

NanoFab Project Change Request



This form is used to request multiple tasks associated with one project or to edit the authorized user list.

- Only the Principal Investigator (PI) may submit this form
- All tasks associated with a proprietary project shall remain proprietary
- All tasks associated with a non-proprietary project shall remain non-proprietary
- This form may take up to 3 to 5 business days to process. You will be notified upon completion.

Date of request: _____

Enter Existing Project Information (All information is required to ensure your request is processed correctly)

PI Name: _____	PI Signature: _____
Project number: N _____ . _____ . _____	Project is (choose one): Proprietary <input type="checkbox"/> Non-proprietary <input type="checkbox"/>
Project title: _____	

Complete this section to remove user from all tasks associated with the project above.

Username: _____ is no longer authorized to perform work on this project.

Complete this section to create or edit tasks for this project.

List the task you wish to create or edit for this project (6 -24 characters)

Task title: _____	Choose One: Create <input type="checkbox"/> Deactivate <input type="checkbox"/> Edit Users <input type="checkbox"/>
Authorized User's Name or NEMO ID	Select one action per user
	Add Existing User <input type="checkbox"/> Add New User <input type="checkbox"/> Remove User <input type="checkbox"/>
	Add Existing User <input type="checkbox"/> Add New User <input type="checkbox"/> Remove User <input type="checkbox"/>
	Add Existing User <input type="checkbox"/> Add New User <input type="checkbox"/> Remove User <input type="checkbox"/>
	Add Existing User <input type="checkbox"/> Add New User <input type="checkbox"/> Remove User <input type="checkbox"/>
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	Add Existing User <input type="checkbox"/> Add New User <input type="checkbox"/> Remove User <input type="checkbox"/>

IMPORTANT INFORMATION FOR NEW NIST USERS:

If adding a new NIST user, the supervisor or the division safety rep (DSR) must assign the safety training in SET. In general, supervisors are not necessarily NanoFab project PIs and are typically group leaders or division chiefs.

After completing this form, please fax to (301) 975-8761 or scan and e-mail to nanofabuseroffice@nist.gov

<i>For Internal Use Only (Initial and Date or indicate N/A)</i>	<i>Rev. 2/2021</i>
Routing: Received _____, AO _____, UO _____, UO (SPM File) _____	