

## **Facility Policies**

### **Confidentiality**

For users who are Purdue faculty or staff, confidentiality is already required by existing University policy. The University Policies on intellectual property and on research misconduct establish that research and research data at Purdue is to be protected from intentional and unintentional disclosure. Thus, samples, products derived from samples, data obtained from the analysis of samples, and data and analyses obtained from a facility user shall be considered confidential, and shall not be shared, published, reanalyzed, reprocessed, or in any other way shared or used for additional analyses without the facility user's expressed and written permission. The relevant Purdue policies may be found at <http://www.purdue.edu/policies/index.html>

For facility users from outside of Purdue University, such as corporate partners, investigators from government, other universities or any other type of institution, the same confidential treatment of research and data shall be applied in the facility. In this case, confidentiality is assured through execution of a confidentiality agreement with Purdue University upon request from the facility user. Assistance in establishing such agreements will be provided by facility personnel and/or the facility director.

The project title and some general information about the work (e.g., type of disease the research is targeted, assay or general approach/technology is used) may be presented in the report, poster or other presentation of the facility. But no specific data will be disclosed or shared without permission of the investigators. All the data generated from the services will be accessible to the investigators only.

### **Payments, partial or waived payments**

The facilities are funded through a University-authorized chargeback system that includes recovery of expenses for equipment operating time and for activity from the research staff. Billing is sent out monthly for work completed, or when project is completed. Thus there will not be situation where partial or waived payments apply. Users are responsible for providing a business office contact and account information before initiating a project or using instruments in the facilities.

Investigators may be financially responsible for instrument or other damages due to improper use by those users in their labs. Principal investigators may also be financially responsible for instrument reservations that are not canceled 24 hours prior to the reserved time.

Disagreements over payment should be raised with the Facility Advisory Committee for resolution.

### **Prioritization of work**

Our services are scheduled on first come first serve basis. Special prioritization requests in scheduling must be communicated with the director of the facility.

### **Publication and authorship expectations**

Expectations for authorship for facility personnel will be discussed with initial facility contact. While authorship is not required and will often be inappropriate for facility personnel providing research input to the project, if there is intellectual and/or organizational effort of facility personnel to the work described in the manuscript, authorship is warranted and expected. For example, expert data analysis from facility personnel that is required in support of claims in a manuscript or patent warrants authorship. It will be made clear to investigators utilizing the facility that the recovery of facility expenses through the facility cost recovery system does not exclude the possibility for authorship for facility research personnel. Similarly, authorship does not substitute for payment of facility expenses for services rendered.

In publications that describe research that took place at the facility, authors will be required to include a statement acknowledging the use of the facility: "The author(s) acknowledge the use of the Chemical Genomics Facility, a core facility of Purdue Institute for Drug Discovery and the NIH-funded Indiana Clinical and Translational Sciences Institute."

### **Conflict resolution (Scheduling, technical issues, authorship, quality, authorship, etc.)**

Disagreements and/or disputes over use of equipment or access to equipment, or for intellectual input and authorship will be raised with the PIDD Managing Director and Director for resolution. The PIDD Managing Director will present the disagreement to the PIDD Director to identify a mutually agreeable solution. If invention rights or claims are involved, Office of Technology Commercialization (OTC) will be consulted and respective expert will be included in the deliberation of the dispute. The Facility Advisory Committee will be convened to mediate the dispute if a mutually agreeable solution is not achieved within 30 days of the dispute notification to the liaison.

With due process and considering all sides in the dispute as presented by involved parties, the director, or Facility Advisory Committee if it is involved in the dispute, will provide a reasonable

and workable solution and will make available resources as possible to act on the recommended solution. If the solution is not accepted by any of the involved investigators, the matter will be referred to the respective University administrative structures for resolution. In this event, all facility projects that include the involved investigators will be suspended until the dispute is resolved.