



ZMBH Zentrum für Molekulare Biologie der Universität Heidelberg

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ZMBH Imaging Facility

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Website http://www.zmbh.uni-heidelberg.de/Central_Services/Imaging_Facility

ZMBH Imaging Facility _ Sign-up form

User name:

Email:

Phone:

FAX:

Institution:

(full address)

Group leader / P.I.:

Email:

Phone:

FAX:

Institution:

(full address)

By signing this sign-up form, I agree to all of the terms and conditions described in the attached Agreement and Plan of the ZMBH Imaging Facility.

Date and Signature USER

Date and Signature GROUP LEADER / P.I.:

Individual usage agreement for the

ZMBH Imaging Facility,

a core facility for advanced light microscopy and scientific image processing at Heidelberg University

The [framework usage regulations](#) ("Rahmennutzungsordnung") for core facilities at Heidelberg University, which came into effect on January 16, 2024, serve as the basis for this individual usage agreement. The regulations contained therein apply without restriction to the use of the ZMBH Imaging Facility.

In addition, the following is agreed:

§ 1 Type of Use

a) Self-use/Commissioning

- The core facility is used by the user themselves, i.e., application operation (see § 2, fees and appendix)
- or
- The core facility staff are tasked with carrying out the work i.e., service operation (see § 2 fees and appendix)

b) Internal Use

Use is within the framework of internal use by a university member.

c) Non-economic/Economic Activity, Cooperation, Contract Research

1. For domestic external public users:

- A. Use is within the framework of a non-economic activity as defined in section 2.1.2 of the [Union Framework for State Aid for Research, Development and Innovation \(2014/C 198/01\)](#) and not within the framework of contract research or services for companies or other activities within the meaning of economic activity.
- or
- B. Use is within the framework of a commercial activity (contract research)

2. For domestic private and foreign public and private users:

- A. Use is within the framework of a cooperation with Heidelberg University.
- or
- B. Use is within the framework of contract research.

§ 2 Fees (as of January, 2026)

See tables in **Appendix** for exact fees of the different microscopes / services.

The fee system at the ZMBH Imaging Facility is in full accordance with [DFG regulations](#).

A distinction is made between the following classes of instrumentation and modes of operation:

Instrumentation class I: Simple systems, e.g. reflected light/transmitted light/wide field microscopes

Instrumentation class II: Medium complexity, e.g. laser scanning/spinning disc systems

Instrumentation class III: Elaborate high-performance systems (e.g. STED systems)

	Application operation* €/hour	Service operation* €/hour
Instrumentation class I	Up to 15.00 max.	Up to 40.00 max
Instrumentation class II	Up to 25.00 max.	Up to 60.00 max
Instrumentation class III	Up to 50.00 max.	Up to 100.00 max

*see § 1 Type of Use

(From [DFG form 55.04 – 01/26](#))

The hours of usage are calculated based on the microscope time spent according to the microscope time reserved by the user in the booking system.

ZMBH research groups operate the instruments at a reduced hourly rate (€ 8 per hour for laser-based microscopes, 4€ per hour for laser-free microscopes) since any extraordinary (high) costs are covered by the ZMBH budget.

§ 3 Access to the ZMBH Imaging Facility

The ZMBH Imaging Facility is a DFG-funded service facility. The core facility provides scientific and technical support in basic and advanced light microscopy and digital image processing. A diverse collection of light microscopes is available to the user including widefield, confocal and superresolution systems for brightfield and fluorescence applications. The complete service and instrumentation range is open for all members of the Heidelberg University, other academic institutions and the industry.

When applying for DFG funding, the facility's RI number (RI_00616) must be included on the application. The ZMBH Imaging Facility welcomes involvement in third-party funded projects and offers support with cost estimates and information on the core facility's portfolio.

The ZMBH Imaging Facility can be used by non-university institutions. However, Heidelberg University projects will be given priority in terms of scheduling.

Access is restricted to registered users only! Non-registered users can accompany registered users under the registered user's responsibility.

Non-registered users are not permitted to work or stay at the microscope systems in absence of a registered user.

Granted access cards are not transferable.

Any operation at the instruments (microscopes, incubators, lab equipment) and workstations is strictly restricted to registered users.

§ 4 ZMBH Imaging Facility portfolio (as of March 2026)

The ZMBH Imaging Facility's expertise and service range can be found here:

https://www.zmbh.uni-heidelberg.de/Central_Services/Imaging_Facility/services.html

The current list of available instrumentation including additional information and images of the microscopes and equipment can be found here:

https://www.zmbh.uni-heidelberg.de/Central_Services/Imaging_Facility/equipment.html

§ 5 New users

All first time users have to get in [contact](#) with the [ZMBH Imaging Facility](#). Upon that contact, a first meeting will be scheduled to meet and address all open questions (regarding services, instrumentation training, billing,...).

Before the start of any microscopy work at the ZMBH Imaging Facility, all users have to return the completed sign-up form, see 1st page of this document. For completion, the sign-up form must be signed by the user and the responsible P.I./group leader to get access to the online booking system and the microscopes.

All first time users for each microscope system and/or workstation must be trained by the ZMBH Imaging Facility staff in order to use the device.

For P.I.s/group leaders of new users:

By signing the sign-up form, the P.I./group leader agrees to bear the costs for microscope system usage of his/her group members (here referred to as user(s)) at the ZMBH Imaging Facility. The P.I./group leader will be held responsible and liable in cases of gross misconduct (negligence, damage, littering) of his/her group members with regard to the equipment of the ZMBH Imaging Facility.

For users from industry (non-academic enterprises or institutions / private sector):

Please address any requests by first e-mailing to us a short project description

(imagingfacility@zmbh.uni-heidelberg.de).

§ 6 ZMBH Imaging Facility General Information, Rules and Guidelines

Biosafety level

The ZMBH Imaging Facility is classified as biosafety level 1 (S1) work area. Only samples not exceeding biosafety level 1 (S1) requirements are permitted in the core facility!

Booking

- a. Booking the microscope systems is mandatory.
- b. The signee (i.e., the user) is responsible for proper handling of the system during the microscope session.
- c. Using the microscope systems without a booked reservation is not permitted.
- d. All fees for instrument use are based on the booked reservation time.
- e. Do not reserve the systems for more than 4 weeks in advance. Otherwise, please inform the imaging facility.
- f. Do not reserve the systems for more than 6 hours a day (between 9 am and 6 pm). If needed longer, please inform the ZMBH Imaging Facility.

- g. Longer-term time-lapse experiments should be scheduled over the weekends or during the work week between 6pm and 9am the next morning.
- h. For very long imaging experiments (many days, weeks), our dedicated long-term imaging systems (IncuCyte, Biostation,..) should, if applicable, be used.
- i. Idle (unused) reservations need to be deleted through the booking system prior to the actual microscopy session.

At the workplace

- a. The workplace has to be left as clean as found. If the previous user left the workspace dirty, the imaging facility needs to be informed immediately.
- b. Do not put oil on the air and water objectives. Do not overapply oil. When cleaning off the objectives, use only lens paper supplied by the imaging facility. After work, be sure to get all of the oil off of the objective.
- c. Use only oil and lens paper that is provided with the system. Do not bring any other oil or lens paper from somewhere else.
- d. Power up the microscope only in the order demonstrated by the imaging facility. Power down with everything in reverse order.
- e. Never run burners, lasers and cameras without their appropriate cooling devices.
- f. Turn off the system after your work when you are the last user for the day.

Damages

- a. Any damages caused must be reported immediately to the ZMBH Imaging Facility.
- b. If damages are observed at start of a microscope session, the ZMBH Imaging Facility needs to be informed immediately and any work at the system must halt until the ZMBH Imaging Facility grants permission to continue.

Data

- a. The imaging facility is not responsible for stored data.
- b. Save data temporarily in the system's DATA hard drive space. Do not save files on the computer's desktop.
- c. Clean up files from the system's hard drive as soon as possible.
- d. The computers' capacities are regularly checked by the team of the ZMBH Imaging Facility in order to remove old and unused data.
- e. Do not perform time-consuming digital image processing on the microscope systems, use preferably the core facility's offline workstations instead.

Guidelines for Publications

- a. Every publication that mentions the use of microscopes/software/workstations of the ZMBH Imaging Facility or the support of the ZMBH Imaging Facility staff is encouraged to include the following statement:
We thank the ZMBH Imaging Facility of Heidelberg University for its support."
(or similar statement)
- b. If a project actively involves ZMBH Imaging Facility staff in a way that goes beyond the usual support and consultation, the staff member(s) should be listed as co-author(s) in the publication.

Appendix

ZMBH Imaging Facility _ Fees (academia, non-commercial)

Fees apply for (see § 1) self-use/commissioning, internal use and for domestic external public users without the framework of a commercial activity

	Application operation* €/hour	Service operation* €/hour
Instrumentation class III STED and Lifetime (FLIM) system: Leica TCS SP8 STED 3X Falcon	50,-	100,-
Instrumentation class II Spinning Disk confocal system: Leica DMI8 CSU-X1 Spinning Disk Point-scanning confocal systems: Leica TCS SP5: € 25 / h Zeiss LSM 780 TIRF/Localization microscopy: Olympus cellSens IX81 with 4-line cellTIRF	25,- 25,- 25,- 25,-	50,- 50,- 50,- 50,-
Instrumentation class I Screening system: Olympus IX81 ScanR Fluorescence Widefield systems: Olympus cellSens IX 81 IncuCyte S3 live-cell analysis system Nikon BioStation IM-Q Olympus IX71 Olympus BX60 Leica DM5000B Fluorescence stereo microscope & macroscope: Leica M205 FA Leica M420	10,- 10,- 10,- / row / day 5,- 5,- 5,- 5,- 5,- 5,-	25,- 25,- 20,- / row / day 20,- 15,- 15,- 15,- 10,- 10,-
Image Processing / -analysis Deconvolution Workstation with SVI Huygens Professional (for STED, confocal, spinning disk and widefield/brightfield images including the modules: Full File Reader, PSF Distiller, Crosstalk & Autofluorescence Corrector)	10,- / day	40,- / day
Bespoke programming services High-level programming (ImageJ Macro language, Python, Java, Matlab, ..)	€ 1 / line of code	

*see § 1 Type of Use,

Instrumentation class I, II, III according to [DFG form 55.04 – 01/26](#)

Appendix

ZMBH Imaging Facility _ Fees (commercial, industry)

Fees apply for (see § 1) domestic external public users within the framework of a commercial activity and for domestic private and foreign public and private users

	Application operation* €/hour	Service operation* €/hour
Instrumentation class III STED and Lifetime (FLIM) system: Leica TCS SP8 STED 3X Falcon	150,-	250,-
Instrumentation class II Spinning Disk confocal system: Leica DMI8 CSU-X1 Spinning Disk Point-scanning confocal systems: Leica TCS SP5: € 25 / h Zeiss LSM 780 TIRF/Localization microscopy: Olympus cellSens IX81 with 4-line cellTIRF	100,- 100,- 100,- 100,-	200,- 200,- 200,- 200,-
Instrumentation class I Screening system: Olympus IX81 ScanR Fluorescence Widefield systems: Olympus cellSens IX 81 IncuCyte S3 live-cell analysis system Nikon BioStation IM-Q Olympus IX71 Olympus BX60 Leica DM5000B Fluorescence stereo microscope & macroscope: Leica M205 FA Leica M420	50,- 50,- 50,- / row / day 25,- 25,- 25,- 25,- 15,- 10,-	100,- 100,- 100,- / row / day 50,- 50,- 50,- 50,- 30,- 30,-
Image Processing / -analysis Deconvolution Workstation with SVI Huygens Professional (for STED, confocal, spinning disk and widefield/brightfield images including the modules: Full File Reader, PSF Distiller, Crosstalk & Autofluorescence Corrector)	50,- / day	100,- / day
Bespoke programming services High-level programming (ImageJ Macro language, Python, Java, Matlab, ..)	€ 4 / line of code	

*see § 1 Type of Use,

Instrumentation class I, II, III according to [DFG form 55.04 – 01/26](#)

The listed fees per instrument multiplied by the hours of usage are the net prices for the user's instrument use, additional tax may apply (see below). Billing will be executed by the ZMBH accounting department (buchhaltung@zmbh.uni-heidelberg.de), and bills will be sent every 6 months (or earlier) to the responsible person's (group leader, P.I.,...) administration or cost center, respectively.

For internal domestic public users, the listed fees cover the usage costs, no extra costs apply.

In addition to the listed fees (net prices), which cover the usage costs:

- for external domestic public users, 19% sales tax will be added.
- for external domestic private and foreign private and public users, 19% sales tax will be added. The Heidelberg University takes 25% overhead from the net price.
- for external domestic private and public and foreign private and public users, 19% sales tax will be added. The Heidelberg University takes 60% overhead from the net price.

Usage agreement and fees are valid until further notice.
ZMBH Imaging Facility, March 2026

Please address any inquiries with regard to this form to:
imagingfacility@zmbh.uni-heidelberg.de