

Terms of use for the CORE FACILITY FOR INTRAVITAL AND ADVANCED IMAGING at the „Walter Brendel Centre of Experimental Medicine“ (Campus Großhadern)

The core facility for advanced imaging is located at the Walter Brendel Centre of Experimental Medicine: <http://www.wbex.med.uni-muenchen.de>

Office building: Marchioninstr. 68
Postal address: Marchioninstr. 15
81377 Munich

We are providing access to the following microscopes:

- Multi-photon (TrimScope I, LaVision, located at S1 work area)
- Multi-photon microscope (TrimScope II, LaVision, located at S2 work area)
- Multi-photon combined with confocal microscope (upright LSM 980, Zeiss, located at S1 work area)
- Laser scanning confocal microscope (LSM 880, Zeiss)
- Axio zoom v.16 stereo microscope (Zeiss)
- Fluorescence microscope I (Zeiss)
- Fluorescence microscope II (Leica)

Contact:

<https://www.lmu-klinikum.de/kardiologie/forschung-und-lehre/grundlagenforschung/imaging-core-facility/ab6630eabd159e24>

Head of the Imaging Core Facility/Scientific contact person:

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§1 Access

The core facility for advanced imaging provides access to its microscopes to any scientist upon booking. To get access to the booking system the users need prior contact with the facility manager.

Necessary steps to obtain access to our microscopes, flow cytometry and other devices:

1. The new user and its group leader are signing an agreement in which they both accept the rules for using the core facility (please refer to appendix 2).
2. Afterwards the user will be trained on the respective microscope and will gain access to the booking calendar (Clustermarker).

§2 Usage fees

Usage of our microscopes, flow cytometry, and other devices are subject to usage fees (please refer to appendixes **1 and 2**).

Instrument usage fees are required for running costs of the facility.

Booking times from the booking calendar are the basis for charging. Booking and not using the microscope (no-show) is also subject to fees.

Personal Data is only collected for billing and the coordination of the microscope usage. Bookings are visible to all other users of the booking system.

§3 Responsibilities of users and group leaders

Responsibilities of the user and respective group leader are described in the respective agreement (see appendix **3**). Non-compliance with these rules may result in permanent loss of the right to use our facility for the user or even the respective group.

§4 Acknowledgement of the core facility in publications

Users and their supervisors **agree to acknowledge the core facility for advanced imaging in any publication that contains data from its devices**. A digital copy of each publication must be made available to the facility staff for archiving. Please see guide lines for core facility acknowledgment (link, see appendix **4**).

Appendix 1: Usage fees for the microscopes

The following fees (EUR/h) apply from 09/2025 until further notice:

CAT A: include users from the Department of Medicine I (Med I) and the members of the groups located at the Walter Brendel Center of Experimental Medicine (Wbex)

CAT B: include users from outside of Med I and Wbex, as e.g., BMC, TUM, MPI, other research institutions

CAT C: include external users from non-academia such as companies

Service Operation fees: include initial project discussion, standard quality control protocols, transfer of raw data, troubleshooting and experimental advice as needed. It also includes the training on the individual instrument.

Cancellation fees: do only apply if the slot is not picked up by other users. Moving of sessions within the same workday remains free of charge. Cancellations that are necessary due to validated instrument incidents, or relevant other cases of hardship, remain free of charge upon notification.

Booked sessions that are not used (=forgotten about/forgotten to cancel) are **fully charged**.

Microscopes		Fees [€/h] for users of Department of Medicine I (Med I) and Walter Brendel Center (Wbex)	Fees [€/h] for any other scientific user	Fees [€/h] for non-scientific user
Instrument	Mode	CAT A (Med1) + Wbex	CAT B (external academic)	CAT C (non-academic)
<i>Zeiss Epifluorescence</i>	<i>self-operated</i>	3	8	40
	<i>service operation</i>	10	15	50
<i>Leica Epifluorescence</i>	<i>self-operated</i>	3	8	40
	<i>service operation</i>	10	15	50
<i>Axio zoom V.16 with ApoTome (Zeiss)</i>	<i>self-operated</i>	3	8	40
	<i>service operation</i>	10	15	50
<i>Laser scanning confocal (Zeiss LSM 880)</i>	<i>self-operated</i>	12	25	130
	<i>service operation</i>	20	40	140
<i>Multiphoton LaVision TrimScope I</i>	<i>self-operated</i>	12	20	165
	<i>service operation</i>	20	50	175
<i>Multiphoton LaVision TrimScope II (S2 lab)</i>	<i>self-operated</i>	14	20	165
	<i>service operation</i>	20	50	175
<i>Multiphoton + confocal Zeiss LSM 980 (up right)</i>	<i>self-operated</i>	16	30	230
	<i>service operation</i>	25	50	250

[Link for the microscope's description ** \(the document in attachment\)](#)

Appendix 2: Usage fees for the flow cytometry and other devices

Cell analysis		Costs €/hour	Academia	
Instrument Flow cytometry	Mode	CAT A (Med1) + Wbex	CAT B (external academic)	CAT C (non-academic)
<i>BD LSR Fortessa</i>	<i>self-operated</i>	15	30	50
	<i>service operation</i>	20	40	105
<i>BD Melody</i>	<i>self-operated</i>	15	30	145
	<i>service operation</i>	20	40	200
<i>BC MoFlow Astrios</i>	<i>operated with staff</i>	25	50	200
<i>CytoFLEX (S) 3 lasers (405, 488, 638)</i>	<i>self-operated</i>	10	20	50
	<i>service operation</i>	20	40	
<i>Sysmex XN-1000V Blood cell counter</i>	<i>self-operated</i>	0,5 € per sample	1 € per sample	2 € per sample
<i>Cryotome</i>	<i>self-operated</i>	3	5	-

For external (non-LMU) users, we have to add VAT (19%).

Please be aware that microscopy fees can be applied for in grant applications.

For DFG-grants, please see [Hinweise zu Gerätenutzungskosten und zu Gerätezentren](#).

Appendix 3: Agreement between user, group leader and core facility for advanced imaging

The signees declare that they are accepting and will comply with the following rules:

1. The user is responsible to check the equipment for obvious damages before starting to work with it. Any issue has to be reported to the responsible contact persons.
2. The user must be extremely careful with all devices and handle them according to the instructions in order to avoid any damage.
3. At the end of the work, both the equipment and the room must be in a clean and tidy condition. The facility staff may discard left samples.
4. If issues with hardware or software are noticed, the user has to inform the responsible contact persons.
5. For damages caused by improper usage, the user and his group and institution are responsible and must cover the cost for repairs.
6. The user is not allowed to bring any vertebrate animals from outside in the building without the explicit permission by the head of the in-house animal facility.
7. All animal experiments must comply with the local regulations in particular concerning cleaning and disinfection after the experiment.
8. All experiments with human material must comply with local ethics regulations.
9. Our devices are part of a genetic engineering plant of different security levels (the microscopes belong to security level 1 and the TrimScope II belongs to security level 2). User and group leader assure that the user obtained an introduction according to the 'Gentechnikgesetz' and declares to comply with all the rules set out in this law.
10. Users and group leaders must provide the documentation of any S1/S2 organism ('Formblatt Z') brought into the facility according to the rules of the 'Gentechnikgesetz'.
11. No dangerous chemicals can be brought into the facility without explicit consent of facility staff.
12. Data storage on facility devices is for short-term periods only. The user has to delete all files as soon as they are safely available on other systems. Facility staff will delete data left on facility devices older than one month without further inquiry.
13. It is agreed to acknowledge the core facility for advanced imaging in publications.
14. The group leader agrees to pay for the usage fees caused by the user. See appendixes 1 and 2 for current fees.
15. Trained users are allowed to book their own sessions and to cancel them. However, cancellation has to be done as early as possible.

City, Date

Signature Group Leader

Signature User

Names in Block Letter:

Appendix 4: Policy on Acknowledgement of the Core Facility for Intravital and Advanced Imaging (CFIAI)

Walter Brendel Centre of Experimental Medicine (WBexMed), Campus Großhadern

1. Purpose

Proper acknowledgement of the Core Facility for Intravital and Advanced Imaging (CFIAI) and its staff in scientific publications and presentations is essential. Recognition of the facility's contribution supports continued funding, development, and visibility of the facility's services and expertise within the research community.

2. General Requirement

All users must acknowledge the CFIAI in publications, posters, and presentations that include data, images, or analyses generated with instruments or support provided by the facility. The facility must be informed of such publications upon acceptance.

A recommended standard acknowledgement text is:

"The authors gratefully acknowledge the support and assistance of the Core Facility for Intravital and Advanced Imaging (CFIAI) at the Walter Brendel Centre of Experimental Medicine, LMU Munich."

A link to the detailed **Imaging Facility Guidelines for Acknowledgement** from [Global BioImaging & RMS Recommendations on Acknowledgement](#), is provided for reference.

3. Acknowledgement of Funding Sources

If specific instruments used for data acquisition were purchased through dedicated grants, those funding sources must be cited in any resulting publications, provided the data were collected during the active funding period. Facility staff will inform users of relevant grant numbers when applicable.

4. Recognition of Scientific Contributions

Core Facility staff play a crucial role in the advancement of research projects. Depending on the nature and depth of their contribution, recognition should take one of two forms:

a. Co-authorship

Co-authorship is appropriate when facility staff have made significant intellectual or experimental contributions, including but not limited to:

- Conceptual input in experimental design or setup
- User training on the models for intravital imaging
- Development or adaptation of imaging protocols
- Data analysis, interpretation, or development of analysis algorithms
- Substantial input in manuscript writing or critical revision

Co-authorship should be discussed and agreed upon at an early stage of the project to ensure transparency and mutual understanding.

b. Acknowledgement

If facility staff provided technical assistance or standard support that did not involve intellectual or conceptual contributions, acknowledgement (rather than authorship) is appropriate.

Example templates:

- *“This work was carried out with the support of the Core Facility for Intravital and Advanced Imaging (CFIAI), Walter Brendel Centre of Experimental Medicine, LMU Munich.”*
- *“We thank [Name(s)] from the CFIAI for technical support.”*
- *“Imaging data were acquired at the CFIAI, Walter Brendel Centre of Experimental Medicine, LMU Munich.”*

5. Importance of Proper Recognition

Proper acknowledgement ensures:

1. **Transparency and reproducibility** of research through identification of key resources.
2. **Sustained funding and operation** of the CFIAI, as institutional support and grants depend on documented scientific impact.
3. **Recognition of collaborative scientific input** from facility staff, promoting a culture of fairness and shared credit.

6. References and Further Reading

- ABRF Authorship Guidelines: <https://abrf.org/authorship-guidelines>
- Parker & Berman, *Statist. Med.* 17, 2289–2299 (1998)
- Angeletti et al., *FASEB J* 13, 595–601 (1999)
- DFG: *Leitlinien zur Sicherung guter wissenschaftlicher Praxis*
- Global BioImaging & RMS Recommendations on Acknowledgement (**link to the pdf**)