Institution’s headed paper

Equipment access [and loan repayment] plan

# Re: Newton Trust grant offer: your INT grant number e.g. 18.07(z)

# Access plan

The microscope will be part of the Imaging Facility located in the Department. This is an open access facility supported by access charges. The facility is run by a steering committee and full-time Imaging Facility Manager.

**Access** is open to users both within and beyond Cambridge.

**Access charges** are identical for all users within the University. See (https://xxxxxxxx).

**Booking** is through a system that ensures that our microscopes are available to users throughout the School (https://xxxxxxx). There are no limits on use by users from other Cambridge departments; they have equal booking access and rights. In recent years, microscopes in the facility have been used by researchers from the departments of [give examples].

In addition: [add free text as appropriate]

* the facility is listed on the University's equipment database (http://xxxxxx)
* on the XXXXXXXXXX facilities database (https://xxxxxx) providing access to users outside of Cambridge;
* software and hardware developed in-house is open source;
* our training courses bring users into our Facility from across the School;
* we are working with other microscopy facilities around Cambridge, to actively foster a collegiate imaging community.

# Loan Repayment [if relevant]

We note that the Trust requires repayment of the loan within five years.

We are happy to agree to do this [delete one as appropriate]

* as a **single payment** of £XXXXXX;
* by **annual installments** of £XXXXXX per annum

We aim to generate the funds to repay the loan [delete one as appropriate]

* **from access charges.** We expect the facility to generate c. £XXXXX p.a.
* **a grant** from another source to be sought during the 5-year period

HoD signature

date