FCSPD Facility User Agreement (Appendix C)
(UVM-LCOM)

Please, print and sign this agreement, have your PI co-sign, and give it back to *Roxana del Rio-Guerra* (rdelrio@uvm.edu). This agreement is a pre-requisite for access to any FCSPD facility's analyzers. Every fiscal year will be renewed.

A) FOR TRAINED-INDEPENDENT USERS

I _____, a trained and independent user agrees to take reasonable care of the instruments and computers in FCSPD facility. You are responsible for:

- Providing biosafety training transcripts, including pertinent documents for BSL2 operations and OSHA-Bloodborne Pathogens training.
- Flow cytometers: Filtering all samples immediately before running them on an instrument to prevent clogs (see *Filter sample* protocol). (pdf)
- Booking instrument time in advance on *iLab* (https://uvm.ilab.agilent.com/landing/322).
- The name of the person booking the appointment must match the identity of the user at the instrument. Violators may have their accounts deactivated.
- Checking that instrument sheath tank is full and that waste tank is empty.
- Backing up your data from instrument hard drives within 24 hours of acquisition (see *Data Management Plan* as an Appendix B at the end of the P&P-SOP).
- Complying with all *FCSPD facility's Policies and Procedures*.
- Complying with all SOPs of each instrument in which user was trained

You agree that if you damage the instruments through clogging or other improper procedures that you and your PI are liable for the cost in time and parts required to unclog/restore the instrument ($350.00 per incident; this will account for time and parts needed to solve the issue). The PI will be responsible for any additional costs incurred due to improper use of the instrument.

Are you UVM-Vermont Cancer Center member? Yes_____ No _____

Please, indicate IACUC protocol #s (if appropriate) that relate to the data to be obtained in the Flow facility: _____ Expiration Date:_____

I do not have IACUC protocol #s to report: _____

Please, indicate IRB protocol #s (if appropriate) that relate to the data to be obtained in the Flow facility: _____ Expiration Date:_____

I do not have IRB protocol #s to report: _____

B) FOR USERS WHO ONLY REQUEST STAFF-ASSISTED SERVICES

I _____, a user of the FCSPD facility. You are responsible for:

- Flow cytometers: Filtering all samples immediately before dropping them off at the facility (see *Filter sample* protocol). (pdf)

- Submitting iLab service request in advance on *iLab* (https://uvm.ilab.agilent.com/landing/322).
- Provide a memory stick/USB to transfer data (see *Data Management Plan* as an Appendix B at the end of the P&P-SOP).
- Complying with all *FCSPD facility's Policies and Procedures*.

Are you UVM-Vermont Cancer Center member? Yes_____ No _____

Please, indicate IACUC protocols #s (if appropriate) that relate to the data to be obtained in the Flow facility: _____ Expiration Date:_____

I do not have IACUC protocol #s to report: _____

Please, indicate IRB protocols #s (if appropriate) that relate to the data to be obtained in the Flow facility: _____ Expiration Date:_____

I do not have IRB protocol #s to report: _____

FOR ALL USERS:

We respectfully suggest investigators cite the Harry Hood Bassett FCSPD facility if the research they are reporting used our services to design, conduct, or analyze their research, including fee-per-service. FCSPD facility can be as:

"**(*experiment*) was carried out in the Harry Hood Bassett Flow Cytometry and Small Particles Detection facility (RRID:SCR_022147) at the UVM-LCOM**".

In all publications
In grant applications using FCSPD facility-generated pilot data
In presentations (lab seminars, journal club, etc.)
In Posters (e.g. presented at a conference)

Acknowledgement Criteria

Basic scientific advice
Fee-for-service help
Technical advice on protocols
Basic analysis
Methods write-up

CO-AUTHORSHIP

Any Shared Resources personnel who have contributed substantially to the experimental design, validating, implementing, analyzing, and/or writing of a manuscript should be included as an author(s). Core Laboratory personnel are scientists, and any substantial intellectual and/or experimental contribution to a publication deserves co-authorship. Charging for services does not preclude authorship.

Co-Authorship Criteria:

- Conception, design of project, experimental design, critical input, or original ideas
- Acquisition of data, analysis and interpretation, beyond routine practices
- Data interpretation
- Draft the article or revise it critically for intellectual content
- Intellectual contribution

https://oir.nih.gov/sourcebook/ethical-conduct
https://abrf.org/resources/authorship-guidelines/
https://www.nature.com/nature-portfolio/editorial-policies/acknowledgements

We respectfully encourage you to consider co-authorship if FCSPD staff meet the co-authorship criteria described above.

We respectfully encourage you to communicate annually (fiscal year) to the FCSPD facility to all publications and presentations in which the facility has participated during the current period of this Agreement.

Signed: _____ Date: _____

Name of PI: _____

Co-signed by PI: _____ Date: _____