

Regarding reports submission, and applications of microscope use in the coming academic year

Thank you for using the Ultramicroscopy Research Center (URC).

We have reached the end of this academic year (from April 2023 to March 2024). Thus, we would like to ask you to submit the following reports and other documents, [1]–[4], related to the research project in this academic year.

— Submissions by March 29, 2024 —

[1] **Application of research project in the coming academic year** (from April 2024 to March 2025): refer to the attached file “*Form 1*”. For JEM-1300NEF users, this also includes the experimental plan at X-ray generator.

[2] **List of publications, and number of oral/poster presentations**, related to the use of equipment in URC: refer to the attached file “*Form 2*”. ([in word format](#))

— Submissions by May 17, 2024 —

[3] **Manuscript** (A4, 2 pages) collected in Annual Reports of the URC No. 48: refer to the attached file “*Form 3*”. ([in word and PDF format](#))

[4] **Awards and PhD degrees** to which the use of electron microscopes contributed: refer to the attached file “*Form 4*”. ([in word format](#))

Email the electronic files *in designated format* to the office of URC.
(hvem_office@hvem.kyushu-u.ac.jp).

Guidelines for report preparations

[1] Form 1

+ If you continue the use of electron microscopes in the coming academic year, you should complete “Form 1”. Note that the template of “Form 1” has been slightly changed from the previous one.

---- Remarks about Form 1 ----

(1) Use of budgets: In the first page of Form 1, you can indicate up to 3 budgets to pay the usage fee of electron microscopes. When the submission of Form 1 indicates only 1 budget (or 2 budgets), you can register additional budget(s) later, if it is needed.

(2) Payment for the use in March: Using external funds (i.e., KAKENHI and others) is not valid for the payment in March, because of administrative reasons. For the payment in March, please use “Management Expense Grants” or “Donated Funds of the next year”.

+ If you plan to use JEM-1300NEF, please also submit an Experimental plan at X-ray generator.

[2] Form 2

+ For the list of publications, collect papers published in 2023 (from January 2023 to December 2023).

+ Regarding the format of the publication list, follow the template shown in Form 2.

+ For the oral/poster presentations, simply indicate the number of presentations in 2023. (A completed list of presentations is not needed.)

[3] Form 3

+ Manuscript (2 pages) to be collected in Annual Reports of the URC No.48 (Form 3).

+ Write the manuscript so that the purpose, method, and results are clear.

+ **Email Form 3 in word and PDF format to URC office.** (There is no need to submit a manuscript if you have not used an electron microscope even once this academic year.)

+ Author consent must be obtained when quoting papers in Annual Reports of the URC in other academic journals.

- + There are cases where the content published in Annual Reports of the URC is regarded as material already reported by other academic journals, and thus we would like everyone to be careful to ensure there is no double submission.
- + Follow strictly the format of Form 3 (*i.e.*, template of manuscript). In particular,
 - Paper size: A4
 - Margins: 2 cm top and bottom, and 1.5 cm left and right
 - Pages of manuscript: 2 pages
 - Font: refer to the template Form 3
- + For sectioning, please indicate numbers and symbols in the following order of precedence.

[4] **Form 4**

- + List of awards and PhD degrees (both title and recipients) relating to electron microscopes in the academic year 2023.

We ask for your cooperation in preparing the above list.

All Forms can also be downloaded from the URC home page.

P.S. Please acknowledge the Ultramicroscopy Research Center, Kyushu University, when the research results are presented to an academic society, etc,