

Histology and Histomorphometry Core (HHC) at IUSM Core Policies

Confidentiality Policy:

IU Users: For users within the IU system, confidentiality is regulated by existing University policies in this regard (e.g. <https://compliance.iu.edu/compliance-areas/index.html> and <http://researchcompliance.iu.edu/index.html>). The University Policies on intellectual Property and on Research Misconduct establish that research and research data at IU is to be protected from intentional and unintentional disclosure. Thus, all samples, products derived from samples, data obtained from the analysis of samples, and data or analyses obtained from a Core user shall be treated as confidential.

Non-IU Users: For Core users from outside of IUSM, such as corporate partners, investigators from government, other universities, or any other institution, the same confidential treatment of tissues, and data shall be applied in the Core. However, in this case the confidentiality is assured through execution of a specific Material Transfer Agreement (http://www.researchadmin.iu.edu/GrantContract/gc-award/award_mtas.html). Assistance in establishing such agreements will be provided by Core Supervisor and/or the Core Director.

All Users: The Core will not share data or privileged research information with any other parties. Since the material and data generated by the Core are owned by the respective investigator, all data generated in the Core is provided back to the User. Specifically, the Core will not provide access to the tissue sections, or to information about them, to anyone except the owner (the PI or a person designated by the PI). Permission from the PI is required to release any remaining samples or data from the Core. However, the School of Medicine requires periodic reports on billed and partially completed projects; the information provided includes the investigator's name, department, percent complete, account number and total cost. As we become a CTSI-designated Core, we are also required to indicate the general service provided (e.g. tissue embedding, sectioning, staining, histomorphometric analysis) as well as the list of publications resulting from Core use. However, this information will be treated as confidential and not shared with a third party. To track instrument and overall Core performance and to inform future customers about tissue processing and staining methods, the Core may collect and use quality control information from all experiments. Whenever it applies, we may archive copies of generated data, however, it is the responsibility of the user/investigator to maintain all data for their own records. The Core is not responsible for the loss of archived data. If any questions arise during use, please contact Core personnel before performing an unfamiliar operation. Principal Investigators are responsible for any damage to the core equipment used by users in their lab.

Recovery/Payment Policy: Payment is expected for any material service rendered by the Core, beyond the initial consultation. A list of the specific fees will be provided to the users at the beginning of their project. 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 date, the PI or the PI designated person responsible for payment, must sign and date the agreement. Full payment is expected when material or data are submitted to the PI, regardless of whether or not it represents the result expected by the investigator. No 'partial payments' are considered at this time, for any of the Core services. Our guidelines for sample submission include quality control information. The Core bills every month. For experiments which are comprised of multiple batches for processing, billing may occur as each batch is completed. Users will not be billed for requested services that could not be performed.

Prioritization of Work Policy: Core service requests are initiated through completion of the order form and submission of the samples. These requests are honored on a 'first come, first served'

basis. However, a negotiable priority will be applied to the Major Users vs. Minor users, as defined by the Shared Instrument Grant proposal. Requests for urgent attention are considered by Core personnel on an ad hoc basis, upon consultation with the already scheduled users. Researchers communicating their new interest in using the Core services can request a consultation with the core Director and/or the Supervisor. We reserve the right to break up larger experiments into batches if it will make better use of the equipment and allow us to minimize delays to small experiments. Delays can happen when equipment fails or when there is high demand on the core use. The customer will be notified by email when this occurs.

Publication, Authorship, and Acknowledgement Policies: While authorship is not required and will often be inappropriate for Core personnel providing research input to the project, if there is significant intellectual and/or organizational effort of Core personnel to the work described in the manuscript, authorship is warranted and expected. It will be made clear to investigators utilizing the Core that the recovery of Core expenses through the Core cost recovery system does not exclude the possibility for authorship for Core research personnel. Similarly, authorship does not substitute for payment of Core expenses for services rendered.

In publications that describe research that took place at the Core facility, authors should include a statement acknowledging the use of the facility and the Histology and Histomorphometry Core. Examples of acknowledgements in the Methods or Acknowledgement section of publications are 1) Tissues were processed and stained at the IUSM Histology and Histomorphometry Core facility or 2) 'Histomorphometry data were acquired at the IUSM Histology and Histomorphometry Core facility using the Bioquant System. The person performing the histomorphometric analysis should also be acknowledged as indicated above. Similar acknowledgements are expected for poster and oral presentations at meetings. If specific personnel in the Core were very helpful, acknowledgement of those personnel would be also appropriate.

Conflict Resolution Policy: Should issues such as scheduling disputes, technical problems with the equipment, quality of work, questions about charges, conflict of interest, or authorship conflicts arise, first the Core Manager or Director will discuss the issues with the investigator in order to resolve them. If the issues cannot be resolved in this manner, the disagreement or dispute will be presented to the Core Advisory Committee for assistance in conflict resolution. If a mutually agreeable solution is not achieved within 30 days of the dispute notification to the Core Director, the Core Advisory Committee will be convened ad-hoc to mediate the dispute. If invention rights or claims are involved, a technology transfer manager will be consulted and included in the deliberations. If the solution is not accepted by all of those involved even after Advisory Committee mediation, the matter will be referred for resolution to the Office of the Vice Chancellor of Research at IUPUI, as the final instance with arbitrating authority. In this event, all Core projects related to the dispute will be suspended until the dispute is resolved. These policies were adapted from the Indiana University School of Medicine Center for Medical Genomics (CMG), the Indiana University School of Medicine Angio BioCore (ABC) and the Purdue University Transgenic Mouse Core Facility (TMCF).