

- KNI User Billing & Information Form for SURF/MURF students-

Labmember Information																	
Name (last, first, middle initial):	Date:																
<p>What is your status?</p> <p>D A new labmember. Please provide a preferred login name: _____</p> <p>My Faculty Sponsor is: _____</p> <p>My student mentor is: _____</p>																	
<p>What do you want to do?</p> <p>D A. Create a new Project/Account (please include the Project Form) D B. Be added to an existing KNI Project/Account</p> <p style="padding-left: 40px;">Project name: _____ Month effective: _____</p> <p>D C. Change accounting or billing info for an existing KNI Project for your charges</p> <p style="padding-left: 40px;">Project name: _____ Month effective: _____</p>																	
<p>Your contact info:</p> <p>Institution/Company: _____</p> <p>Address: _____</p> <p>_____</p> <p>Cell Phone: (____) _____ FAX: (____) _____ Email: _____</p> <p>I have a Caltech ID. Here is my ID number (7-digit code below my name): _____</p>																	
<p>About your Research: How would you categorize your work? (Check one)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">D Chemistry</td> <td style="width: 25%;">D Materials</td> <td style="width: 25%;">D MEMS</td> <td style="width: 25%;">D</td> </tr> <tr> <td>Process D</td> <td>Earth Sciences</td> <td>D Life Sciences</td> <td>D Optics</td> </tr> <tr> <td></td> <td>D Other</td> <td></td> <td></td> </tr> <tr> <td>D Electronics</td> <td>D Medicine</td> <td>D Physics</td> <td>D Class Usage</td> </tr> </table>		D Chemistry	D Materials	D MEMS	D	Process D	Earth Sciences	D Life Sciences	D Optics		D Other			D Electronics	D Medicine	D Physics	D Class Usage
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Billing info for Caltech Accounts	
Caltech Accounting Info: PTA Number ¹ _____ <small>¹ Caltech Account number (POETA), of form: MNOPQRS-111-ABCDE.</small>	
Grant Manager or Financial Administrator contact info: Name (first, last): _____ Title/Department: _____ Address/Mail Code: _____ Telephone: (____) _____ Fax (____) _____ Email: _____	
Authorizing Signature for Charges to this PTA: _____	

PI (Principal Investigator or Project Manager) Information	
Your Principal Investigator or Project Manager: Name (first, last): _____ Title/Department: _____ Institution/Company: _____ Address: _____ _____ Telephone: _____	
PI Signature: _____	



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Each new researcher to the KNI must register for lab membership using this form. This should also be used to reactivate lab membership or update contact and billing information. For any changes to billing information, this form must be signed by someone with the appropriate signature authority for billing. For any questions about this or other KNI forms, contact kni@caltech.edu.

Instructions

1. Use this form to:
 - a. apply for new lab membership at the KNI;
 - b. reactivate an expired lab membership (> one year since last active use);
 - c. update/change your contact information and/or associated project(s);
 - d. update your billing information (note: all other lab members associated with the account must also each submit a new User Info Form to authorize new billing.)
2. Print and complete this form.
 - a. The lab member should provide information on page 1 of this form.
 - b. Signature of a person authorized for charges to the account is required.
3. Submit all paperwork by mail or fax to:

Kavli Nanoscience Institute
Lab Services Administrator
Mail Code 107-81
1200 E. California Blvd.
Pasadena, CA 91125
Fax: (626) 744-9908

Inform us of your submission by sending an email to kni@caltech.edu.

Please note that it may take 3 to 4 business days for the KNI to process your account.

