

## **IU Mass Spectrometry Facility CTSI Policies:**

**Confidentiality Policy:** Data obtained from samples submitted to the Core are considered confidential and will not be shared with third parties without the user's express and written consent. Furthermore it is assumed that samples and their metadata provided to the MSF will be anonymized and/or have any critical data (as defined by IU Data Management policies: <https://datamgmt.iu.edu/docs/Critical-Data-Guide.pdf> ) removed.

**Partial payments:** clearly if the scope of the work was significantly reduced, the fees associated with it would be reduced proportionally. Similarly, if a project grew in size to the point where it made more sense to have it billed as a project with separate instrument time, labor, and consumable line items that would be another case where the overall project cost would be reduced from what was previously expected. A third case involves a project in which a new methodology was being developed/adapted that would have wide applicability for other clients at IUB or other CTSI institutions. In that instance the method development costs paid by the initial trailblazing lab could be discounted. It would make more sense to address this last case by using a CTSI core pilot grant or some other funding mechanism if the trailblazing lab was taking a significant scientific risk. Partial payments could also be arranged in cases where a set of samples was of too low a quality to yield good data. MSF staff will communicate with its clients as soon as these problems arise to minimize delays, revisit sample preparation protocols, and present quality control data indicating proper functioning of its equipment. Partial payments could also be arranged in cases where samples were mishandled by MSF Staff (e.g. loss of sample, contamination during handling, using incorrect protocol, improper storage). Note: Shipping problems (e.g. insufficient cooling or shipping delays, samples breaking in box, etc.) does not constitute mishandling by MSF staff.

**Policy for Waiving Payments:** If a set of samples is not of sufficient quality or concentration to give useful data, it may be possible to waive payments entirely for small sample sets. Also, if there was an instrument malfunction or that resulted in poor/no data or if MSF staff accidentally mishandle a set of samples, the fees for the impacted services may be waived.

**Prioritization:** User accessible Core instruments must be reserved via the iLab online reservation system. For details and access, contact the Core Director. In general, samples are processed on a "first come, first serve" basis. However, due to the varied types of analysis that may be performed and the current availability of a given instrument, slight modifications to this rule may be made by the Core Director. Projects needing fast turnaround for specific sample sets needs to discuss this with the Core Director prior to starting the work.

**Publication and Authorship:** The MSF provides a range of services for researchers, some of which do not constitute a substantial intellectual contribution to merit authorship on any resulting publication. Examples of such projects include the routine confirmation of elemental composition by accurate MS or training students to use walk-up instrumentation. We do require acknowledgement of our facility for

these efforts in publications as well as acknowledging grant funds used to purchase the instruments that obtained the data. These grant numbers will be indicated in all data reports from our lab. We also ask that we are notified of any papers published using data obtained from one of our instruments for inclusion in status reports to granting agencies and in generating future proposals.

If there is significant intellectual or organizational effort on the part of Core personnel, then authorship on resulting publications is expected. Examples of substantial intellectual contribution include expert data analysis of LC-MS-MS data, developing a quantitative MS-MS assay, and large-scale analysis of quantitative MS results to interpret data in the context of biological networks. We also ask that all clients adhere to the IUB Chemistry Department co-authorship guidelines attached with this Submission.

**Conflict Resolution:** In the event that disagreements arise with respect to issues such as proper protocols for instrument usage, instrument access, billing disputes, conflicts of interest, or authorship, the Core Director will first discuss this with the respective Principle Investigator. In the event that a mutually agreeable resolution cannot be reached, either (or both) of these parties can solicit the assistance of the Core Advisory Committee.