

IU-Bloomington Flow Cytometry Core Facility Policies

Confidentiality policy:

All data obtained through instrumentation in the facility is treated as confidential and is not used for any presentation or documentation without express consent of the individual users. Likewise, users of the facility may not share protocols developed by users of the facility without consent from the developers.

Cost Recovery/Payment policy:

A fee will be charged for anyone who signs up and fails to notify the facility that they no longer intend to use their time. Two full business days' (as of March 23, 2020) notification to cancel an appointment on any instrument is required (longer cancellation notification times will apply when the facility is closed for an extended time). If a user fails to notify the facility in a timely manner, the full appointment time will be billed (minus set-up time) unless the appointment can be rebooked. No shows will be billed for the entire time scheduled. Users who notify the facility before their appointment have a 15 minute grace period before their time is billed; failure to notify the facility will result in the appointment time being billed from the start of the appointment. If a user is late, their experiment may not be able to be completed in order to accommodate the next user. In addition, if an excess amount of time is scheduled, the entirety of the time scheduled will be billed. For example, if a researcher schedules a two hour appointment and only uses one hour, they will be billed for two hours. Unusual or extenuating circumstances will be reviewed on a case by case basis.

Prioritization of work policy:

Facility instrumentation is available on a first-come, first-served basis.

Publication and authorship expectations:

There is no expectation of authorship for any of the facility staff. Core facility users are required to acknowledge the IUB FCCF in any publications that utilized facility instrumentation for data collection.

Conflict resolution policy (Scheduling, technical issues, authorship, quality, etc.):

Any conflicts regarding data, billing, fees, or instrumentation usage should be brought to the attention of the facility manager, who will attempt to resolve the conflicts in question. If the conflict is not resolved, mediation of conflicts will be the responsibility of the Advisory Committee Chair, who may in turn bring the issue to the attention of the entire oversight committee.