## Enhanced Neuroimaging Core - General Information

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<tr>
<th>Contact Info:</th>
<th>Manager</th>
<th>Sr. Research Assistant/ Imaging Technician</th>
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<tr>
<td></td>
<td>Lai Ding</td>
<td>Daniel Tom</td>
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<tr>
<td></td>
<td>Tel: (617) 432-2799</td>
<td>Tel: (617) 432-1442</td>
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<tr>
<td></td>
<td>Fax: (617) 432-3364</td>
<td>Fax: (617) 432-3364</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:lai_ding@hms.harvard.edu">lai_ding@hms.harvard.edu</a></td>
<td><a href="mailto:daniel_tom@hms.harvard.edu">daniel_tom@hms.harvard.edu</a></td>
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### Financial Manager
- **Sarah Greer**
- Tel: 617-432-1174
- [sarah_greer@hms.harvard.edu](mailto:sarah_greer@hms.harvard.edu)

### Harvard NeuroDiscovery Center (HNDC):
- [www.neurodiscovery.harvard.edu](http://www.neurodiscovery.harvard.edu)

### Enhanced Neuroimaging Core:
- [http://www.neurodiscovery.harvard.edu/research/imaging.html](http://www.neurodiscovery.harvard.edu/research/imaging.html)

### Hours of Operation:
- 8:30 am – 5:30pm
- (Access outside these hours permissible through consent)

## Facility Policies

1. **Enhanced Neuroimaging Core Registration**
   - a. The Enhanced Neuroimaging Core is an HNDC core facility that provides access to advanced confocal, multi-photon, and wide field microscopy services. Additional services include customized training in data acquisition and image analysis. To gain access to these services, researchers must submit a basic [registration form](#).

2. **Laser Safety**
   - a. All lasers in the facility are classified as greater than Class 3B. Harvard University’s Environmental Health and Safety Office require that personnel who use lasers at or greater than 3B complete radiation safety and biennial retraining. [http://ehs.harvard.edu/training](http://ehs.harvard.edu/training)

3. **Microscope Training**
   - a. All users must receive training by the Enhanced Neuroimaging Core staff before microscope access is granted.
4. **Reservations**
   a. Reservations are made through the PPMS system.

5. **Lateness**
   a. Being punctual ensures that users from previous sessions do not extend their session into your reservation.

6. **Cancellations**
   a. Reservations can be modified or cancelled 24 hours prior to the start time.
   b. Users must notify facility management if they are unable to make an appointment. Failure to provide notice may result in restricted access and compensation at the appropriate hourly rate.

7. **Computer Usage**
   a. *REMOVE YOUR DATA AFTER EACH SESSION* – Images left on the hard drive are subject to uninformed removal.
   b. Downloading software or attachments from the internet is strictly prohibited.

8. **Acknowledgement**
   a. As a user of the Enhanced NeuroImaging Core, I agree to acknowledge the Harvard NeuroDiscovery Center in any publications, grant submissions, presentations, and/or poster sessions resulting from the performance of research projects described in the user registration form.

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**Billing Policies**

9. **Reconciliation of Usage Session**
   Users are charged for the time reserved through the online calendar as well as over usage time. Hourly rates are posted [here](#).
   a. **Over usage**
      i. Over usage is defined as extending your reservation, by starting earlier or ending later than the time reserved. If over usage occurs, the unreserved time will be rounded to the nearest quarter hour and the Calcium calendar will be updated to include the over usage. Over usage is determined by a tracking program called Statin. Stawin logs the time of activation and deactivation of the microscope control program. It is essential to completely log out of the microscope control program at the end of each session. Overuse is permitted if there is no user immediately following you.
   b. **Under usage**
      i. Under usage is defined as using less time than the amount reserved. If under usage occurs, the full reservation time is charged.

10. **Billing / Payment Procedures**
    Charges are based on hourly usage of the equipment being used (see #9). If the user anticipates that usage will equal or exceed a total of $1,000 within a month, the user’s financial contact must request a Purchase Order number (or 33 digit billing code if a Harvard user) and email to the HNDC Financial Contact prior to the usage session(s). External invoices for usage under $1,000 will be sent from Harvard Central Accounts Receivable to the user’s financial contact. Internal Harvard users will be notified of their charges by HNDC via email.

   a. Payment is expected **30 days** from the date of the invoice. Failure to pay the invoice amount by the due date may result in denial of future use of the facility.
11. **Pilot Sessions**  
a. Each lab may work with the Enhanced Neuroimaging staff on the Andor SDC, Zeiss LSM 510 and/or Leica SP8 X microscope to develop a working imaging protocol appropriate for the user supplied sample. The purpose of the pilot session(s) is to verify that the system and/or sample provided respond well to the proposed experimental protocol. Pilot sessions are limited to 10 cumulative hours for development of a live sample imaging protocol and two cumulative hours for a working fixed sample imaging protocol. The pilot session(s) is a free service. Successful pilot runs can be followed up with training then usage at the applicable rate.