

Notre Dame Integrated Imaging Facility Policies (10/2011)

a) User rates

The users rates are calculated by the Office of Research and Sponsored Program Accounting and revised every year on July 1. All rates approved by the Vice President for Research and are in accordance with Federal A21 costing guidelines, and University of Notre Dame policies. With each machine the expenses are totaled and divided by the usage.

Internal rates are subsidized by the University of Notre Dame and are applicable to all University of Notre Dame researchers, all CTSI partner institution researchers, and others as defined on a case-by-case basis. External academic rates (for academic institutions outside CTSI and government labs) and industrial rates reflect unsubsidized cost.

b) Confidentiality

All data that is collected on a machine within the NDIIF is confidential and owned by the user who paid for the analysis. The NDIIF will not divulge the data to a third party without proper written authorization from the user. Long term storage of the data is the responsibility of the user. External academic users and industrial users typically complete a Specialized Service Agreement that lists terms and conditions for services rendered by the NDIIF.

c) Cost Recovery/Payment Policies

Internal campus users must provide budget number when they log on to instrument. External academic users and industrial users must provide a name and address to enable the NDIIF office to send an invoice. Billing for each instrument is compiled at the end of each month, and all users are sent an electronic invoice. Internal users have 48 hours to dispute billing details and negotiate with the Director a partial payment/refund/waiver, otherwise electronic fund transfer occurs automatically. External users (includes CTSI partners) can pay their bills by sending a check to the NDIIF office or providing a purchase order with details for electronic transfer of funds.

d) Prioritization of work

All investigators paying user fees have equal access to the equipment and the technical staff. Assisted work, that directly involves the technical staff, has higher scheduling priority for time slots within the regular business hours. With each machine, up to thirteen hours per week may be devoted to projects that are funded by industrial customers.

e) Publication and authorship expectations

Since the rates for internal users are subsidized, the resulting publications should acknowledge partial funding support by the NDIIF. Typically, NDIIF staff members are not expected to be coauthors of studies that are conducted within the NDIIF and charged at the unassisted rate. For any study conducted within the NDIIF and charged at the assisted rate, the principal investigator and staff member should discuss coauthorship before the study commences. The NDIIF guiding principle is that coauthorship is earned when an NDIIF staff member makes an intellectual and/or technical contribution that obviously improves the quality of a manuscript.

With industrial users, neither party will use the name of the other party in any publicity, advertising, or news release without the prior written approval of the authorized representative of the other party.

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

Users of the NDIIF or the principal investigator paying the user's fees should initially direct questions about scheduling, technical issues, authorship, or data quality to either the Director for Biological Imaging or the Director of Electron Microscopy. If there is no satisfactory resolution then the principal investigator should contact the Director of the NDIIF, or a member of the NDIIF Steering committee. A final level of appeal is the Office of the Vice President for Research.

g) **Instrument upgrades and new acquisitions**

Most of the NDIIF user rates do not include a charge for depreciation. Therefore, instrument upgrades and new acquisitions have to be pursued through internal and external grant applications. The NDIIF can facilitate this process by writing sections of the proposal that deal with previous instrument user history, previous instrument performance, new instrument cost, staff qualifications, and business management of the new instrument. The NDIIF is typically not able to write the grant application sections that describe the various individual research projects that will utilize a new instrument. A more compelling application is produced if these research sections are assembled by a committee of interested principal investigators. This committee also needs to demonstrate that a proposed new instrument is suitable for housing within the NDIIF. In addition to the obvious questions concerning available space and staff capacity, it is important to clearly establish that a new instrument will truly be shared by different users. The NDIIF guiding principle is that three or more principal investigators must clearly state that they have the interest and combined funding capability to cover at least half of the ongoing instrument costs (i.e., annual service contract plus an appropriate amount of staff time for maintenance and billing). In some cases, a proposed new instrument may be judged unsuitable for the NDIIF because it does not have the shared user base to support a sustainable business model. It is also possible that a current instrument in the NDIIF is removed after a period of time (after appropriate consultation with users) because it is not economically sustainable. The process of instrument acquisition and upgrade is always ongoing and it is greatly helped by an active and constructive dialogue between interested users and the NDIIF staff and steering committee.