

## Institute for Biomedical Innovation

### Prototyping Facility Access Request Form for Academic Users

This form needs to be completed by each individual who wishes to use the Prototyping Facility of the Institute for Biomedical Innovation and authorised by the user's supervisor/principal investigator at their host institution. Please email forms to [kjs64@cam.ac.uk](mailto:kjs64@cam.ac.uk). Once your form has been processed, we will invite you to an on-site induction.

#### Applicant Information

Full name:

Email address:

Department/University:

Supervisor/PI/Host:

Access required from:

Access required until:

- Undergraduate  
 Master's student  
 PhD student

- Postdoc  
 Clinician  
 Other

#### Project Description

Please describe the project you plan to undertake at IBI, so that we can provide informed feedback on your proposed processes and organise equipment-specific training. Do not include any information that is confidential.

#### Access Level Requested

- Cleanroom labs (e.g. component fabrication, ...)  
 Non-cleanroom labs (e.g. testing, assembly, ...)  
 Wet chemistry lab
- Tissue culture lab  
 Office space  
 Dedicated user lab (IBI approval required)

#### Disclaimers and Signature for Authorisation

Proof of Public Liability Insurance will be required for external academic users.

***I hereby acknowledge and accept any facility and laboratory charges that may be incurred by the above user.***

Supervisor/PI/Host signature: \_\_\_\_\_

Date: \_\_\_\_\_

By completing this form, you agree to the IBI data use policy: The Institute for Biomedical Innovation (IBI) collects and stores information including your name, email address, and company information when you complete our user registration form. This data is processed under UK GDPR on the basis of contractual necessity to provide you with access to IBI services and legitimate interests in maintaining our user database for professional communication. Your information will be stored securely on IBI's database in the UK, with access restricted to authorised personnel only, and retained for as long as your account remains active plus up to 7 years thereafter for regulatory and record-keeping purposes. We do not sell or share your personal data with third parties except where required by law or with your explicit consent. Under UK GDPR, you have the right to access, correct, or request deletion of your data, to object to processing, and to lodge a complaint with the Information Commissioner's Office (ICO); to exercise these rights, contact our Data Protection Officer at [kjs64@cam.ac.uk](mailto:kjs64@cam.ac.uk). You may withdraw consent for communications at any time by contacting us, though this will not affect processing that is legally required or necessary for service provision.