

**Application for Access for Academic Users**



Please complete this form using the accompanying guidelines to gain access to HWB•NMR spectrometers.

All HWB•NMR spectrometers are available at rates at [www.nmr.bham.ac.uk/access/fees.](http://www.birmingham.ac.uk/facilities/nmr/access/fees.aspx)

Please email the completed form to Sara Whittaker at s.b.m.whittaker@bham.ac.uk, who will submit it for local, fair and prompt review.

*For further information, please phone +44 (0)121 41 48358.*

1. **Project Title**:

2. **Principal investigator/Group leader(s)** (name, work address, phone, email, VAT registration number for institution if VAT exempt)

3. **Hands-on user to visit HWB•NMR** (name, work address, phone, email)

4. **Project proposal** (maximum of 1 page). Please focus on the part relevant to NMR/structural biology.

5. **Please justify 1.0 GHz and/or 900 MHz requirement** (if applicable) and show preliminary data:

6. **References** (up to 4 relevant publications including those from your group and from past usage)

7. **Publications** (please list all publications in full, including PMCIDs (PubMed Central IDs, not PMIDs), arising from previous spectrometer use at HWB•NMR for all PIs listed in section 2)

8. **Funding information** (source of funding for the project including grant number and grant duration)

 Funding source:

 Grant number:

 (UoB-funded users please include segments 3, 4 & 5 of the POET code e.g. c123.10005.98765)

 Funding start date:

 Funding end date:

 Fully-economically costed NMR budget?:

9. **Sample characteristics**

a. *Molecular weight* (or number of residues) including ligand, if applicable:
b. *Oligomeric state* under NMR conditions:
c. *pH* (or minimum / maximum):
d. *Recommended temperature* (minimum/recommended/maximum):
e. *Sample purity* (specify how purity was estimated, and state known impurities):
f. *Solvent* - buffer/additives/% D2O:
g. *Sample concentration* (mM):
h. *Isotopic labelling* (13C, 15N, 2H, etc):
i. *Stability* (with advice for short- and long-term storage):
j. Any other relevant sample information (e.g. metabolomics samples):

10. **Sample suitability for NMR** (please replace circle with an ‘x’)

Has the NMR suitability of the proposed samples been assessed? O Yes O No

If yes, please state how:

If no, please give a reason:

11. **Ethics review of NMR samples** (please replace circle with an ‘x’)

Has ethical approval been sought for the preparation of all NMR samples to be measured at HWB•NMR?

O Yes O No

If yes, please provide ERN (Ethics Review Number) or equivalent, and name of issuing institution:

If no, please give a reason (this may affect approval of application):

12. **Short summary of NMR spectra already collected** (please enclose relevant spectra)

a. 1D 1H:
b. 2D 1H/1H (e.g. COSY, NOESY, TOCSY):
c. 2D X/1H (e.g. 15N HSQC, TROSY):
d. 3D:
e. Relaxation measurements:
f. Other:

13. **Type of NMR experiments required and estimated time for each experiment**

a. Details of the work to be carried out & total time requested for this booking:

*After we receive this form, you will be given details of how to request time using our online booking schedule. However, if it is not possible to give you your first choice time slots, it would be helpful to know the following:*

b. Any time periods which would not be suitable for you:

c. Minimum advance warning required before measurement period:

d. First choice instrument:
Second choice instrument (if applicable):

 (For details of current instruments, see: www.nmr.bham.ac.uk/services/spectrometers.shtml)

14. **Relevant experience of visiting scientist(s)**

a. How many hours of direct hands-on spectrometer operation have you had in the past 2 years?

b. Have you already used the facility and measured independently at HWB-NMR?

c. If yes, how many times in the last 2 years?

15. **Degree of assistance required** (please replace circle with an 'x')

O Expert user: regular user of NMR spectrometers who requires assistance with troubleshooting and pulse programmes only

O Non-expert user
O Full service with spectra to be recorded by HWB•NMR staff
O Collaborative service requiring assistance of HWB•NMR staff or Regular User.

 Name of collaborator:

16. **State any potential hazards associated with the sample or the experiment**

 (please replace circle with an 'x'; if none, please state “none”)

a. Bio-hazard ? O Yes O No

If the sample is derived from human tissue, including blood, please state the procedure by which the sample is made non-biohazardous, and attach the biological risk assessment:

 b. Chemical hazard ? O Yes O No

 If yes, please attach COSHH and MSDS safety sheets

 c. Radioactive hazard ? O Yes O No

 [Please note: radioactive samples are not permitted at HWB•NMR]

 d. Other (please state):

17. **Will there be any restrictions on direct publication of obtained results?** O Yes O No(please replace circle with an 'x')

18. **Open access publication** (failure to comply will regrettably mean 900 or GHz access cannot be granted)

Users are required to submit PMCIDs (PubMed Central IDs) to HWB•NMR for every publication containing data collected at HWB•NMR, within 6 months of publication.

**Do you agree to do this in accordance with HWB-NMR policy?** O Yes O No O N/A

(please replace circle with an 'x')

19. **Acknowledgement of HWB•NMR use**

For every publication containing data collected at HWB•NMR, the following acknowledgement should be used:

“We thank HWB•NMR staff at the University of Birmingham for providing open access to their NMR spectrometers, including the University funded 900 MHz and UKRI funded 1000 MHz [EP/R030030/1] spectrometers.”

**Do you agree to do this in accordance with HWB-NMR policy?** O Yes O No O N/A

(please replace circle with an 'x')

I hereby confirm that I have read and agree to the policies at [www.nmr.bham.ac.uk/access/policies](http://www.birmingham.ac.uk/facilities/nmr/access/policies.aspx) and agree to the HWB-NMR policy on open access publication & acknowledgement.

Name: Date:

**Guidance Notes.**

1. Sections 2 & 3: Please include sufficient detail so that you may be contacted easily and at short notice, in case of sample or booking related issues. Please note that any personal information provided is for the sole purpose of enabling NMR access and is not shared with third parties, in accordance with UK General Data Protection Regulation (GDPR) and Data Protection Act (2018).
2. Section 5: Local review will determine the appropriateness of magnetic field choice. Depending on availability of GHz/900 time, it may still be possible to accommodate samples that wouldn’t necessarily require ultra-high field.
3. Section 8: Please complete in full. Applications will not be accepted if incomplete. Please state if the project is a PhD studentship or is unfunded.
4. Section 9: Please be clear regarding isotope labelling, particularly if a complex is involved. Please specify which components are labelled and how.
5. Section 10: It is expected that sample integrity will have been checked for all NMR samples intended for use during the measurement time requested, prior to visiting HWB-NMR.
6. Section 12: Relevant spectra must be included, otherwise applications cannot be processed.
7. Section 13: Please be clear in your request for measurement time. Local review will determine experiment suitability, and feasibility of the NMR approach.
8. Section 16: Please ensure that relevant risk assessments, COSHH and MSDS safety sheets are submitted with your application.
9. Section 18: PMCIDs and PDF files for each publication must be sent as soon as possible (but within 6 months of publication) to Sara Whittaker at s.b.m.whittaker@bham.ac.uk