

**DESCRIPTION OF THE LABORATORY :
MANAGEMENT :**

Name of the lab

Research organisation

of the lab (ex UMR444)

Lab acronym
(6 characters max)

Address

First & Last name of the head of the division

Phone #

Email

FINANCIAL MANAGEMENT :

Billing address (if different from the lab's)

First & Last name of the accountant

Phone #

Email

The documents attached will allow us to identify your laboratory, projects, teams and technical referee. Logins and passwords will be delivered and allow your team to access to the website and the tools available on our core facility: <http://genomique.genotoul.fr/intranet>

Our engagement

Our team at the core facility

The staff members have an expertise on the various technologies offered and are competent in:

- Organizing and coordinating access to the equipment,
- Validating and maintaining the material,
- Technical advice and training,
- Staying updated on the technologies.

For the teams who want to access on their own, technical assistance is assured by our staff during work hours. In case of absence, an email is sent to the users.

Users training

If you chose to access the site on your own, the named technical referee will be trained by the core facility staff in order to acknowledge the general way of working at the core facility and its environment (hygiene and safety, specific risks), to know how to use the tracking system, to know how to use the robots and retrieve the generated data. The technical referee will be followed by our staff until he/she is able to work autonomously. If he/she does not use the robots for a certain amount of time (*cf* intranet website tab Atelier) a new training will be dispensed. At the end of the training, a certificate of training will be delivered, he/she will be asked to acknowledge and sign the user guideline, he/she will finally receive an orientation booklet which remind about the good working modalities of the core facility.

Consumable and reagents

Except in particular cases, reagents and consumable are borne by the research teams. Plastic consumable in use are listed in the robots *modus operandi*. Genopole price offers (for some reagents) are annually negotiated and are available on the intranet website (*Tarifs* tab).

Sample storage

"-20°C" freezers and fridges are available for storage of your samples and reagents during the experiments

The robots

The characteristics of the machines and software, their specifications and their follow up (service contract, inspection...) are available on the intranet website (*Atelier* tab).

To access the different tools, a reservation schedule is available on the intranet website (*Réserver un robot* tab).

The core facility environment

The research team staff members who have access to the core facility must respect the elementary rules of hygiene and safety, he / she is still under his / her laboratory responsibility (same thing in terms of people safety).

The access to the core facility is possible from 9am to 12pm and from 2pm to 5pm. For the technical referees often working at the core facility, exceptionally, a badge enabling to access the facility outside of the opening hours can be delivered. Access modalities to the different sites of the core facility are to be asked to each site manager.

Protocoles

Outside of the rules defined by the core facility staff for the use of robots, recommended technical protocols can be suggested by the core facility but the research teams remain responsible for the choice of protocols they use.

Particular cases of projects supported by the core facility.

The core facility staff can support the technical performance of projects in tight collaboration with the research team. A referee for the core facility will be named to be your privileged contact. Particular conditions will be discussed and formalized.

Costs evaluation

Billing of robots is made on the basis of their reservations; it is the same for the time spent on the project by the core facility staff. The rates of the various equipment and staff are available on the intranet platform (intranet *Tarifs* tab).

In the case of a specific project, you can request a cost estimate to the core facility staff.

Results delivery

The core facility delivers raw data. These data are automatically saved and can be downloaded *via* the intranet website (*Vos données* tab). The duration of storage, backup and availability of robots are specified on the internet interface with the machine specifications. (*Atelier* tab)

Results exploitation is the responsibility of the research team/laboratory. Software in order to analyze your data is available on our computers at the core facility.

Result ownership

The results are the exclusive property of the research team that has control for result valorisation. In order to promote the core facility, the latter will minima appear in the acknowledgements. The research team remains the sole judge of associate members of the core facility as co-author of publications or communications.

The research team undertakes to forward to the core facility team a copy of publications accepted on the work partly carried out on the core facility.

If possible, the research teams also transmit copies of posters with the work done at least in part on the core facility. These posters will be displayed on the core facility to show examples of work performed.

Your engagement

I, undersigned _____, Head of the division

accept to pay the bills regarding the activity performed at the core facility GeT by the technical referees I previously named. Those bills are based on reservations saved by the technical referees on the booking schedule of the equipment, tracking sheets of the common sequencing and on quotations.

I wish a confirmation email of all reservations made by the technical referees in my division be sent to the following email address:

I give permission to the core facility to mention on its website and in presentations of the core facility, the name of my unit from the list of units working there.

Yes

No

I accept that the list of teams and the description of the research projects submitted to the core facility by technical experts from my unit are listed on the Genopole website and in presentations made by the core facility:

Yes

No

Made on _____, in

Made on _____, in

Head of core facility

Head of laboratory