

- KNI Laboratory Process Sheet -

Lab Member / Operator Information	
Labmember's Name (last, first, middle initial):	Date:
Contact info: Group/Institution/Company: _____ Address: _____ _____ Telephone: (____) _____ FAX: (____) _____ Email: _____	
About the Project	
Project title: Provide a brief description of no more than 20 characters (this can be the name of your original project or something else.)	
Please attach a process flow diagram / drawing that illustrates what you want to do. Include materials and critical dimensions in your sketch. This can be Powerpoint, Autocad, hand-drawn, etc.	
Project description: Provide a brief summary of about 50 words describing your project. Please do not include any privileged information.	
Project start date and deadlines (if applicable):	

- KNI Laboratory Process Sheet -

Equipment types anticipated (Check) Photo/ebeam-lithography, etching, deposition, etc	
Sputter Deposition System	Direct-Write Laser
Electron Beam Evaporator	Stepper
Pulsed Laser Deposition	Mask Aligner
Silicon ICP/DRIE	Transmission Electron Microscope
SiO ₂ PECVD	Scanning Electron Microscope
III-V / Metal ICP dry etch Si/	Environmental SEM
Oxide/Nitride ICP dry etch	Electron Beam Lithography
Wafer Bonder	Focused Ion Beam System
Plasma Bond Activation	Microfluidic Fabrication
Oxidation / annealing furnace	Critical Point Dryer
Rapid Thermal Annealer	Wet Chemistry (etch / plating)
Scriber/Breaker	Scanning Auger Microprobe
AFM or Profilometer	Wire Bonder
Other anticipated equipment list below:	

More About the Project
<p>Do you anticipate any non-routine, unusual, or special requirements for your project? Uncommon chemicals? How many samples/week or /month? If so please list.</p>
<p>What experience, if any, do you have in any of these area(s)? (industrial, research, classwork, etc.)</p>

- KNI Laboratory Process Sheet -

This form is used to optimize assistance from KNI Staff on an experiment or process for existing KNI Lab Members. Although it is optional for a member to submit the form we will use this tool to help you and the staff to determine what equipment is best suited for your research, and to help the KNI staff to meet your needs for training and access to equipment. This form is the only mechanism for KNI staff to know what you need, and will form the basis for the staff to respond to your needs.

Please note: Do not disclose any proprietary information on this form, as the contents will be shared by several KNI staff in open (although KNI-Confidential) discussion. Please indicate if there are any particularly time-sensitive components to your request, so the staff can “prioritize” the order for your training. In some cases, staff time permitting, the staff can even perform some parts of your project while you are waiting to get trained.

Instructions

1. Use this form:
 - a. to request assistance from KNI staff with your experiment;
 - b. when there are any changes to the scope or needs for the project.
2. Print and complete this form. All contact info, project title/description must be filled out completely before staff will be committed. Incomplete/missing information may result in delaying the assistance.
3. Submit all paperwork by mail or fax to:

The Kavli Nanoscience Institute
California Institute of Technology
Steele Lab 107-81
1200 E. California Blvd.,
Pasadena, CA 91125
Guy DeRose
209 Steele Lab
Fax: (626) 744-9908
4. Inform us of your submission by sending an email to kni@caltech.edu.