To schedule training, please contact the staff in the appropriate facility listed on our Labs & Instruments page.

MRSEC Process for Lab Access

**Outside User (Non-MIT)**

1. Outside User Non-MIT
2. Choose the lab payment
   - Review your project with MIT MRSEC Shared Facilities staff
   - Make sure your MIT safety is up to date
   - Get a Cost Object
3. Submit Outside User Application
4. Send a copy of your purchase order
   - Electronic P.O.s should be sent to: sdalton@mit.edu and dlbrooks@mit.edu.
   - Original copies should be mailed to: MIT MRSEC, 77 Massachusetts Avenue, 13-2082, Cambridge, MA 02139 Attn: Dianne Brooks
   - Visit the Rates page to determine an estimated amount you would expect to pay based on the equipment and the expected time of usage.
5. Email your request and a contact phone number to Susan Dalton, sdalton@mit.edu. She will call you for the required information as soon as possible.
6. Contact the lab personnel to schedule a time for your required training, including Chemical Hygiene and Hazardous Waste.

**Inside User (from MIT)**

1. Choose with your PI for the lab payment
2. Review your project with MIT MRSEC Shared Facilities staff
3. Ask your PI about obtaining a cost object
4. Submit Outside User Application
5. Send both an electronic and original paper copy of your purchase order
6. Visit the MRSEC MRSEC Massachusets Institute of Technology
7. Complete a safety training request
8. Complete specific equipment training

**Academic applicants click here.**

**Non-academic applicants click here.**

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CMSE aims to enable the vast majority of users to work autonomously in their use of shared facilities equipment. All users must receive instruction from the Shared Facilities staff. The following steps must be followed before using shared facilities equipment:

1. Obtain an MIT ID #
   - In Atlas, check your training profile to be sure that your required training has been completed and is currently up to date.
   - MIT IDs will provide you with a username (kerberos ID) and access to Environment, Health & Safety courses, which you will later need for the following steps in becoming an outside user.
2. Register in MIT MRSEC MUMMS
   - Register in the MUMMS portion of our Coral system*
   - * Click here to learn more about our Coral system.
3. Visit MIT MRSEC Labs & Instruments page to determine which instrument(s) and lab(s) you will require for your project. Note the corresponding lab personnel on these pages in order to complete the following steps.
4. Talk with MIT MRSEC Shared Facilities staff concerning the feasibility of your experiment or the availability of the desired instrumentation or services.
5. Ask your PI about obtaining a cost object
6. Make sure your MIT safety is up to date
7. Review your project with MIT MRSEC Shared Facilities staff
8. Obtain an MIT ID #
9. You will not be able to use the lab facilities without a cost object approved by your PI.
10. Submit Outside User Application
11. Send both an electronic and original paper copy of your purchase order.