

## **MULTIPLEX ANALYSIS CORE – POLICIES**

### **Confidentiality**

All data generated by the MAC are kept confidential and will not be shared unless the owner provides specific written direction.

### **Cost recovery / payment**

Payment is expected for services rendered. An IU account number or a purchase order number (PO#) must be provided before service is provided, and the PI or person responsible for payment must sign and date the Authorization form. Full payment is expected if data are obtained regardless whether or not it represents the result expected by the investigator. Partial or waved payments may be accepted in cases of instrument malfunction. The MAC does not provide sample storage after analyses. Samples not retrieved from the MAC within one week of analyses will be discarded.

### **Prioritization of work**

Work is prioritized based on “first come, first served” policy.

### **Acknowledgement, publication and authorship expectations**

Authorship is not expected when routine analyses are performed by the Multiplex Analysis Core. However, if effort from core personnel exceeds that of routine analyses, authorship will be discussed and agreed upon prior to running the users’ samples. If research supported by the MAC results in publication, please acknowledge this support by including the following in your publication(s): *We thank the Multiplex Analysis Core at the Indiana University Melvin and Bren Simon Comprehensive Cancer Center for providing support in analyzing samples and interpretation of data.*

Please notify the MAC of your publication by e-mailing us at [corschel@iu.edu](mailto:corschel@iu.edu) or [pplett@iu.edu](mailto:pplett@iu.edu)

### **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.

### **Submitting material in compliance with regulatory requirements**

Material or health-related information submitted to a Core for analysis must be obtained in compliance with the most current regulatory and legal requirements (including material transfer agreements). It is the responsibility of the investigator to make sure such requirements are fulfilled and enlist the Cores when their assistance is required in obtaining regulatory clearance. It is also the responsibility of the investigator to comply with all safety standards (e.g. Radiation and Bio-Safety) and fully disclose the potential hazards of all materials submitted to a Core.