# eLabFTW Team Request Form (Academic Cloud)

In eLabFTW people are organized in teams (e.g. working groups or projects). Please fill out the following information and send it as a pdf to the helpdesk[1] of FDM-NDS at info@fdm-nds.de with the subject "eLabFTW: new team for <your affiliation>".

**Please make sure to provide names and E-Mail addresses associated with the respective Academic Cloud accounts.** If you don't know which E-Mail address is associated with your Academic Cloud account, you can check out our FAQs (How can I request a team?).

## Applicant's Information

| | |
|---|---|
| First name: | |
| Last name: | |
| E-Mail address: | |

## Team Information

| | |
|---|---|
| University or Research Institution: | |
| Institute: | |
| Working group / Project: | |

## Additional Team Admin

Please provide the information for a second team admin, besides the applicant. (If more team admins are needed, they can be added later).

| | |
|---|---|
| First name: | |
| Last name: | |
| E-mail address: | |

## Principal Investigator

To avoid duplicate team entries or misunderstandings, please provide the details of the principal investigator (if different from applicant or additional team admin).

☐ Applicant is Principal Investigator ☐ Additional Team Admin is Principal Investigator

| | |
|---|---|
| First name: | |
| Last name: | |
| E-mail address: | |

After we have created the team, we will notify you, the additional team admin and the principal investigator of the team name and login instructions. If you have any questions contact us at info@fdm-nds.de.
By submitting this form, you agree that we may inform your local research data management team about the setup of your team.

[1] Your submission and personal data will be handled by the FDM-NDS helpdesk team, as described in „Vereinbarung zur gemeinsamen Verantwortlichkeit gemäß Art. 26 Abs. 1 Datenschutz-Grundverordnung (DS-GV)" as well as the eLabFTW@FDM-NDS project members of TU Braunschweig.