

**Flowchart to become an Expert User
of a particular instrument under
the Central Research Facility (CRF)**

1. To use any facility available under CRF, one first must register at CRF. Details are available at crf.cens.res.in.
2. Download the General to Primary or Primary to Expert user form available at the CRF Dashboard. If the Expert user requires lab access, download the lab-specific access request form as well.
3. Fill up the details and get approval from the Research Supervisor. Make sure to fill in the date.
4. Submit the document to the Superuser of the lab.
5. Superuser will inform the faculty-in-charge to arrange for the training on the particular instrument. You may also send an email to the Faculty-in-Charge.
6. Depending on the instrument, the user may have to practice or do experiments as a Primary user before becoming an Expert User.
7. When the training (either for Primary or Expert) is complete, please make sure to take the signature of the trainer and the Faculty-in-Charge.
8. Submit the form to the Superuser, who will, in turn, collect the signature of the Lab-in-Charge.
9. Expert users may submit the lab access form and the Expert User form.
10. Superuser will send the duly signed completed forms to the CRF coordinator to update the website.