

IUB-EMC Policies

Confidentiality:

All work performed in the IUB EMC is confidential. The EMC staff will not discuss, share, present or publish any work without the explicit consent of all those involved in its generation. Data stored on the EMC-PPA (the facility's web-based image exploration and archival system) is only available to the PI and lab personnel involved in generating data, but can be shared with other people when deemed appropriate by the PI. Industrial users typically complete a specialized service agreement that lists terms and conditions for services rendered by the EMC.

Conflict Resolution:

Users of the EMC or the principal investigator paying the user's fees should initially direct questions about scheduling, technical issues, authorship, or data quality to the Director of the EMC. If there is no satisfactory resolution, then the principal investigator should contact the Chair of the EMC Scientific Advisory Committee. A final level of appeal is the Associate Dean for the Natural Sciences.

Prioritization of Work:

Work in the IUB EMC is scheduled on a "first come, first served basis" and is visible on the instrument calendars available on the IUB EMC website. Under normal circumstances, work is scheduled no more than two weeks in advance. Special events (service work, visitors from out of town, staff absences, *etc.*) will be scheduled as far in advance as possible. The EMC staff will make efforts to ensure that all work can be accomplished in a timely fashion and may adjust schedules when possible to satisfy reasonable time constraints of the users. All fee-for-service work should include an explicit outline of when work is expected to be performed, and the EMC staff is obligated to inform PI's of all progress.

Publication and authorship expectations:

We expect to see acknowledgement of the facility and its personnel in all papers and public presentations that make use of data obtained using the EMC. In situations where staff members generate images or any other data that are included in publications and/or presentations, these efforts should be acknowledged using staff member's names, their EMC affiliation and details of their effort. In addition, we expect that any sort of intellectual contribution to a project by members of the staff will be acknowledged with co-authorship. Finally, we ask that users of the facility discuss any work done by the staff before inclusion in any publication or presentation. We will also periodically ask our users to send us their list of recent publications that have used the EMC.

Partial and Waived Payments

Partial Payments: Partial payment is required when a user is more than 30 minutes late during facility business hours, fails to notify the facility of a cancellation in an appropriate amount of time or does not show up for an appointment. The facility also discounts instrument rates when a laboratory is new to the university and is using instrumentation for the first time, or when a laboratory is establishing a method that is new to the instrument or facility.

Waived Payments: Payments are waived only in extenuating circumstances such as instrument failure, personal medical emergency, and building/room power failure. Requests for waived payments will be reviewed on a case-by-case basis.