

# **Application for Scanning and Image Processing Services**

## **University of Texas High-Resolution X-ray Computed Tomography Facility (UTCT)**

Please read this document carefully. It is an agreement with respect to ownership and dissemination of the data and images that are produced at this facility as well as terms of payment for services. A signed copy of this agreement must be received by UTCT before any scanning or image processing services can be provided.

In the explanations below, “UTCT” refers to the University of Texas High-Resolution X-ray CT Facility and/or its primary personnel (Dr. Richard Ketcham, Dr. Matthew Colbert, and Dr. Jessie Maisano). “UTCT’s facility manager” refers to Dr. Jessie Maisano ([maisano@utexas.edu](mailto:maisano@utexas.edu)).

Please check all that apply.

*Test scans:*

Test scans are provided to the applicant free of charge for proof-of-principle and grant-application purposes. It is agreed that test scans will not be used in any scientific research, or published, displayed, or disseminated in any way without specific, written permission from UTCT’s facility manager. Test scans may be used by UTCT for any purpose. Most such uses would be for promotional purposes, display on the worldwide web, or publication in general-interest articles. Any dissemination of images by UTCT will be accompanied by acknowledgment of the applicant. It is the responsibility of the applicant to provide adequate documentation of the object(s) being scanned, such as formal name, sampling locality and age if a geological specimen, co-investigators on the research project, reference to grants and/or funding agencies, and any other information that the applicant would like to see accompany the CT images of the object(s) if they are disseminated. If the applicant does not wish for the data to be disseminated in any way, he/she must explicitly request and be granted a written exemption from UTCT’s facility manager.

*Scanning and image processing charged at the academic rate:*

Scanning and image-processing charges are lower for projects for investigators employed or enrolled at not-for-profit academic and United States governmental institutions and organizations. All dissemination of data and images from UTCT, including later findings based on the scanning results, must be accompanied by acknowledgment of UTCT and NSF as detailed below. It is the responsibility of the applicant to provide adequate documentation of the object(s) being scanned, as described in the above paragraph.

*Scanning and image processing charged at the non-academic rate:*

Results of scanning and image-processing services charged at the full non-academic rate are the property of the applicant. However, all dissemination by the applicant of data and images from UTCT, including later findings based on the scanning results, must be accompanied by acknowledgment of UTCT. Unless a request is granted to do otherwise, UTCT may archive the data and images, but will not disseminate the data or images in any way without written permission from the applicant.

*Scanning specimens on institutional loan:*

If the object(s) to be scanned is (are) accessioned in an institution (museum, university, etc.), it is the responsibility of the applicant to obtain explicit permission from an appropriate representative of that institution to have the object(s) scanned, and to provide documentation of such permission to UTCT.

*Acknowledgment of CT data and images:*

The applicant must include the following acknowledgment in any resulting publications: “These data and/or images were produced at the University of Texas High-Resolution X-ray CT Facility, which is supported by NSF EAR-2223808.”

*Payment for services:*

Applicants are expected to pay in a timely manner for all services performed by UTCT, except those that are designated in advance to be “test scans” as described above. It is the responsibility of the applicant to make any necessary arrangements with their purchasing office to process UTCT invoices. Payment may be made by check, ACH, or wire transfer. UTCT makes no explicit warranty about the usefulness of data or imagery for any specific purpose.

*Specimens subject to this agreement:*

Please specify by museum number, specimen number, and/or brief description, the samples covered by this agreement (attach additional sheets as necessary).

---

---

---

---

Please specify the funding source(s) that will be used to pay for scanning and image-processing services at UTCT. If you are utilizing federal support, please include the source of support (Agency, Division, and Program), grant title, and grant number, as the terms of our NSF/EAR/IF facility award require that we maintain records of supported projects wherever possible.

---

---

I understand and agree to the above terms. Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_