

	National Institute of Molecular Biology and Biotechnology BIOTECH University of the Philippines Los Baños College, Laguna 4031, Philippines	Doc. No. FM-ASU-05
		Rev.: 01
		Date of Effectivity: 07 Jan 2019
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NON-BIOTECH STAFF FORM		

PROGRAM TITLE

Application to work or use facilities/equipment at BIOTECH, U.P. Los Baños

Name of Applicant (s)		Affiliation/School and Contact Address:	
Purpose:			
Period:			
Name of Adviser		Affiliation/School and Contact Address:	
WAIVER I/We hereby waive my/or right(s) to any claim against the National Institute of Molecular Biology and Biotechnology (BIOTECH), U.P. Los Baños for any accident or untoward incident during the term/ that we are permitted to work/use BIOTECH facilities.			
CONDITIONS AND RESPONSIBILITIES: <ul style="list-style-type: none"> ➤ I/We will strictly observe the institute/laboratory rules and guidelines. ➤ I/We will conduct our experiment/work at BIOTECH only in the presence and supervision of a regular BIOTECH staff. ➤ I/we accept the responsibility for any loss or damage of equipment /instrument that we are permitted to handle during the conduct of the experiments and/or activities. ➤ I/we am/are liable for payment/replacement of the said damages and pay other charges that are deemed necessary to restore the working condition of the instrument/equipment. ➤ I/we agree to pay the stipulated rates for the use of some specialized instruments as required. ➤ I/we accept the responsibility for proper treatment and disposal of wastes generated during the conduct of my/our work at BIOTECH. ➤ I will submit to BIOTECH Library a copy of the thesis/report(s) upon completion of work done at BIOTECH. ➤ I will submit a clearance from financial and property responsibility upon completion of work done at BIOTECH. ➤ I/we will include as member(s) of my/our advisory committee BIOTECH staff who is/are direct supervisor(s) of my/our research at BIOTECH. 			
➤ ALL RESEARCH OUTPUTS, DISCOVERIES AND/OR INTELLECTUAL PROPERTY AND THEIR DERIVATIVES DERIVED BY VIRTUE OF AND PURSUANT TO THIS AGREEMENT SHALL BE COVERED BY THE INTELLECTUAL PROPERTY POLICY OF THE UNIVERSITY.			
➤ I/we shall keep the data, as well as the other confidential/proprietary information or data disclosed in the strictest confidence and shall not be divulged either verbally or in writing to other parties, or to other personnel who do not have the need to know, or to cause their dissemination or publication, without prior express written consent of BIOTECH-UPLB.			
➤ I/we will seek written consent from BIOTECH direct supervisor(s) prior to any publication/report of work conducted at BIOTECH.			
➤ I/we will include the name(s) of BIOTECH staff who will be involved in the conduct of research/experiments as co-author(s) to reports/ and publications of work conducted at BIOTECH,			
➤ I/We will acknowledge BIOTECH in all reports/thesis/publication output of the work conducted at BIOTECH.			
CONFORME: (Please affix signature over printed name and date)			
Applicant(s):		Applicant's Parents	
		Adviser(s):	
		Head of Applicant's School or Unit:	

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PROGRAM TITLE

Republic of the Philippines)
 _____) CC

BEFORE ME, a Notary Public for _____ personally appeared on _____, the following persons, presenting to me their respective Competent Evidence of Identity, as indicated below:

Name	Govt. Issued ID No.	Issued at/on

Known to me the same person who executed the foregoing undertaking, waiver and quitclaim for use of BIOTECH-UPLB facilities consisting of _____, including this page, having acknowledged before me that it is their own, respective, free and voluntary act and deed, and the respective agencies that they represent.

TO THE TRUTH OF THE FOREGOING, witness now my hand and seal on the date at the place indicated.

NOTARY PUBLIC

Doc. No. _____:
 Page No. _____:
 Book No. _____:
 Series of 2015

RECOMMENDING APPROVAL	APPROVED/DISAPPROVED
BIOTECH Project/Study Leader	
BIOTECH Program Leader:	
	Director, BIOTECH, U.P. Los Baños

The project Leader concerned should enumerate the project staff (Including laboratory technicians) who will assist and be involved in the activities of the BIOTECH.