

## USE OF CMU NANOFACILITY BY PITT PERSONNEL PROCESS CHECKLIST

<b>Step 1</b>	<b>Gathering Request Forms</b>
	Retrieve the “ <b>Pitt to CMU Request Form</b> ” and “ <b>Attachment A</b> ” located on FOM under documents, PINSE website, or email Carolyn Mazzella at PINSE to have them sent to you.
	Send completed request form to PINSE Technical Director, Esta Abelev ( <a href="mailto:eabelev@pitt.edu">eabelev@pitt.edu</a> ) for signature.
<b>Step 2</b>	<b>Completing the Contract</b>
	Once Esta Abelev signs off on your request form you will send the request form <b>and</b> completed Attachment A to Christine McClure ( <a href="mailto:chrisra@pitt.edu">chrisra@pitt.edu</a> ) in the Office of Research for University of Pittsburgh authorization.
	Christine forwards the completed agreement to CMU’s Office of Sponsored Programs for counter signature.
	The Executive Manager of the CMU Nanofabrication lab, Matt Moneck, will contact you directly once the agreement is confirmed within CMU. <i>You may now start the CMU lab requirements listed in steps 3-4.</i>
<b>Step 3</b>	<b>Meeting and Tool Requirements</b>
	Arrange a meeting with Norman Gottron at CMU to discuss your process and tool requirements.
	Schedule a Tour of the CMU NanoFab
<b>Step 4</b>	<b>Training</b>
	Register for and attend the CMU EH&S course, “Laboratory Safety and Hazardous Waste”: <a href="http://www.cmu.edu/ehs/training/">http://www.cmu.edu/ehs/training/</a>
	<i>In order to do sign up for this course, you will need to get an AndrewID to log into CMU’s EH&amp;S website.</i>
	Read and understand the Nanofab guidelines: <a href="http://nanofab.ece.cmu.edu/access/guidelines_Mar2015.pdf">http://nanofab.ece.cmu.edu/access/guidelines_Mar2015.pdf</a>
	Complete the Process Inventory and Cleanroom Chemicals and Gases forms: <a href="http://nanofab.ece.cmu.edu/access/index.html">http://nanofab.ece.cmu.edu/access/index.html</a>

Contacts	
Esta Abelev	PINSE Technical Director 412-383-4096 <a href="mailto:eabelev@pitt.edu">eabelev@pitt.edu</a>
Carolyn Mazzella	PINSE Administrative & Outreach Coordinator 412-624-8394 <a href="mailto:cmazzella@pitt.edu">cmazzella@pitt.edu</a>
Matt Moneck	CMU NanoFab Executive Manager 412-268-5430 <a href="mailto:mmoneck@andrew.cmu.edu">mmoneck@andrew.cmu.edu</a>
Norman Gottron	CMU NanoFab Process Engineer 412-268-4205 <a href="mailto:ngottron@andrew.cmu.edu">ngottron@andrew.cmu.edu</a>
Christine McClure	Office of Research, Pitt <a href="mailto:chrisra@pitt.edu">chrisra@pitt.edu</a>