JSNN Security Access Card Application

Gateway University Research Park (Gateway) has placed proximity card readers onto rooms and laboratories around the Joint School of Nanoscience and Nanoengineering (JSNN) to extend access to areas during normal hours and after hours for faculty, staff, students, interns and partners.

Security Access Card - Rules of Use

- All doors with proximity card readers are locked 24 hours, 7 days per week, and only those with valid access cards will be granted access.

- Access cards are not transferable, and cards found in the possession of unauthorized persons will be confiscated.

- Access cards remain the property of Gateway at all times, and must be surrendered upon request.

- **DO NOT give access to anyone else** (this means opening a door, or giving your card to someone else). You have the right to ask them to use their own card, and if they do not have one, do not let them have access. Gateway maintains lab access data 24/7.

- When entering or leaving areas of JSNN, please ensure the doors are securely closed behind you.

- Do not bend, make holes in or otherwise damage your card, as this may impair its function and you may incur a personal cost of replacement (refer to "Lost or Damaged Cards" section below).

- Security personnel and members of Gateway staff reserve the right to refuse access to any cardholder who contravenes the rules and regulations of Gateway or JSNN any other subsequent policies of the Universities.

- Misuse of any card will result in the card being suspended and confiscated.

- Everyone is required to wear his/her security card while at JSNN in the manner shown.

- All visitors are required to sign the Sign In log located at the security front desk and then be escorted throughout the premises until they exit the JSNN building.

- Anyone not displaying his/her access card will be questioned and possibly escorted out of the building.

- **No food or drink may be brought into or consumed in the JSNN labs**. Failure to comply with this policy will result in the applicant being asked to leave the lab regardless of access rights.

- Please report all suspicious activities to Gateway or JSNN staff.

- If you have any questions regarding access levels, or the operation of your access card, please contact Gateway at 336-375-9232.

JSNN Building security is the responsibility of each and every one of us.
Please help us to enforce these rules.

Lost or Damaged Cards

In the event that your Security Access Card is lost, stolen or damaged, you must contact Gateway University Research Park *in person* at either address below, so that your card can be de-activated and a new card issued.

2901 East Gate City Blvd	JSNN Dean's Office
Suite 2500	2907 East Lee Street
Greensboro NC, 27401	Greensboro NC, 27401

There is a ***non-refundable replacement fee of $25*** for all replacement cards, payable to Gateway University Research Park. Replacement fees are non-refundable, even if a de-activated access card is found.

Return of Card

Once you have completed your work/studies at JSNN you are required to surrender all property belonging to JSNN and Gateway. This includes equipment you may have on loan, access cards and keys. You understand that if you **do not** return your security access card to Gateway University Research Park within 10 days upon completion of your work, research or studies at JSNN, you will be charged a non-refundable fine of $25.

Access Card Application Process

Frequently Asked Questions (FAQ's)

If there are any other questions you have that cannot be answered by reading the Gateway University Research Park Security Access Policy, please email nicholef@gatewayurp.com to have them answered.

Q. **I have lost my Access Card, what do I do?**
A.   Refer to "Lost Cards" section of this policy.

Q. **I have picked up my card from the Gateway University Research Park, but it isn't working in certain areas. What do I do?**
A.   Email nicholef@gatewayurp.com stating your name and the card number, which is located on the back of your Access Card. Gateway will check your access rights and activate as necessary.

Q. **I have changed my JSNN major. Do I have to notify Gateway?**
A.   Yes, you will have to follow the Update procedures in the "Access Card Applications" section of   the policy.

Q. **I have finished my studies, internship or work period at JSNN, now what do I do with my card?**
A.   Immediately return your card to Gateway University Research Park within 10 days. If security access card is not returned within 10 days, you will be charged a $25 non-refundable fine.

By accepting the Security Access Card, you agree to abide by the issued Gateway University Research Park Security Access Policy and any other University guidelines in the use of this card. This card is non-transferable, remains the property of Gateway University Research Park and must be surrendered on request.	*New* ☐ *Update* ☐ *Replacement* ☐ *(Select one ONLY)*

INSTRUCTIONS:

1. Read Gateway University Research Park's Security Access Policy prior to completing this form.

2. It is the applicant's responsibility to secure all of the necessary signatures to complete this form.

3. Bring a printed and signed copy of Access Card Request Form to JSNN Dean's Office – Suite 204, 2907 East Gate City Blvd., Greensboro, NC, 27401.

APPLICANT DETAILS: *(to be completed by applicant)*

Name: (First/Middle/Last):			
Email:	**Address:**		**Phone:**
JSNN Students:	**University ID:**	☐ **Nanoscience**	☐ **Nanoengineering**
Students – Other than JSNN:	☐ Post-Doc University ID_____ Department _____ ☐ NC A&T Student University ID_____ Department _____ ☐ UNCG Student University ID_____ Department _____ ☐ Intern School_____ ☐ Other Student Affiliation_____		
Non-Students:	☐ NIC Member Affiliation_____ ☐ Contractor Affiliation_____ ☐ Other External Affiliation_____		
Organization Type	☐ **University/College** ☐ **Industry** ☐ **Government** ☐ **Others**		

AUTHORIZATION:

I have read, understand and agree to the Gateway University Research Park Security Access Card Policy.

_____   _____

JSNN applicant Signature   *Date*

☐ Verified that applicant is current and active at the Joint School of Nanoscience and Nanoengineering.

JSNN Faculty Signature:		*Date:*	
Access Card Start Date:		*Access Card End Date:*	
		Access Card Number:	

☐ Verified that applicant has completed safety training.

Gateway EHS Manager Signature:	*Date:*

User Survey

How did you hear about us?

- ☐ Web search (list keywords, if possible)
- ☐ Website (NNCI, SENIC, IEN, JSNN, or Other)
- ☐ Social Media (Facebook, LinkedIn, Twitter, Google+ or Other)
- ☐ Brochure/Newsletter (pl. identify)
- ☐ Conference or seminar presentation (pl. identify)
- ☐ Journal article (pl. identify)
- ☐ Exhibit booth (pl. identify conference)
- ☐ Contact by Georgia Tech/JSNN staff (pl. name)
- ☐ Colleague referral (pl. name)
- ☐ Other

What is the user's planned use of the facility? (all applicable)

- ☐ Fabrication (Inorganic, Organic, Composites, Soft Lithography)
- ☐ Characterization (Material, Analytical, Electrical, Mechanical)
- ☐ Computational/Visualization
- ☐ Nanochemistry labs
- ☐ Nanobiology labs
- ☐ Others
- ☐ Don't know

What outcomes does the user expect from use of the facilities? (all applicable)

- ☐ Exploratory research project
- ☐ Applied development or testing
- ☐ Prototype development
- ☐ Product manufacturing
- ☐ Scientific paper
- ☐ Dissertation/Thesis
- ☐ Patent
- ☐ Any other (pl. indicate)