

**Indiana Center for Biological Microscopy Core Policies, Bruce A. Molitoris, M.D., Director**

**a. Confidentiality**

Individual users are given an individual password protected account onto which to store their data. The user has sole access to their own data. These data can be transferred over the campus network or downloaded directly onto CDs or DVDs.

**b. Conflict Resolution**

If a conflict arises between the Indiana Center for Biological Microscopy and a client for any reason, and that conflict cannot be resolved between the two parties, then the advisory committee will be consulted in an attempt to mediate conflict resolution. If these efforts still do not produce a satisfactory resolution for either the Microscopy Core Facility or the client, then, School of Medicine Oversight Committees will be consulted, as directed by the advisory committee.

**c. Cost recovery/payment policies**

See cost recovery/payment policies below. The client will be required to pay the agreed upon costs prior to utilization of the equipment or personnel. Payment will be directly billed to a clients research funded account within 90 days. The client will only be required to pay for the costs for the time material and services signed up for. This includes training time of the individual or their technical support personnel. In the event of overpayment, the Microscopy Core Facility will be required to remit the overpayment amount within a reasonable timeframe, for example, thirty days. Cancer center personnel will receive a direct subsidy from the Cancer Center that will be paid quarterly and the individual investigator will only be charged their portion of the fee. Once a client signs up for time electronically at the website they are charged for this time at an hourly fee based upon the published fee structure at our website. They are allowed to trade this time and the website is set up to facilitate this, but they cannot relinquish this time for credit if it is not utilized. If a trade occurs the PI is responsible for notifying center personnel so that schedule changes can be made.

**d. Prioritization of work**

We have always tried to maximize efficiency without sacrificing our policy of first come, first served. It has been the present policy that Nephrology Division members and members of the cancer center have the right to sign up for facility time two weeks in advance. All other users are restricted to signing up one week in advance. Within this frame the first client to make a request will be given priority, and priority will be given to clients in the order they make their request. No special treatment will be afforded due to a prior relationship or any other reason. However, arrangements can be made if special circumstances (e.g. availability of animals at a particular age) require it.

**e. Publication**

Publication will be the sole right of the client. The only exception will be any technical advance that was derived from activities within the Microscopy Core Facility that was independent of the client's projects, and in this case, any publication will maintain the confidentiality of the client's projects. Users are required to acknowledge the facility and the INGEN award in publications.