

About the application for use of Nagoya University Equipment Sharing System

(Introduction)

Those who are outside the University and wish to use the Nagoya University Equipment Sharing System are requested to understand the Use Rules for the Nagoya University Equipment Sharing System before applying for use.

The Use Rules for the Nagoya University Equipment Sharing System are available at “Use Rules” on our website (<https://es.tech.nagoya-u.ac.jp/vup/SharingSystem/bylaws.html>)

Please understand that even if the application for use of this system is approved, it does not guarantee the use of shared facilities and equipment. You can use the desired facilities and equipment from the Nagoya University Equipment Sharing System after you apply for the use qualification and obtain approval from the manager of facilities and equipment.

(Application method)

Please fill in the use application sheet for the Nagoya University Equipment Sharing System and submit the sheet to the Technical Center of Nagoya University Equipment Sharing Promotion Office.

(Application sheet must be submitted to:)

Technical Center of Nagoya University Equipment Sharing Promotion Office
Furo-cho, Chikusa, Nagoya, 464-8601 Japan
Phone: 052-789-3820

(About the application result)

We will notify the person in charge of administrative work and accounting of the application result after examination.

Summary for Filling In the Application Sheet

Please fill in the necessary matters in the box.

1. Applicant

- An applicant can concurrently serve as the responsible person of a users' group.
- 1) Please fill in the names in the Organization column as follows: ○○Co.,Ltd., △△Institute, A University B Faculty C Department etc.
 - 2) Please fill in the name of your title in the Title column
 - 3) Please fill in your name and place your seal in the Name column

2. Application classification

- Please make a check mark in the applicable classification. If you check "change", please fill in the post-change status. If you check "suspension", you do not need to fill in the latter item of "the name of users' group".

3. Name of users' group

- When a user uses this system, the name of the user's group is required. Please set a voluntary name of an organization etc.

4. Classification of profit and non-profit

- Use charges may be discounted for non-profit organizations. Where applicable, please check "non-profit organization".

5. Budgetary amount

- Please fill in the budgetary amount to be scheduled for use during the use period by a users' group. When the total amount of use charges of equipment of a users' group exceeds the budgetary amount and when the "contact in time of reservation request which exceeds the budget" column has "required" checked, an advisory e-mail will be sent to the person in charge of administrative work or accounting. However, when "not required" is checked or the column of "budgetary amount" is blank, the advisory e-mail will not be sent.

6. Use period

- Set the use period within annual period. If you want to use facilities or equipment longer beyond annual period, please apply separately for the next year's use period.

7. Responsible person and users of a users' group

- A responsible person for a users' group will be responsible for the use charges, facilities and equipment arising from the use of the Nagoya University Equipment Sharing System and shared facilities and equipment regarding all users to be registered.

1) Please fill in your name and place your seal in the name column

2) If you also apply as a user, please check "will do"

3) Please fill in phone number and phone number 2 when there are multiple phone numbers, in the order of ease of contact

8. Users

- When there are multiple users, please fill in from "User 1". When there are many users, please fill in the information of users on a separate sheet and mail it to us together with the application sheet.

9. Person in charge of administrative work or accounting

- Please fill in your contact and the receipt address of invoices for use charges.
The documents such as invoice will be sent to the person in charge of administrative work or accounting.