

## **Biological Evaluation Shared Resource Policies**

### **POLICY ON CONFIDENTIALITY**

The University Policies on Intellectual Property and on Research Misconduct establish that research and research data at Purdue is to be protected from intentional and unintentional disclosure. Thus, samples, products derived from samples, data obtained from the analysis of samples, and data and analyses obtained from a user of the BE-SR shall be considered confidential, and shall not be shared, published, reanalyzed, reprocessed, or in any other way shared, or used for additional analyses without the BE-SR user's express and written permission. The relevant Purdue policies may be found at <http://www.purdue.edu/policies/academic-research-affairs/ia1.html> (intellectual property (I.A.1.))

### **POLICY ON PAYMENTS AND PARTIAL/WAIVED PAYMENTS**

Upon consultation and an agreed design and protocol for all experiments, the BE-SR must be provided an appropriate account # from the investigator before work can begin. If ordering mice, this account # will be used to pay for the order. After the mice arrive, work will begin as soon as possible and all further charges will be recorded and tallied in a final invoice upon completion of the experiment. The invoice will be sent from the Center for Cancer Research Business office to the investigator's business office for payment. Invoices are generally sent out within a month of experiment completion.

**Partial/waived payments** There are conditions when full payments are not required.

Mistakes by the BE-SR: If an experimental mistake is made that is the fault of the BE-SR and it results in unusable data, the investigator will not be charged for any part of the experiment that was lost. This may be a small part or up to the entirety of the experiment. This will be discussed with the investigator for satisfactory resolution. Mistakes do not include normal experimental uncertainties or risks such as, but not limited to, undesired results, incorrect hypotheses, experimental variability, or unpredictability of biological systems. Additionally, failed experiments due to using protocols urged by the investigator against the recommendation of the BE-SR will not be reimbursed.

Developmental projects: At certain times the BE-SR will be asked to perform techniques/tasks that we have not performed before but that may be broadly useful to other investigators in the future. In this case, we may be able to offer a reduction in total charges by classifying certain aspects of the project as developmental while we learn the new skill or learn to use a new mouse or tumor model etc. This will be decided on a case-by-case basis and may cover part or all of an experiment. Skill, model, or other developmental needs for an experiment likely usable by only the investigator requesting them may or may not be performed as a development project. The extent to which an experiment/project may receive a developmental credit will be determined by the BE-SR Director at the time of consultation.

### **POLICY ON PRIORITIZATION OF WORK**

Purdue University Center for Cancer Research members have priority for scheduling experiments on a first-come first-served basis. Within the membership, projects that would be given higher priority are those required to satisfy reviewer comments for manuscript publication or for grant resubmissions. Next priority would be given to experiments needed for initial manuscript or grant submissions.

Next priority would be given to Purdue University members at large, followed by non-University members. Please note that Cancer Center members from other Indiana collaborating institutions are given the same privileges as Purdue Center members.

## **PUBLICATION AND AUTHORSHIP**

All research work performed by the BE-SR should be acknowledged in all ensuing publications. Fees paid for services provided by the core should not negate the potential of co-authorship by core scientists. These acknowledgements and achievements are important for the existence and continued funding of the core facility. Given that many validation procedures require advanced intellectual involvement by the core's scientists (examples listed below), it is expected that this acknowledgement will be in the form of co-authorship according to the guidelines for authorship recommended by the [International Committee of Medical Journal Editors](#).

### **Non-inclusive list of examples of efforts expected to result in authorship:**

- Literature review and providing assistance in selecting/conceiving the experiments appropriate for the study goals
- Experimental design
- Assay development/optimization
- Significant data collection and analysis, or interpretation of data, or both
- Preparation of pertinent sections/figures for the manuscript and revisions to address reviewer concerns/questions

## **POLICY FOR CONFLICT RESOLUTION**

The BE-SR Director will work specifically with the investigator to find an equitable resolution to any disagreements or problems. The overriding goal of the BE-SR is to help, not hinder, Center members in pursuit of cutting edge publications and crafting of highly competitive grants, and therefore, the BE-SR will always strive to satisfy the investigator. In the event a satisfactory decision cannot be achieved, the Purdue University policy for grievances will be followed which can be found at [www.purdue.edu/policies/academic-research-affairs/ib1.html](http://www.purdue.edu/policies/academic-research-affairs/ib1.html)