

Application for Lab creation in the Research Commons Network (ReCoN)

Please use this documents to obtain access to the TU Dresden research infrastructure/core facilities. The booking software ReCoN requires access to the IT infrastructure of TU Dresden. If you do not already hold access, a ZIH-guest account will be created. Please send the completed and signed form to the [Technology Platforms team¹](#) via e-mail.

I would like to use the following core facilities:

I request a ZIH guest account(s) for the use of ReCoN: **yes:** **no:** , account already available.

For the following staff members:

Name	First name	Email
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Please note: every natural person working within ReCoN is required to have a ZIH account (the use of group accounts is not permitted).

A work group (lab) for managing budgets and employees in the ReCoN management software has to be created: **yes:** **no:**

¹ Contact: technologieplattformen@tu-dresden.de

Attribute	Comment
Lab Admin ZIH-Login	Group leader with signature authority of financial sources ²
Delegates (if applicable) ZIH-Login (if applicable)	Group delegate with signature authority of financial sources. Is authorized by the Group leader ³
Means of finance	<i>Do you have a purchase order (PO number)?</i> Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Invoice address	
Shipping address	(if differing from invoice address)
Contact person	will be printed on the invoice
VAT-ID	mandatory
Currency (for transactions)	If empty € will be used by default

²**Lab administrators** are responsible for

- Invite and remove staff to and from the created lab
- Assigning cost responsible person
- Cost assumption confirmation for instrument usage and services

³**Delegates** will receive the same permissions as the Lab admin.