

CPAC Policies

Confidentiality: Data generated by the core is kept on a secure server with access to core personnel only. Data or information (verbal and/or electronic) are not shared with any outside parties. We treat all information received from our customers as confidential and privileged. Unless authorized by the customer, we will not disclose, copy, distribute, or share data. Samples delivered to CPAC are required to be de-identified; if samples are not de-identified, they will be returned to the PI immediately. The PI will have ultimate control over any public disclosure of the scientific results generated in the shared resource.

Conflict resolution: If a resolution cannot be reached at the core director level, the issue will be taken to the core advisory committee for discussion and resolution.

Cost recovery/payment policy: If recovery of payment becomes an issue, the IU Simon Comprehensive Cancer Center (IUSCCC) business managers will contact the customer and/or their department to collect charges owed. If there is a dispute in charges, the conflict resolution policy above will be followed.

Prioritization of work: IUSCCC and IU School of Medicine investigators have full access to services provided by the CPAC. Investigators planning to use the CPAC must fill out an authorization form (contact Andi Masters at argrove@iu.edu for form). Projects enter the queue upon receipt of the authorization form. In the event there is a back-log in activities, CPAC studies or services will be prioritized based on IUSCCC membership followed by IUSM and non-members.

Acknowledgement, authorship and collaboration: All research work performed by CPAC should be acknowledged in all ensuing publications. Please add the following statement to the acknowledgments section: **"Mass spectrometry work ('and any other work') was provided by the Clinical Pharmacology Analytical Core at Indiana University School of Medicine; a core facility supported by the IU Simon Comprehensive Cancer Center Support Grant P30 CA082709 "**. Fees paid for services provided by the CPAC should not negate the potential of co-authorship by CPAC scientists. These acknowledgements and achievements are important for the existence and continued funding of the CPAC. Given that many validation procedures and CPAC offered services require advanced intellectual involvement by the CPAC scientists, it is expected that this acknowledgement will be in the form of co-authorship.

Acceptance Criteria

The acceptance criteria utilized in CPAC are in accordance with the FDA Bioanalytical Method Validation-Guidance for Industry, May 2018, Biopharmaceutics.