

## Center for Genomics & Bioinformatics Core Policies

**Confidentiality:** Data is kept completely confidential on a secure password protected server. Users of the service are provided with a web folder that is password protected to ensure confidentiality or with a hard drive mailed to the PI's designated address. Data will only be sent to the PI or a person he/she designates.

Data generated will be reviewed by personnel in the center for quality control or bioinformatics analysis purposes and may be used for testing and internal development of new or improved tools. If such efforts are undertaken and successful, the results will be made available to the owners of the data. The CGB will not share data or analyses derived from said data with outside parties without the explicit permission of the owners of the data. The CGB may discuss issues about the data in pursuit of the goals set by the owner of the data barring an explicit request not to do so.

**Payment:** A full payment is expected if data is obtained regardless of whether or not it represents the result expected by the investigator. We examine quality control at several steps in the process and will stop the process if yields or quality are not sufficient to continue. At this point we will consult with the investigator to see how he/she wants to proceed. We will expect partial payment to recover the costs associated with the aborted experiments. Our guidelines for sample submission include quality control information. If QC guidelines are not met and the investigator wishes to have us process the samples anyway, we will do the best we can but if the samples fail we will still expect payment.

**Prioritization:** The CGB mandate is to serve faculty, staff, and students at Indiana University first. The default policy is to process projects on a first come first served basis. We will do our best to work within deadlines and it remains the prerogative of the Director of the CGB to increase or decrease the priority of specific tasks as necessary. Please note that depending on the nature of the work requested some projects may take less or more time to reach completion and that we will be responsible for setting reasonable deadlines and communicating regular updates regarding the status of projects with the user.

**Publication:** We ask that the CGB be acknowledged in all publications resulting from data generated by the CGB, and that a copy of the publication be provided. Inclusion of center members as authors in publications is expected only when we provide interpretations or non-standard analysis of the data. If substantial intellectual contributions are required in data analysis, interpretation, and/or manuscript writing, co-authorship should be granted to the CGB personnel involved.

**Conflict:** The core Director will discuss all issues with the investigator in order to resolve them. Should issues (such as charge disputes, authorship, and conflict of interest) arise that cannot be resolved in this manner, the Advisory Committee will assist in conflict resolution.