

Inter-University Research Institute Corporation
High Energy Accelerator Research Organization (KEK)
Cryo-electron Microscope Usage Guidelines

(Established on
May. 29th, 2023)

【Purpose】

Article 1. These guidelines aim to stipulate necessary matters regarding the use of the cryo-electron microscope (hereinafter referred to as "CryoEM") at the High Energy Accelerator Research Organization (hereinafter referred to as "KEK"), based on the provisions of Article 17 of the KEK Research Facility Usage Regulations (2016 Regulations No. 64).

【Definitions】

Article 2.

1. In these guidelines, "facility use" refers to the use of CryoEM as stipulated in Paragraphs 2 and 3 of this Article, and "usage support" as stipulated in Article 3.
2. In these guidelines, "general use" refers to the use of CryoEM by persons from outside KEK (hereinafter referred to as "users") who have obtained permission under Article 4, Paragraph 1, for their own purposes.
3. In these guidelines, "priority use" refers to the preferential use of CryoEM by users for the implementation of research projects (hereinafter "priority projects") adopted by the national government or independent administrative agencies under its jurisdiction, or equivalent organizations.

【Usage Support】

Article 3 Users can receive guidance and support (hereinafter "usage support") regarding CryoEM operation methods, experimental sample preparation methods, etc., through consultation with the Organization.

【Usage Method】

Article 4 Individuals outside the Organization who wish to use the facility based on these guidelines must submit a separately defined application form to the Director-General of the Organization in advance and obtain permission. In the case of priority use, a project plan for the priority project and a copy of the document certifying its adoption as a priority project must be attached to the application submitted to the Director-General of the Organization for permission.

2. Users visiting the Organization must designate a person responsible for use and register as a user through separately defined procedures.
3. If there is any change to the registered information under the preceding paragraph, the person responsible for use must submit a change registration.
4. Users who have registered as users and no longer need to visit the Organization must submit a separately defined "Registration Cancellation Notification" to the Director-General of the Organization. However, this does not apply when the facility use has ended.

【Publication of Results and Usage Report】

Article 5 The results related to facility use may be kept confidential. However, in the case of priority use where the disclosure of results is a prerequisite, the results must be disclosed after the completion of facility use.

2. Users must promptly submit a separately defined usage report to the Director-General of the Organization after the completion of use. However, if the user has requested confidentiality in advance based on the provisions of the preceding paragraph, the publication of results may be omitted from the report by clearly stating that fact.
3. If a user publicly discloses the results of facility use, they are obligated to submit copies of the disclosed materials to the Organization.

【Usage Fees】

Article 6 Facility usage fees, etc., are specified in the attached table.

【Payment of Usage Fees】

Article 7 Users must pay the usage fees specified in the preceding article by the due date using the "invoice" issued by the Finance Director.

【Miscellaneous】

Article 8 In addition to what is stipulated in these guidelines, necessary matters concerning use shall be separately determined.

Supplementary Provisions

These guidelines have been in effect since May 29th, 2023.

1. Facility Usage Fees Hourly Rate (Tax Included)

Usage Type	Instrument Model	Usage Fee
General Use (Company)	Titan Krios G4	15,000 yen
	Talos Arctica G2	10,000 yen
Priority Use (Academia)	Titan Krios G4	3,000 yen
	Talos Arctica G2	2,000 yen

2. Usage Support Fee Hourly Rate (Tax Included)

Usage Type	Fee
Measurement and Analysis Assistance / Guidance Service	30,000 yen