



## Application Form for SKLMP Incubator

<b>Requester</b>	Name:	<input type="checkbox"/> Research Staff <input type="checkbox"/> Research Student	
<b>Contact information</b>	Tel:	Email:	
<b>Please select appropriate box</b>	<input type="checkbox"/> List SKLMP as affiliation <input type="checkbox"/> Acknowledgement		
<b>Supervisor</b>	Name:	Institute:	
<b>Incubator</b>	<input type="checkbox"/> P5830 (Algal culture, 19 °C)	<input type="checkbox"/> P5831 (Aquarium, 24 °C)	<input type="checkbox"/> Binder Incubator
<b>Shelf No.</b>			
<b>Booking period (DD/MM/YYYY)</b>			
<b>Project name and duration</b>			
<b>Experiment to be carried out</b>			
<b>Deliverables</b>			

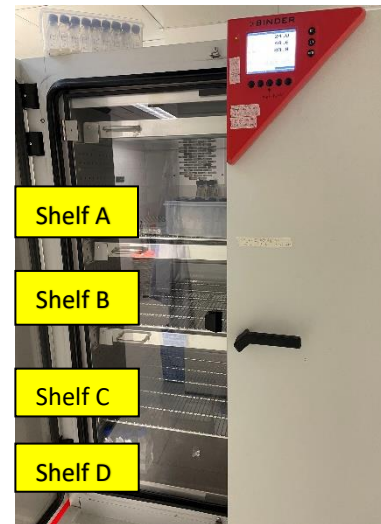
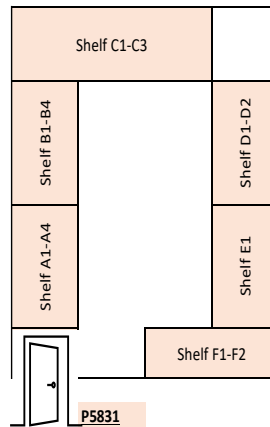
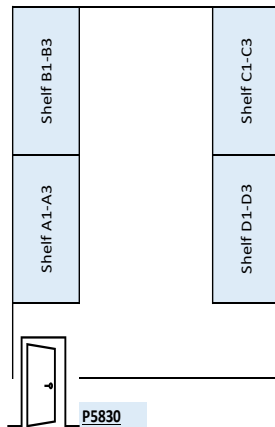
Endorsed by Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Dr. Cindy TAN : \_\_\_\_\_ Date: \_\_\_\_\_

Person in Charge: Dr. Cindy TAN  
Email: tianftan@cityu.edu.hk

Office: YEUNG-P5844  
Tel: 3442 5676

### **Shelf information of the incubator**



### **Regulations:**

1. Only SKLMP members are eligible to book and use the incubator.
2. Application forms must be handed in at least two weeks prior to the commencement of the experiment. Any experiment without prior approval will be terminated without further notice.
3. The space will be allocated based on availability and the nature of the experiment. The priority for allocation follows this descending order: PhD projects/externally funded projects (e.g. RGC, ITF, ECF) > SKLMP internal projects > Internal projects from other institute > consultancy projects > other projects.
4. The booking period will be limited to three months for each application and a renewal application is required for extension.
5. An “Experiment in progress” card must be displayed during the use of the incubator. Unclaimed items will be disposed without further notice.
6. Users are required to keep tidy and clean of their experimental items and remove any trashes before leaving the room (i.e., Don’t leave anything on the floor).
7. Please clean and empty the space once you have completed your experiment.
8. Users must follow all the safety requirements of SKLMP and the University. The use of the walk-in incubator will be terminated if the regulations are violated.