

- KNI Academic/Gov't User Billing & Information Form -

<b>Labmember Information</b>	
<b>Name (last, first, middle initial):</b> _____	<b>Date:</b> _____
<b>What is your status?</b> <input type="checkbox"/> A new labmember. Please provide a preferred login name: _____ <input type="checkbox"/> A current active labmember. Login name: _____ <input type="checkbox"/> Reactivating an expired labmembership. Login name: _____	
<b>What do you want to do?</b> <input type="checkbox"/> A. Create a new Project/Account (please include the Project Form) <input type="checkbox"/> B. Be added to an existing KNI Project/Account Project name: _____ Month effective: _____ <input type="checkbox"/> C. Change accounting or billing info for an existing KNI Project for your charges Project name: _____ Month effective: _____	
<b>Your contact info:</b> Institution/Company: _____ Address: _____ _____ <b>Cell</b> phone: (____) _____ FAX: (____) _____ Email: _____ <input type="checkbox"/> ___ I do not have a Caltech ID and would like to obtain a key and visitor card for building and lab access (requires \$25, refundable upon return) ___ I have a Caltech Access Card. Here is my ID number (5-digit code, found below the logo): _____ <input type="checkbox"/> ___ I have a Caltech ID. Here is my ID number (7-digit code below my name): _____	
<b>About your Research:</b> How would you categorize your work? (Check one)	
<input type="checkbox"/> Chemistry <input type="checkbox"/> Materials <input type="checkbox"/> MEMS <input type="checkbox"/> Process <input type="checkbox"/> Earth Sciences <input type="checkbox"/> Life Sciences <input type="checkbox"/> Optics <input type="checkbox"/> Other <input type="checkbox"/> Electronics <input type="checkbox"/> Medicine <input type="checkbox"/> Physics <input type="checkbox"/> Class Usage	



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**Billing Info For Non-Caltech Academic, Industry, or Government Accounts**

**Purchase Order Number** (if new or updated PO, attach hardcopy of the original):

**Institution/Company Financial Administrator:**

Name (first, last): \_\_\_\_\_

Title: \_\_\_\_\_

Institution/Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Institution/Company Financial Administrator/Authorizing Signature:**

**PI (Principal Investigator or Project Manager) Information**

**Your Principal Investigator or Project Manager:**

Name (first, last): \_\_\_\_\_

Title/Department: \_\_\_\_\_

Institution/Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

**About funding:** How is this work funded?

NSF       DARPA       SBIR       NASA       DOD       NIH

MARCO       DOE       SRC       Self-Funded       Venture Funding

Other (describe): \_\_\_\_\_

**PI Signature:**



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Each new researcher to the KNI must register for labmembership using this form. This should also be used to reactivate labmembership 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](mailto:kni@caltech.edu).

### Instructions

1. Use this form to:
  - a. apply for new labmembership at the KNI;
  - b. reactivate an expired labmembership (> one year since last active use);
  - c. update/change your contact information and/or associated project(s);
  - d. make changes to your billing information (note: all other labmembers 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 labmember should provide information on page 1 of this form.
  - b. Signature of a person authorized for charges to the P.O. or account is required.
  - c. Attach a Purchase Order. For specific P.O. instructions, please refer to section below.

3. Submit all paperwork by mail, email or fax to:

Kavli Nanoscience Institute  
Lab Services Administrator  
Mail Code 107-81  
1200 E. California Blvd.  
Pasadena, CA 91125  
Fax: (626) 744-9908  
[kni@caltech.edu](mailto:kni@caltech.edu)

Or, drop it off in 119A Steele Lab

Inform us of your submission by sending an email to [kni@caltech.edu](mailto:kni@caltech.edu).

4. Special instructions for Purchase Orders:
  - a. The P.O. should include the "Accounts Payable" or "Finance Administrator" contact name, address, phone numbers, and email. Caltech will send invoices to this address.
  - b. To activate your membership, please submit the completed "Billing & Information form," and "Purchase Order" to address shown in section 3.
  - c. For reference, Caltech's tax ID number is 95-1643307
  - d. If P.O. forms require "supplier" contact information:

The Kavli Nanoscience Institute  
California Institute of Technology  
1200 E. California Blvd., MC 107-81  
Pasadena, CA 91125



Mary Sikora  
119A Steele Lab  
(626) 395-3914

- e. If your P.O. must reference a value, the minimum should be \$5,000. The purchase order will be treated as a blanket purchase order and you will be charged for the actual costs incurred. *Prices are subject to change without notice.*
- f. Please note that it may take 3 to 4 business days for the KNI to process your account.

