

### Instructions for External Users:-

- 1) External users must send an email to (mail id) for registration.
- 2) Once the request is accepted Performa invoice will be mailed to the user.
- 3) The payment should be done in advance by online or by Demand Draft.
- 4) Bank details required for money transfer will be mentioned in the Performa invoice.
- 5) Once the payment is done user should acknowledge it by sending the transaction id to the concerned staff (for online transactions only).
- 6) For **DD**, payment should be in favor of "**Registrar, IIT Bombay**". The same should be sent to the Prof-In-Charge, Prof. Prakriti Tayalia at the above mentioned address, along with the request letter.
- 7) User can come in-person or send your samples along with the '**External User Application**' form and letter from your Institute Original Letter Head for registration stating that the analysis is for research purpose. The letter should be addressed to Prof-In-Charge Prof. Prakriti Tayalia, Dept of Biosciences and Bioengineering, IIT Bombay, Powai, Mumbai-400076
- 8) You are requested to mention in your request letter that "**We agree to acknowledge DBT (BT/INF/22/SP23026/2017), government of India when the data are used in our papers/reports/thesis**". List of such acknowledgements with appropriate reference will be communicated via email (mail id)
- 9) Kindly send the publication reference (Journal name/volume number/names of the authors/date of issue of the publication etc.) to us as the continuing functioning of the lab needs this feedback.
- 10) Samples and/or specimens do not contain any infectious agent or material which might pose a threat to human health.
- 11) **Appointment:** The users will be informed about their date and time-slot by email.
- 12) **Sample Submission:** Samples are to be submitted at the time of registration or brought along on the date of your appointment for your sample analysis.
- 13) **Results:** After the slot is done the results can be collected directly or will be sent by email.
- 14) The experimental data provided is only for research / development purposes.

**Charges for external users:-**

Basic Charges + GST\*(as applicable).

Basic Charges:-

Sr. No	Facility	Equipment	Project Investigators	IITB Users	External Users
1	Immuno Histo Chemistry Facility	Entire Facility	No User Fee	Rs. 1500 per sample (No consumables will be provided)	Rs. 3600 per sample (No consumables will be provided)
2		Spin Tissue Processor	No user Fee	Rs. 500 for 60 cassettes (No consumables will be provided)	Rs. 1200 for 60 cassettes (No consumables will be provided)
3		Electronic Rotary Microtome and Embedding Workstation	No user Fee	Rs. 250 per sample (No consumables will be provided)	Rs. 600 per sample (No consumables will be provided)
4		Cryostat	No user Fee	Rs. 400 per sample	Rs. 960 per sample
5		Automatic Slide Stainer	No user Fee	Rs. 700 per 12 slides (No consumables will be provided)	Rs. 1680 per 12 slides (No consumables will be provided)