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| Purpose  | The <b>Project Request</b> service is used to register any new research or fabrication activity undertaken within the Research & Prototype Foundry (RPF). It ensures the project's scope, materials, supervision, and safety considerations are reviewed before work begins. |
| <b>When Users Should Use This Service</b>  |  |
| Submit a Project Request when:   |  |
| <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>   |  |
| 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.   |  |
| <b>Workflow</b>  |  |
| <p><b>Step 1 — User Initiates the Request</b><br/> From the SydneyFMS Dashboard:<br/> Projects → Submit a Project Request<br/> 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><br/> 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><br/> The Project Request is automatically routed to the Project Supervisor selected in the form.<br/> 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><br/> The Facility Manager conducts the final review, including:</p>   |  |

- Materials and contamination risk assessment
- RA/SDS verification
- DSGL 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