

<p>Purpose</p>	<p>The <b>Project Request</b> service is used to register any new research or fabrication activity undertaken within the Research &amp; Prototype Foundry (RPF). It ensures the project's scope, materials, supervision, and safety considerations are reviewed before work begins.</p>
<p><b>When Users Should Use This Service</b></p>	
<p>Submit a Project Request when:</p> <ul style="list-style-type: none"> <li>You already <b>have a SydneyFMS user account</b></li> <li>You are starting a <b>new project</b> within the RPF (micro/nanofabrication, fibre, FBG, photomask, packaging, photonics)</li> <li>You introduce <b>new materials</b>, chemicals, or fabrication protocols</li> <li>You require <b>technical support</b>, training, or access to tools</li> <li>You are a:             <ul style="list-style-type: none"> <li>University of Sydney user (Internal Project)</li> <li>External Australian university user (External Academic Project)</li> <li>Industry client (Commercial Project)</li> </ul> </li> <li>You need to document scope, safety, supervision, and compliance before experimental work begins</li> </ul> <p>A Project Request can be completed <b>in parallel with RPF Induction and Onboarding</b>, but must be approved before booking tools or accessing services.</p>	
<p><b>Workflow</b></p>	
<p><b>Step 1 — User Initiates the Request</b>            From the SydneyFMS Dashboard:            Projects → Submit a Project Request            The user selects the appropriate project type:</p> <ul style="list-style-type: none"> <li>Internal</li> <li>External Academic</li> <li>Commercial</li> </ul> <p><b>Step 2 — User Completes Project Details</b>            Instructions:</p> <ul style="list-style-type: none"> <li>Complete all sections of the form as accurately as possible.</li> <li>Use the naming convention "Last Name, First Name: Project Title".</li> </ul> <p>Examples:</p> <ul style="list-style-type: none"> <li><i>Smith, Alex: Metrology of microstructures</i></li> <li><i>Chen, Taylor: Quantum dot devices on silicon chip backside polishing</i></li> </ul> <ul style="list-style-type: none"> <li>Clearly describe the project objectives, expected deliverables, and any equipment or technical support required from RPF staff.</li> <li>If the project involves hazardous materials, specialised fabrication steps, or non-standard processes, upload all relevant documentation to support safety and risk assessment (e.g., RA/SDS, process flows, specifications).</li> </ul> <p><b>Step 3 — Supervisor Review &amp; Account Setup</b>            The Project Request is automatically routed to the Project Supervisor selected in the form.            Supervisor responsibilities:</p> <ul style="list-style-type: none"> <li>Review and verify the project scope and description</li> <li>Confirm they will supervise the project (academic or industry supervisor required)</li> <li>Approve creation or association of the project under their supervision</li> <li>Clarify any ambiguities in scope or materials with the user</li> </ul> <p>Once approved, the request is routed to the Facility Manager.</p> <p><b>Step 4 — Facility Manager Validation</b>            The Facility Manager conducts the final review, including:</p>	

- Materials and contamination risk assessment
- RA/SDS verification
- DSGI considerations
- Alignment with RPF capabilities and facility constraints
- Completeness of supervisory and user information
- Identification of any required follow-up or clarification

*Commercial and external academic projects may also be forwarded to RPF Finance for billing setup.*

#### **Step 5 — Project Approval & Activation**

After validation:

- The project is activated in SydneyFMS
- A project code is assigned
- The user may proceed with training, bookings, consumables, and technical service requests
- Any outstanding prerequisites (e.g., induction, onboarding) are captured and flagged by the system