

The Hong Kong University of Science and Technology		
Dr Tai-chin Lo Nanosystem Fabrication Facility		
NFF (CWB) User Application Form		
Name of applicant:	Student/Staff I.D.:	
Department:	E-mail address:	
Status: PhD/MPhil/UG/TA/RA/Staff/Others (please specify):	Phone:	
Affiliate institutions/organization:		
<u>Personal Information Collection Statement:</u> 1. The information collected from you will be used by Dr Tai-chin Lo Nanosystem Fabrication Facility ("NFF (CWB)") of The Hong Kong University of Science and Technology ("HKUST") for the purpose stated on the form, and all purposes related to your user application or lab operations. This includes, but not limited to, displaying booking information and the equipment qualification list with your name and email in the lab booking system. 2. Without your expressed approval, or unless required by law, the personal data collected herein will not be disclosed to third parties other than those specified in individual personal information collection statement. 3. As a data subject, you have the right to request access to and correction of the personal data under the Personal Data (Privacy) Ordinance. For requests to access your data, please put it in writing and send it to nffenquiry@ust.hk . 4. For more details, please visit "University Data Privacy Policy Statement" (https://dataprivacy.hkust.edu.hk/university-data-privacy-policy-statement).		
Applicant's signature:	Date:	
Project title:		
Project type (e.g., UG FYP/UROP/PG course/PG research):		
Brief description: (please submit a <i>PROCESS FLOW</i> which conforms to the safety and cleanliness requirements of NFF (CWB) and has to be approved and signed by your supervisor.)		
Main NFF (CWB) facilities to be used:		
Name of supervisor(s):	Email:	Phone:
Signature:		
Information for NFF (CWB) Charge Recovery <i>I confirm that I acknowledge and accept the NFF (CWB) lab charging scheme as attached (https://nff.hkust.edu.hk/en/our-services/charging-scheme.html), please debit from the followings:</i>		
(1) Charging account for project maintenance fee (HK\$150/month): (2) Charging account for lab access (HK\$10/hr, capped at HK\$600/month): (3) Charging account for equipment booking (capped at HK\$3,000/month): (4) Charging account for consumable order: (5) Charging account for job order:	Account Type (please ✓ as appropriate): ☐ Instructional use and academic research ☐ Non-RGC/UGC government projects and use of the facility by researchers from another institution ☐ Industrial and service contracts, and consulting work	
Name in full of the budget controller:	Signature:	Date:
For NFF (CWB) Use Only		
Assigned NFF (CWB) project number:	Group with (Project no.):	Key card no.:
Project approved by:	Date:	
Remarks:		