

## **Islet Core Policies:**

- a. Confidentiality** – The Islet Core will maintain confidentiality of its users and their need for services, in accordance with Indiana University policy. No human materials will be procured, transferred, or used in any way by the core, since such services are not currently in the schedule. Therefore, maintenance of HIPAA policies do not apply to the Islet Core.
- b. Conflict resolution** - Conflicts arising between the Islet Core and an end user will be brought to the attention of the Core Director, Dr. Evans-Molina, who will resolve any issues in an equitable and collegial manner. Issues that cannot be resolved by the Core Director will be brought before the Core Advisory Committee.
- c. Cost Recovery/Payment Policies** – Costs will be billed monthly by the Business Manager to each end user. The expectation is that the user will pay his/her charges in a timely fashion by providing an account number against which to charge services. In the event of disputes, such disputes will be brought to the attention of the Business Manager and Director within 2 weeks of billing. In the event payment is refused or is not paid within 3 months of the time of service, the user may be barred from further use of the Core services.
- d. Prioritization of work** – The Core is funded through monies provided to the Director from the Department of Pediatrics/Wells Center. Prioritization will occur in the following order: (1) Pediatrics/Wells Center users, (2) IUSM users, (3) Purdue/IUPUI/IUB/Notre Dame users, (4) outside academic institutions. Offered Core Services will take priority and will be performed on a first-come, first-served basis. It is expected that the user will contact the Core Managing Director to schedule such services (at this point, a web-based scheduling is not anticipated, as the services are labor-intensive and prioritization will require prior discussion with the Core's Managing Director. However, the Core's services and availability will be posted through the CTSI website). It is expected that the user will have prior IACUC approval for the performance of core services, and such approval must be provided at the time core services are requested.
- e. Publication** – The user is free to publish any and all data that emanate from core services and there is no expectation of co-authorship for either the Core Manager or Core Director, unless part of a pre-arranged collaboration. It is expected that all users acknowledge services of the Islet Core in all publications