

Center for Medical Genomics Core Policies

Confidentiality

The center will not release samples to anyone except the owner (the PI or a person designated by the PI). Data generated will be reviewed by personnel in the center for quality control purposes. Data will only be sent to the PI or a person designated by the PI. Permission from the PI is required for release of remaining samples or data. The center will use quality control information from all experiments to track our performance and to inform future customers about the usability of types of samples. The center may ask for information regarding RNA or DNA yields from tissues and permission to use this information for guidance of other investigators. The School of Medicine requires monthly reports on billed and partially completed projects; the information provided includes the investigator's name, department, % complete, account number and total cost. As a CTSI core we are required to provide the name and department of investigators making use of the core, along with the general service provided (e.g. microarrays, sequencing) and a list of publications resulting from core use.

Conflict resolution:

The 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.

Cost Recovery/Payment policy

We expect payment for services rendered. An IU account number or a purchase order number (PO#) must be provided before service is provided. In addition to the account number and expiration data, the PI or person responsible for payment must sign and date the agreement. A list of the specific charges will be provided. Full payment is expected if data are obtained regardless whether or not it represents the result expected by the investigator. 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 at any stage of our Quality Control, we will stop the process and consult with the investigator about how to proceed. We will expect partial payment to recover the costs associated with the aborted experiments.

For most projects, we bill at the end of the month the project is completed. For experiments which are comprised of multiple batches for processing, we may bill as each batch is completed. We cannot bill before work is completed (e.g. to meet a grant deadline); it is your responsibility to get a no-cost extension or schedule work in a manner that it can be billed before your grant expires. We will let you know at submission time if there is a possibility that we will not be able to complete your project before expiration of your grant.

Our Costs are reviewed and approved annually by the Dean's office and accounting in Bloomington.

Prioritization of work:

Work is generally completed on a first come first served basis. Minor rearrangements may be made when reagents or supplies are backordered from our supplier or if a minor shift in schedule can make better use of the equipment. We reserve the right to break up larger experiments (> 32 arrays) if it will make better use of the equipment and allow us to minimize delays to small experiments. Delays can happen when the equipment fails. The customer will be notified when this happens.

Publication:

We ask that the Center be acknowledged in all publications resulting from data generated by the Center, and that a copy of the publication be provided to the CMG so that we may produce reports required by our oversight committees. Inclusion of center members as authors in publications is expected only when we provide collaboration on experimental design and /or analysis and interpretation of the data. The re-charge mechanism does not preclude or replace authorship. If substantial intellectual contributions are required in experimental design, and/or manuscript writing (other than providing a statement of the methods used) and data interpretation are requested, co-authorship should be granted to the involved core personnel.

Once a year the center must prove that we provide a useful service. We do this by providing a list of research publications made possible by using our services. Therefore, it is important that we receive copies of poster abstracts and citations of your published work using our services.

Acknowledgement

“Genomic [user can specify microarray, sequencing, genotyping instead of this generic term] studies were carried out in the Center for Medical Genomics at Indiana University School of Medicine.”