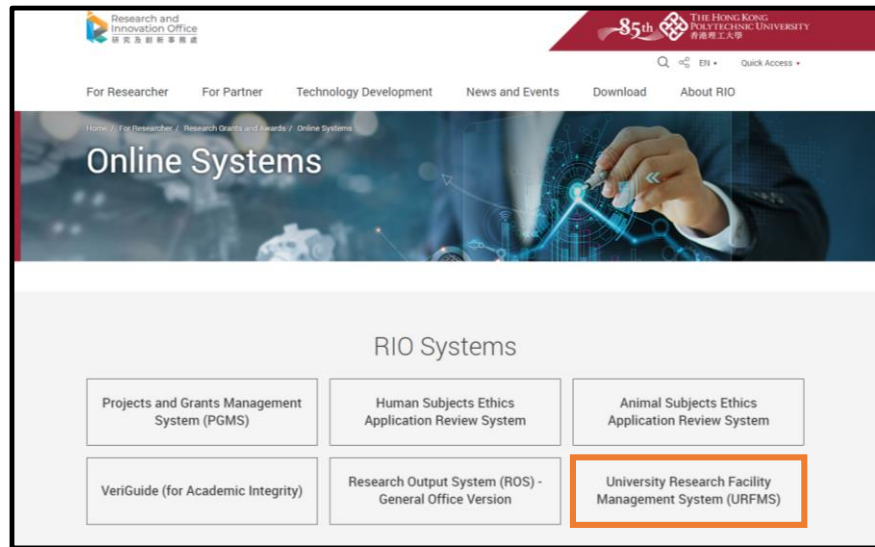


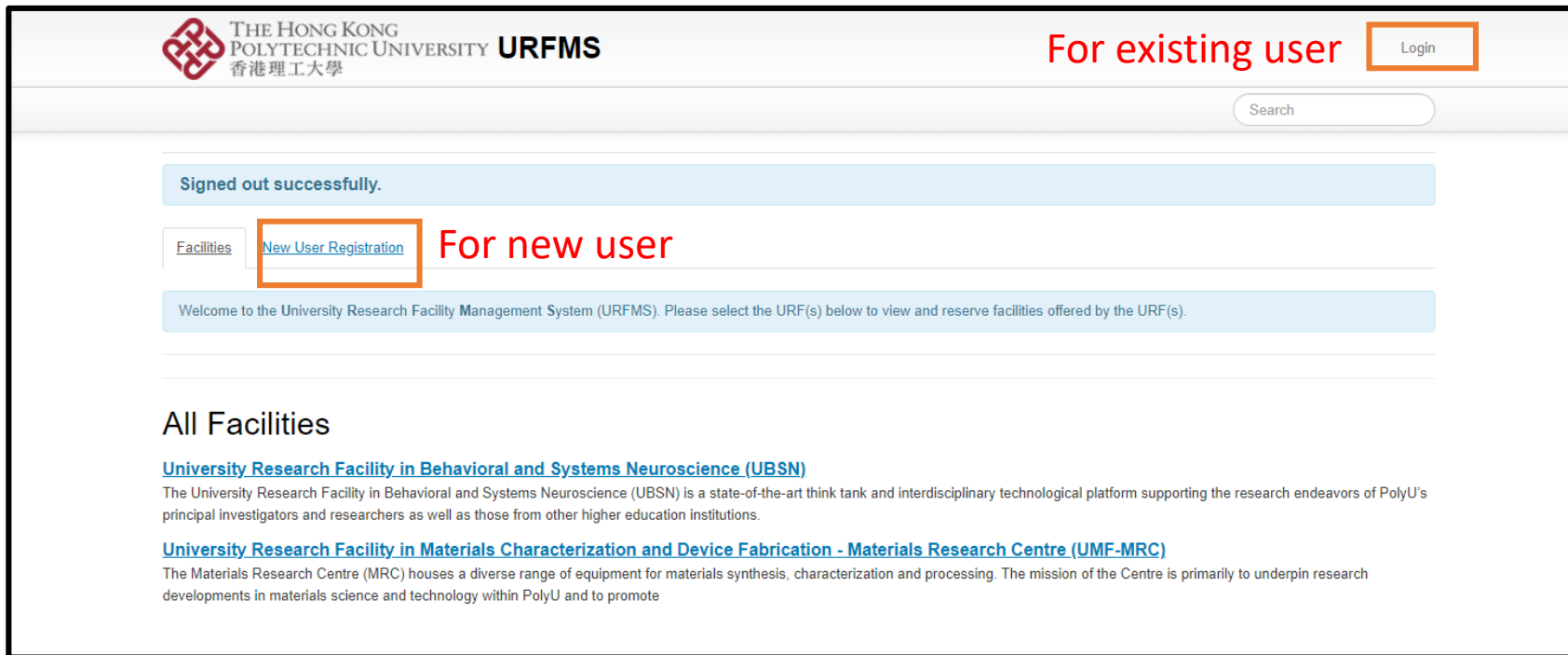
University Research Facility Management System (URFMS) Quick Guide For New ULS Users

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



The screenshot shows the URFMS website header with the PolyU logo and 'URFMS' text. A red annotation 'For existing user' points to the 'Login' button in the top right. A light blue message bar states 'Signed out successfully.' Below this, a 'Facilities' menu is shown with 'New User Registration' highlighted by an orange box and labeled 'For new user' in red. A welcome message follows: 'Welcome to the University Research Facility Management System (URFMS). Please select the URF(s) below to view and reserve facilities offered by the URF(s).' The main content area is titled 'All Facilities' and lists two facilities: 'University Research Facility in Behavioral and Systems Neuroscience (UBSN)' and 'University Research Facility in Materials Characterization and Device Fabrication - Materials Research Centre (UMF-MRC)', each with a brief description.

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For existing user Login

Signed out successfully.

Facilities [New User Registration](#) For new user

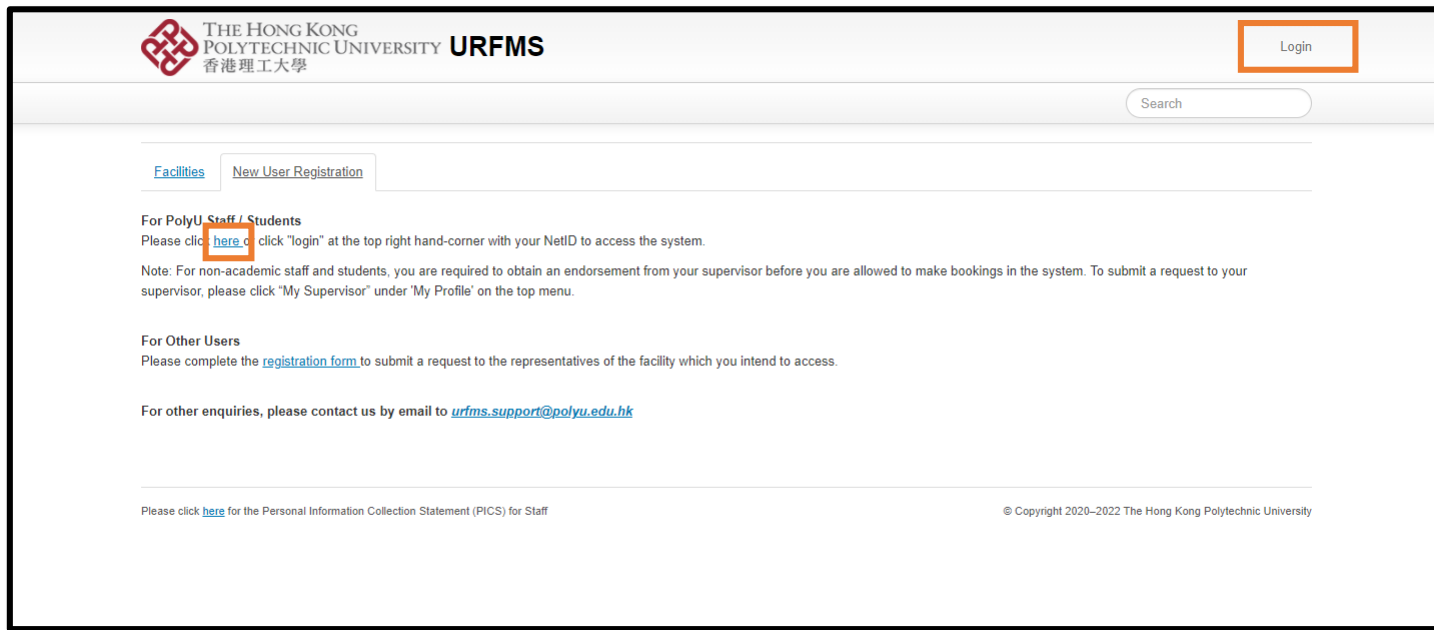
Welcome to the University Research Facility Management System (URFMS). Please select the URF(s) below to view and reserve facilities offered by the URF(s).

All Facilities

[University Research Facility in Behavioral and Systems Neuroscience \(UBSN\)](#)
The University Research Facility in Behavioral and Systems Neuroscience (UBSN) is a state-of-the-art think tank and interdisciplinary technological platform supporting the research endeavors of PolyU's principal investigators and researchers as well as those from other higher education institutions.

[University Research Facility in Materials Characterization and Device Fabrication - Materials Research Centre \(UMF-MRC\)](#)
The Materials Research Centre (MRC) houses a diverse range of equipment for materials synthesis, characterization and processing. The mission of the Centre is primarily to underpin research developments in materials science and technology within PolyU and to promote

Login



The screenshot shows the URFMS (University Research Facility Management System) login page. At the top left is the logo of The Hong Kong Polytechnic University and the text 'THE HONG KONG POLYTECHNIC UNIVERSITY URFMS 香港理工大學'. At the top right is a 'Login' button. Below the header is a search bar. The main content area has two tabs: 'Facilities' and 'New User Registration'. Under 'Facilities', there is a section for 'PolyU Staff / Students' with a link 'here' to click 'login'. A note follows, stating that non-academic staff and students need supervisor endorsement. Below this is a section for 'Other Users' with a link to a 'registration form'. At the bottom, there is a footer with a link to the 'Personal Information Collection Statement (PICS) for Staff' and a copyright notice for 2020-2022.

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Login

Search

[Facilities](#) [New User Registration](#)

For PolyU Staff / Students
Please click [here](#) to click "login" at the top right hand-corner with your NetID to access the system.

Note: For non-academic staff and students, you are required to obtain an endorsement from your supervisor before you are allowed to make bookings in the system. To submit a request to your supervisor, please click "My Supervisor" under "My Profile" on the top menu.

For Other Users
Please complete the [registration form](#) to submit a request to the representatives of the facility which you intend to access.

For other enquiries, 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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- 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

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Home Search

ULS - Terms and Conditions

1. General information

- The equipment of the University Research Facility in Life Sciences (ULS) is solely available to registered and authorised persons (hereinafter referred to as "ULS users" or "users").
- An online booking system is being implemented progressively to most ULS equipment. Users are required to register for an online booking account and for each equipment they would like to access (if applicable). Please refer to Section 2 for details.
- Access to each piece of equipment is subject to the satisfactory completion of official training by ULS staff and approval by the Director of the ULS or his representative(s).
- Users and their supervisors are required to abide to the rules set out in this General User Policy.
- The ULS reserves the rights to amend the General User Policy when deemed necessary. Users and their supervisors should refer to the ULS webpage (<https://www.polyu.edu.hk/uls>) for the latest revision.

2. Equipment training and access

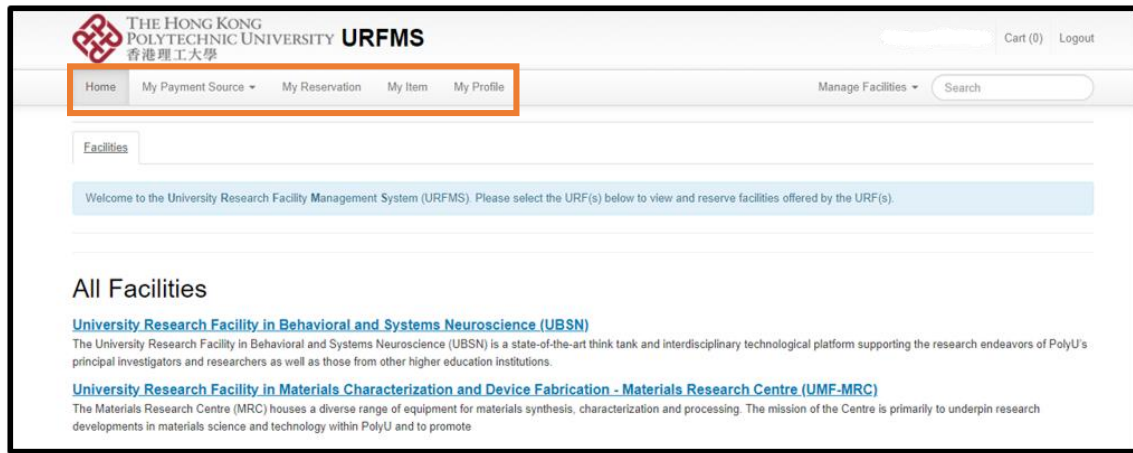
- Training for ULS equipment is scheduled once per calendar month or to be requested. Detailed arrangement for each equipment is available on the ULS webpage.
- Each training session will accommodate up to 5 users. Additional session(s) might be arranged accordingly if the demand is high.
- If no registration is received 7 days before a scheduled training session, the training for the respective equipment in that calendar month will

☐ agree to the terms and conditions

Agree Cancel

Check this box and click <Agree> to accept the Terms and Conditions for each University Research Facility

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))

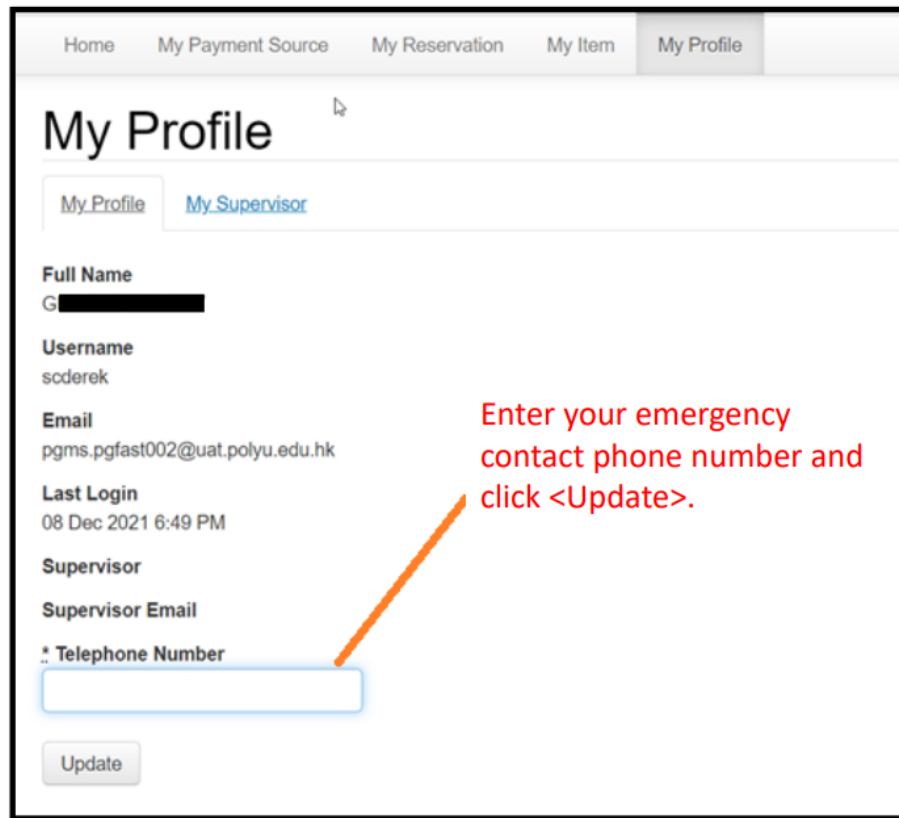
Please note that ULS users need to choose a virtual ULS cheque account (ULS-ABCT-TAIMANCHAN-001) instead of a true account for reservation

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



The screenshot shows a web interface with a navigation bar at the top containing links: Home, My Payment Source, My Reservation, My Item, and My Profile. The 'My Profile' link is highlighted. Below the navigation bar, the page title 'My Profile' is displayed. Underneath the title, there are two tabs: 'My Profile' and 'My Supervisor'. The 'My Profile' tab is active. The profile information is listed as follows:

- Full Name:** G [REDACTED]
- Username:** scderek
- Email:** pgms.pgfast002@uat.polyu.edu.hk
- Last Login:** 08 Dec 2021 6:49 PM
- Supervisor:**
- Supervisor Email:**
- * Telephone Number:** [Empty input field]

A red annotation with the text 'Enter your emergency contact phone number and click <Update>' is positioned to the right of the profile information. An orange arrow points from this text to the 'Telephone Number' input field. At the bottom left of the form is an 'Update' button.

My Supervisor

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Home My Payment Source My Reservation My Item My Profile Search

Request Endorsements

[My Profile](#) [My Supervisor](#)

Success, supervisor endorsement request sent.

Search Supervisor

*Supervisor's First name, Last name, NetID, or username:

*Dept:

	Full Name	NetID	Email	Department
Request	SZUH GN154E40	pgama001	pgms.pgama001@vat.polyu.edu.hk	AMA

Supervisor Approval History

Ref. No.	Supervisor	Request date	Status	
25	pgama001	08 Dec 2021 6:56 PM	In Progress	Remove

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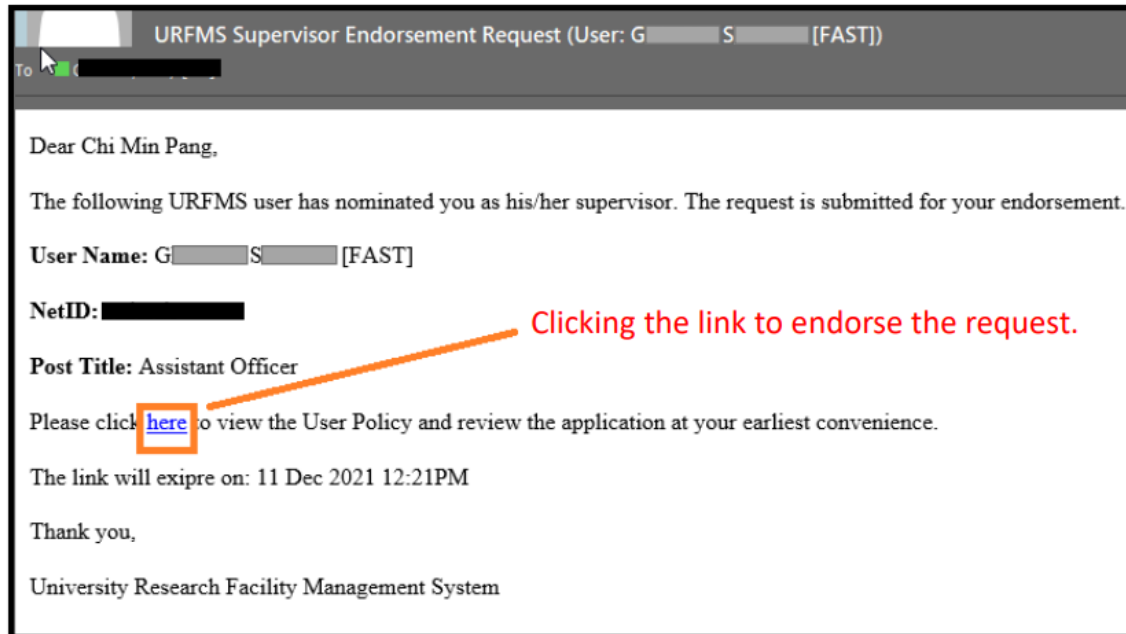
Select your supervisor as appropriate and click <Request> to seek endorsement from your supervisor.

Important Note:

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

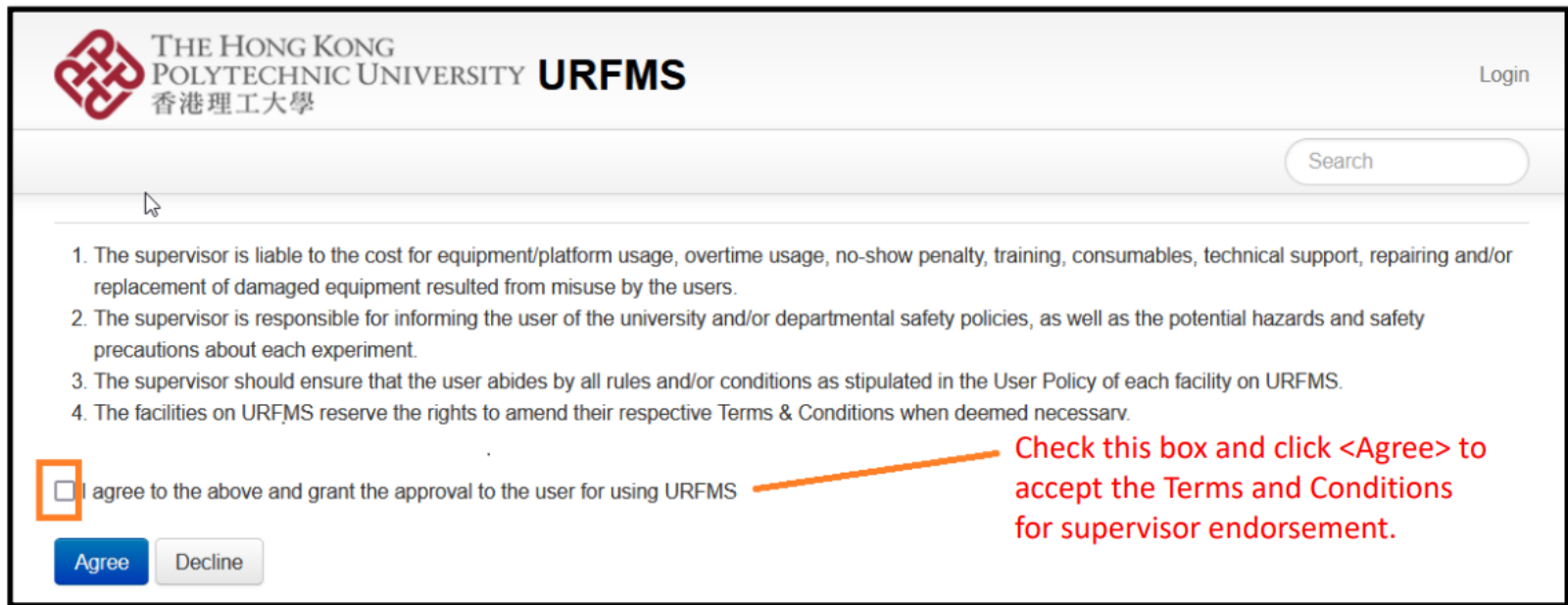
Supervisor Endorsement

- 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



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Login

Search

1. The supervisor is liable to the cost for equipment/platform usage, overtime usage, no-show penalty, training, consumables, technical support, repairing and/or replacement of damaged equipment resulted from misuse by the users.
2. The supervisor is responsible for informing the user of the university and/or departmental safety policies, as well as the potential hazards and safety precautions about each experiment.
3. The supervisor should ensure that the user abides by all rules and/or conditions as stipulated in the User Policy of each facility on URFMS.
4. The facilities on URFMS reserve the rights to amend their respective Terms & Conditions when deemed necessary.

☐ I agree to the above and grant the approval to the user for using URFMS

Agree Decline

Check this box and click <Agree> to accept the Terms and Conditions for supervisor endorsement.

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: <ul style="list-style-type: none">• 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
生命科學中心實驗室



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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](#)  (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

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)

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

For enquiries, please contact

- Any staff of ULS
- RIO at urfms.support@polyu.edu.hk