



BIO-IMAGING FACILITY
C-Wing, Ground Floor, GC-01 and 02
Division of Biological Sciences, Indian Institute of Science
C V Raman Avenue, Bengaluru, Karnataka 560012
Booking/Charge Sheet

1. User Name: _____
2. Contact phone number and email ID: _____
3. PI Name/Department/Institute/Company: _____
4. GST Number of Institute/Company (Mandatory): _____
5. Type of sample & Imaging: Fixed or LIVE
6. Objectives required: _____
7. Select the microscope for your usage (Slot duration- one and half hour):

Confocal Microscope	Academic Charges/ slot (Rs)	Corporate Charges/ Slot (Rs)	Indicate the confocal microscope required
Leica SP8 Falcon (FLIM,FCS)	3540/- *	11,800/- *	
Andor Dragonfly Spinning Disc	3540/- *	11,800/- *	
Zeiss LSM 880 Airyscan	3540/- *	11,800/- *	
Zeiss laser capture microdissection (LCM)	3540/- *	11,800/- *	

(* all charges are inclusive of 18% GST)

8. Date of Booking (Available from Monday to Fridays, except holidays): _____
9. Select the time slot for imaging: **10:30A M-12PM** **12PM-1:30PM** **3PM-4:30PM**
10. Write to us at confocaliisc@gmail.com for slot requisition and any other details or call us at 08022933506

User Signature:

Reference No:

PI/HOD Signature:

Seal of the Institution:

Total No. of Slots :

(Office use only)

Total Slot Charge :

Remarks :

WORKING GUIDELINES FOR USING THE BIOIMAGING FACILITY

- 1) Booking of slots can be made by sending us a mail request at **confocaliisc@gmail.com**. Upon receiving the user request the facility will send the booking form as attachment.
- 2) Booking/Charge sheet is a must for reserving microscope time slot. Incomplete forms will NOT be processed. Kindly confirm the slot booking request by the end of the day.
- 3) Please note that you must carry a printout of the payment screenshot in the name of '**Indian Institute of Science**' when you come to avail the slot. Additionally, the scanned copy of the booking form, duly signed by the PI/Head, should be sent to us prior to using the slot for confirmation.
- 4) Slot time is fixed for **1.5 hr** and the cost structure of the usage is mentioned overleaf.
- 5) Advance booking up to **1 week** ahead is permitted. If the slot requested is beyond 1 week, it will not be processed and would require a fresh requisition.
- 6) **Maximum number of slots** allotted/week per person is 2 for fixed samples and 3 for live imaging, per microscope.
- 7) **Cancellation** of a reserved slot has to be intimated **at least a day in advance** through mail. Frequent cancellation from a user is not acceptable and users with **3 successive cancellations** will not be allocated further slots in the next **30 days**.
- 8) Slot usage will be chargeable if not cancelled and if a user is **15 min** late (without prior intimation), when the slot will be cancelled automatically. This slot will then be available for walk in or to any urgent requests that have been made earlier.
- 9) **Facility Contact No. - 080 22933506**
- 10) **Payment details**

Name of the Bank	STATE BANK OF INDIA
Beneficiary Name	INDIAN INSTITUTE OF SCIENCE, BANGLORE
Bank Branch (full Address)	INDIAN INSTITUTE OF SCIENCE, SCIENCE INSTITUTE POST OFFICE BANGALORE - 560 012
Bank Account Number	31728098170
Type of Bank Account	Saving Bank Account
Telephone Number of Bank	080-23600567/ 080-23604525/ 080-23600165
Mode of Electronic Transfer Available in the Bank - ECS/RTGS/NEFT/CBS	RTGS - IFSC CODE NO. S B I N 0002215
SWIFT CODE	SBININBB425
MICR Code of the Bank	560002020
PAN No.	AAATI1501J
GSTIN	29AAATI1501J2ZV

11) Sample preparation

- a) The sample slide and the coverslip should be clean. The operator can insist and assist in cleaning the sample.
- b) Seal the coverslip with colourless nail paint or fluoromount (BD Bioscience). Ensure that nail paint is dried; otherwise it will spoil the objective lens.

- c) For live imaging users are requested to get all the necessary items needed. The facility will not able to provide them any reagents/ items.
 - d) Contaminated slides will not be imaged on any system. In case of any undue requests from the user, the remarks column will note the same.
- 12) **Data** will be given on **CD /DVD/ formatted USB drives** only. Transfer of files via internet is not allowed.

The **Bio-Imaging Facility** is geared to provide all the users the best possible service and we request everyone to maintain a congenial environment of work for everybody. Thank you for your cooperation and support