

Biological Electron Microscopy Facility, Purdue University
240 S. Martin Jischke Dr, Hockmeyer Hall 171, West Lafayette, IN 47907, (765)-494-1487

Core's policies for a) confidentiality, b) conflict resolution, c) cost recovery and payment, d) prioritization of work, e) publication and f) partial or waived payments:

BEMF and its users must abide by Purdue University policies, which can be found at <http://www.purdue.edu/policies/index.html>

Policies on confidentiality, conflict resolution, cost recovery and payment, work prioritization, and publication, as pertaining to BEMF activities, are detailed below.

a. 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 Facility 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 Facility 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))

<http://www.purdue.edu/policies/ethics/iii2.html> (Policy on Research Misconduct (III.A.2))

For users from outside of Purdue University, confidentiality is assured through execution of a confidentiality agreement with Purdue University. External users may contact Purdue University Contract Management Office at (765) 494-6210 or spscontr@purdue.edu in the Sponsored Programs Office to begin this process. Additional information:

<http://www.purdue.edu/business/sps/contractmgmt/index.html>

b. Conflict resolution:

Disagreements and or disputes over use of equipment or access to equipment, or for intellectual input and authorship will be raised with the Biological Sciences Department Administration for resolution. That Administration will present the disagreement to the Facility Director and to the Head of the Department, to identify a mutually agreeable solution. If invention rights or claims are involved, managers at the Office of Technology Commercialization will be consulted and included in the deliberation of the dispute. The Facility Advisory Committee will be convened to mediate the dispute if a mutually agreeable solution is not achieved within 30 days of the dispute notification.

With due process and considering all sides in the dispute as presented by the involved parties, the Facility Director, or Advisory Committee, if involved in the dispute, will provide a reasonable and workable solution and will make available resources as possible to act on the recommended solution. If the solution is not accepted by any of the involved investigators, the matter will be referred to the appropriate University authorities, as per University policies, laws and regulations. In this event, all Facility projects that include the involved investigators will be suspended until the dispute is resolved

c. Cost Recovery/Payment Policies:

BEMF is funded through a university authorized recharge system that includes recovery of expenses for equipment operating time and for activity from the research staff. Billing is linked to the reservation system (see below). Reserved time becomes billable unless cancelled. Cancellations cannot be done retroactively. Minimum billable time is instrument-dependent.

d. Prioritization of work:

Facility instruments are listed in an on-line reservation system that provides 'first come, first served' access. Users are notified if the requested equipment is unavailable and of limitations for use, etc., in the on-line system. Reservations are monitored by the Facility's staff, which also has the authority to reorganize or cancel reservations to better serve the overall efficiency needs of the Facility and cope with unplanned maintenance issues. Every effort will be made to alert affected users in a timely fashion and to reschedule them to their satisfaction, but this cannot always be guaranteed.

e. Publication:

Expectations for authorship for Facility personnel will be discussed with initial Facility contact. In general, if there is significant intellectual or organizational effort of Facility personnel to the work described in a manuscript, authorship is warranted and expected. Such effort includes, for example, expert data analysis that is required to support claims in a manuscript or patent. It will be made clear to investigators utilizing the Facility that the recovery of Facility expenses through the Facility cost recovery system does not exclude the possibility for authorship for Facility research personnel. Similarly, authorship does not substitute for payment of Facility expenses for services rendered.

In publications that describe research that took place at the Facility, authors should include a statement acknowledging the use of the Facility: "The author(s) acknowledge the use of Purdue's Biological Electron Microscopy Facility, a facility of the NIH-funded Indiana Clinical & Translational Science Institute."

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f. Partial or waived payments:

Partial payments are not accepted. Full payment is charged once the service is complete.

Upon mutual agreement between core director and user, payments are waived during exploratory tests and preliminary assessment of project feasibility.