

**STANDARD FACS FACILITY RESEARCH  
APPOINTMENT SHEET**

To sign in, please, follow the directions below and fill in ALL the columns next to your name:

Please, make sure that:

- (1) Your protocol has been approved by the facility specialist and director
- (2) We have an electronic and a hard copy of your protocol

Because of ongoing routine maintenance, optic adjustments and quality control as well as projects by other users, it is REQUIRED that you also request your appointment AT LEAST three days in advance by signing up here AND emailing both the facility technical specialist (Abdelrahman Elarja; [aelarja@csu.edu](mailto:aelarja@csu.edu) ) and director (Dr Walid Al-Ghoul; [walghoul@csu.edu](mailto:walghoul@csu.edu)).

**Appointment request:**

Requester's Name	Requester's lab PI name	Suggested time(s) (day and time)**	Have you filed a protocol and a protocol approval form?	Have you Emailed the facility director and operator?

**\*\* Daily facility operation hours are 9 a.m. till 5 p.m. As a general rule, please, allow at least two hours for your experimental run. Therefore, it is imperative that the last experimental session is planned to start no later than 3:00 p.m. unless previous arrangements were made with the operator to stay later.**