

## **Physical and Biochemistry Instrumentation Facility Policies**

**Confidentiality:** In general, all users are granted confidentiality in using the resources of the PBIF. Projects are not discussed with others unless with proper consent. This includes initial discussion of sample purification and preparation, crystallization experiments, optimization, data collection and structure determination. Any mention of a project or the successful experiment will only be used to attest proof and reliability of the facility in obtaining desired outcome and results.

When in using the services of the PBIF a user requires confidentiality due to conflict of interest or use of proprietary trademarks, the facility is obligated to provide means to keep their work and accessibility private.

When information regarding their sample is given, entry into the system can be limited so only the users know the name, condition, and other specifications. Therefore, this information is not entered into the PBIF server system. However, it is then the responsibility of the user to know the specifications of their sample information. Additionally, utmost diligence will be taken to enter their sample information to ensure privacy into the Data folders in the PBIF computers. Furthermore, the user (researcher/business entity) can be given private credentials where only they can access documentation and images of their experiments.

**Partial or Waived Payments:** In general, charges for services provided by the PBIF are billed and collected at the end of the month through IU internal / IUB laboratory account systems. If services are provided for institutions or commercial entities outside of the IUB system, a purchase order to charge for the outstanding fees will be processed through accounting until they are paid in full.

There are rare occurrences where the PBIF will accept partial payment or waive fees toward a user for services rendered. The reasons for this are listed below. However, in order to make certain that fees do not change for the typical user, it was agreed upon by the Chair that the Molecular and Cellular Biochemistry Department would be responsible to pay the outstanding fees that may be incurred if they aren't paid in full by any other means or by other Departments within IUB. Additionally, for work benefiting nonprofit organizations or the MCB itself, fees for consumables will also be the responsibility of the MCB Dept.

a. Alternate Fund Payment Mechanism: The PBIF will not disallow the potential user to take advantage of the core research facility to prevent stagnation of their research program. However, full payment is expected for consumables and services that are used by that researcher/lab. The PBIF will work with those researchers to seek potential alternative sources of funding for payment if necessary. The funds may be subsidized through the researcher's affiliate department. An example is where partial payment is agreed upon contingent proof of concept that experiments are feasible. Once it is found these types of experiments are feasible and/or necessary, full compensation is expected. If by chance, the research group cannot meet the payment expectation it is the responsibility of their affiliate Department (Biology, Biochemistry, Chemistry) of IUB to pay the outstanding balance.

b. Goods for Service: The researcher, laboratory, or affiliate research group can offer payment in the form of exchange of "goods" for services rendered. This agreement is for the provision of consumables of equal or greater value to the PBIF that can be used by the facility for other Users. These provisions can be: commercial kits, reagents or other useful consumables.

**Prioritization of Work:** Services provided to agreeing on a date in which they will provide samples in order to perform the experiments.

However, there are exceptions where a user's sample can be prioritized over others. These include:

- Time sensitive material
- Temporal degradation of samples
- Essential data for submission of grant / manuscript
- Collaborators require data in a time dependent manner

**Publication and Authorship:** Following the guidelines of the IU research community, co-authorship should be warranted in the following cases:

(1) data are critical to the scientific argument made in the publication and the facility staff is integral to interpreting those data

(2) Substantial, non-routine effort is required of the facility staff to generate data cited in the publication

(3) A method used to generate key data is adapted from a prior publication, which requires software or hardware modifications and troubleshooting to implement locally

(4) The staff are deeply involved in the data interpretation of the study.

In any case, when the facility services have been used, acknowledgements should be warranted. A suggested text is: “The authors gratefully acknowledge use of the Physical and Biochemistry Instrumentation Facility (PBIF, SI 033) at the Molecular and Cellular Biochemistry Department, Indiana University Bloomington”

**Conflict Resolution:** If a conflict or disagreement arises between users of the facility or users with the facility itself, a formal complaint must be generated and submitted to the Facility Manager. The Directors will be made aware of this formal complaint. However, resolution will firstly be the responsibility of the user and the Facility Manager or any other staff involved. If a resolution cannot be agreed upon, the Directors will be asked to be involved to give their opinion and assessment. User satisfaction is the aim of the facility and especially to aid in the attainment of viable results/data. Thus, the PBIF will try to reach a resolution where the User and their project is benefited if their request is not extraordinarily out of the norm.

Although the Committee Members will likely not be involved in any conflict resolution issues, they will be made aware during annual meetings. At this point, there can be assessment on how to avoid these conflicts and what changes can be made to improve services and operations of the PBIF.