



**University of Massachusetts  
Amherst**  
Institute for Applied Life Sciences  
S360 Life Science Laboratories  
240 Thatcher Rd.  
Amherst, MA 01003-9258

**Michael A. Busa, Ph.D.**  
Core Director: Exercise Intervention & Outcomes, Human  
Motion, Living Science, and Room Calorimeter  
Voice: 413-577-0574  
mbusa@umass.edu  
<https://www.umass.edu/ials/>

Dear Prospective Human Motion Core User,

The purpose of this agreement is to outline the general practices and expectations of users in the Human Motion Core.

1. All users of the core must be certified for use by the core director.
  - a. These certifications are for general use of instruments and laboratory procedures.
  - b. In general, this can be accomplished in one (1) training session (training rates apply), along with follow up practice sessions.
  - c. Users will only be provided access to rooms/instruments that they have been certified in.
2. All users must schedule lab time through the Facilities Online Management (FOM) software.
  - a. User accounts should be established for each individual user in FOM
  - b. An appropriate speedtype must be identified for projects to be conducted in the core.
  - c. Users must activate and deactivate the 'locks' for instruments, the failure to deactivate will result in charges being applied to the account until the end of the scheduled time.
  - d. These instruments can be activated/deactivated either through a phone, laptop or the computer at the front desk of the Human Testing Center, they are not able to be unlocked at the workstation.
  - e. Billing will be based on the *logged in* time on the instrument.
3. All consumable items are the responsibility of the PI.
4. Any equipment malfunctions should be reported to the Core Director immediately.
5. Limited storage space is available for study related equipment. Contact the core director for arrangements.
6. All users are expected to put away equipment and leave the space in a clean and tidy fashion upon completing their experiment.
7. Prior to a user being granted access they must provide copies of the relevant additional certifications that are required for the cores. It is the responsibility of the PI to make sure that these are kept up to date.
8. In consideration for other users in this shared space if users consistently do not put away materials or do not clean up after their experiment cleaning fees or in extreme cases suspension of access may occur.
9. All work performed in the Human Motion Core, along with IALS, should be acknowledged in scholarly reports, presentations, posters, papers, and publications. Additionally, if a staff member has made a significant intellectual contribution, please consider co-authorship.

\_\_\_\_\_  
Core Director

\_\_\_\_\_  
PI name

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date

Effective Date \_\_\_\_\_

## Institute for Applied Life Sciences

### Authorization for Recharges

According to our records the speed type that was provided has expired. An Authorization Form must be on file with IALS before the use of research equipment. Please complete this form and return it to:

**Attn: Charlene Coleman**  
**Institute for Applied Sciences**  
**S309 Life Sciences Laboratories**  
**577-4578**

**Name of Principal Investigator:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Core:** \_\_\_\_\_

Please indicate the speed type, including the expiration date if applicable, that you would like charged for the use of IALS research equipment.

**Speed Type:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Project Name (Should match FOM)** \_\_\_\_\_

**Total Project Expiration Date:** \_\_\_\_\_

(If the current year expiration date will be extended for another year or more.)

**Signature:** \_\_\_\_\_

**Principal Investigator or  
Individual with Spending Authority**

*The Institute for Applied Life Sciences will send monthly invoices via email that will include all individuals and their usages of equipment. The invoice will include the total amount during that period to be charged to this speed type above. You will have 10 business days to respond if you prefer to use a different speed type for that month's billing, otherwise, this speed type will be automatically charged.*