

**Core Facilities guidelines regarding
scientific publications, collaborations and fees**

October 26, 2009

One feature of the evolution of biological and medical research is the increasing use of new technologies which, sometimes, require extensive investment in equipment and the implication of highly qualified personnel. To meet this demand, the University of Lausanne and the CHUV have set up several Core Facilities to provide a range of resources that could not be financed by one or a few research groups.

Core Facilities do not have dedicated funding for carrying out collaborative projects. Therefore, in principle, all users have to cover the cost of their analyses according to the fees ascribed to the categories of services provided by the Core Facilities. **Investigators are therefore strongly encouraged to request specific extramural funding for such services, should they need them for their research, at the time of grant applications.** Facilities coordinators can provide support and suggestions for the writing of research proposals and can of course prepare letters of support and confirmation.

The following general guidelines have been approved by the Dean's Office on October 26 2009. Their application must be adapted to each specific Core Facility. The "Core Facilities Committee" (COPLA: Comité des plates-formes) reviews every year the activities of all Core Facilities and during this process will evaluate the application of these general guidelines.

1. Publications

Manuscript writing

For manuscript writing, Facilities coordinators will, upon request, provide the users with **i)** descriptions of materials and methods relevant to the experiments performed **ii)** comprehensive supplementary tables in a format accepted by most journals (.txt, .pdf or .xls) and **iii)** all the raw data if required. Unless agreed upon differently (see below), Facilities coordinator will not prepare publication-style tables and figures to be included in the main article body nor write article text portions.

Acknowledgements

The work provided by any Facility should be systematically acknowledged in all publications which present either data directly produced by the Facility or results for the generation of which the work of the Facility played an important role. The name and affiliation of the Facility should be correctly mentioned, but no specific names have to be present, unless desired by the authors.

Authorship

The guidelines established by the International Committee of Medical Journal should be applied (http://www.unil.ch/fbm/page32449_fr.html#2). These guidelines suggest that all scientists, including those from the Facilities, that have significantly helped to design or conceive the experiments, have done non-standard analysis and interpretation of data, or both, should be authors of papers that use the generated data. In this case Facility scientists should participate in drafting the paper or revising it for critically important content, and give final approval of the version to be published. If these conditions are not met, the Facility should appear only in the acknowledgements (see above). In case of uncertainty about authorship, the investigator should clarify these issues with the Facility coordinator, preferably before start of the experiments.

2. Collaborations

We define two general types of collaborations:

1) User-initiated collaborations

In those collaborations the proponent is a Facility user. The Facility coordinator, in agreement with the corresponding Steering Committee, can accept to carry out such collaborative projects in which the Facility makes its technological platform available to push the limits of analysis on a set of relevant and challenging samples. Such projects are in principle subject to the same fees as routine work. The proponent should provide a written statement in advance on the availability of sufficient funding. In such projects, the personnel of the Facility engages in a closer collaboration with the user group to provide optimized support and improve aspects such as experimental design, sample preparation and data analysis. Also, the Facility team can decide to use the samples from the project to implement and test new technologies which are not yet part of the regular catalog of services. In such case, these analyses can (but need not) be free of charge. For this type of collaboration, the Facility members involved will be co-authors of resulting publications.

2) Facility-initiated collaborations

Facilities coordinators can contact investigators to propose collaborations. One of the primary purposes is to acquire appropriate biological samples for the implementation, test or development of new techniques which are not yet in the regular catalog of Facilities services. Such analyses are generally free of charge for the user. The Facility coordinator has to ensure, in planning such experiments, that the workload is compatible with the capacity of the platform, that it does not interfere with the normal operation of the Facility service and does not lead to a significant increase in the waiting time for other regular users. For this type of collaboration the Facility members involved will be co-authoring the resulting publications together with the lab providing the samples. The details of co-authorship should be discussed at the beginning of the project.

3. Fees policy

To help support their activities and equipment purchases, Core Facilities operate with fees, which apply to a well-defined list of services. Such fees are differentiated depending of the affiliation of the user(s). In an ideal situation, billing users would cover all costs of the Core Facilities. This is unfortunately only rarely possible because the high costs of investments and personnel would render such services out of reach of most researchers. However, billing should be differentiated according to users:

UNIL-CHUV users

The main objective of billing is to limit the requests to the important needs of research groups and discourage abusive use of services. Rates are adjusted to cover at least the consumables. If acceptable by the researchers, these rates may also cover salaries and instrument depreciation depending on the Core Facility concerned.

Academic users outside UNIL-CHUV

For those users billing aims to cover at least the wages and consumables used for the services provided to these users. Lower rates may be considered if agreements are reached with the institutions of external academic users.

Non-academic users

The billing of these users must correspond generally to the market price. Lower bills may be considered if the utilization of the Core Facility is done on an excess capacity (which should generally be the case anyway), but must at least cover the full costs (salaries, consumables, depreciation and an overhead of 30%).

These general rules for fees are adapted by each Core Facility for their specific case.