

### *1. Confidentiality*

For users who are themselves Purdue faculty or staff, confidentiality is already required by existing University policy. The University Policies on intellectual Property and on Research Misconduct establish that research and research data at Purdue is to be protected from intentional and unintentional disclosure. Thus, samples, products derived from samples, data obtained from the analysis of samples, and data and analyses obtained from a Core user shall be considered confidential, and shall not be shared, published, reanalyzed, reprocessed, or in any other way shared, or used for additional analyses without the Core user's express and written permission.

The relevant Purdue policies may be found at:

[http://www.purdue.edu/policies/pages/teach\\_res\\_outreach/viii.4.1.htm](http://www.purdue.edu/policies/pages/teach_res_outreach/viii.4.1.htm)

[http://www.purdue.edu/policies/pages/teach\\_res\\_outreach/viii\\_3\\_1\\_print.html](http://www.purdue.edu/policies/pages/teach_res_outreach/viii_3_1_print.html)

For Core users from outside of Purdue University, such as corporate partners, investigators from government, other universities, or any other type of institution, the same confidential treatment of research and data shall be applied in the Core. In this case, confidentiality is assured through execution of a confidentiality agreement with Purdue University. External users may contact Purdue University Contract Management Office at (765) 494-6210 or [spscontr@purdue.edu](mailto:spscontr@purdue.edu), in the Sponsored Programs Office to begin this process. Assistance in establishing such agreements will be provided by Core personnel and/or the Core director.

Additional information: <http://www.purdue.edu/business/sps/contractmgmt/index.html>

### *2. Conflict resolution*

Disagreements and or disputes over use of the facility or access to the facility, or for intellectual input and authorship will be raised with Director of the Histology Laboratory for resolution. The Director will first attempt to identify a mutually-agreeable solution. If invention rights or claims are involved, respective technology transfer managers will be consulted and included in the deliberation of the dispute. The Core Advisory Committee will be convened to mediate a dispute if a mutually agreeable solution is not achieved within 30 days of the dispute notification.

With due process and considering all sides in the dispute as presented by involved parties, the director, or Advisory Board if it is involved in the dispute, will provide a reasonable and workable solution and will make available resources as possible to act on the recommended solution. If the solution is not accepted by any of the involved investigators, the matter will be referred to the respective university administrative structures for resolution. In this event, all Core projects that include the involved investigators will be suspended until the dispute is resolved.

### *3. Cost Recovery/Payment Policies*

The Histology Research Laboratory is funded through a university authorized charge back system that includes recovery of expenses for equipment operating time and for activity from the research staff.

### *4. Prioritization of work:*

Use of the facility and technical support is provided on a 'first come, first served' basis. All user requests should be directed to the Manager of the Histology Research Laboratory, who will approve or deny the request. If the requested facility or technical support is unavailable, the user will be notified by the Manager and, in consultation with the user, an alternative time period will be identified.

### *5. Publication:*

While authorship is not required and will often be inappropriate for Core personnel providing research input to the project, if there is significant intellectual and/or organizational effort of Core personnel to the work described in the manuscript, or if Core personnel serve as collaborator on a study, authorship is warranted and expected. Recovery of Core expenses through the Core cost recovery system does **not** exclude the possibility for authorship for Core research personnel. Similarly, authorship does not substitute for payment of Core expenses for services rendered.

In publications that describe research that took place at the Core facility, authors should include a statement acknowledging the use of the Histology Research Laboratory: "The author(s) acknowledge the use of the facilities of the Purdue University Histology Research Laboratory, a core facility of the NIH-funded Indiana Clinical & Translational Science Institute."