

## **Freimann Life Science Center Policies for Confidentiality, Conflict Resolution, Cost Recovery, Payment, Prioritization of Work, and Publications**

### **Purpose**

As of November 2011, the CTSI (Clinical and Translational Sciences Institute) required that all participating units have specific policies in place to address confidentiality, conflict resolution, cost recovery, payment, prioritization of work, and publications. This policy contains all of the requirements for CTSI and can be printed from our webpage as a pdf. All researchers using FLSC services should be familiar with this policy. For additional information, contact the FLSC office. For your convenience, the policy is included below.

### **Confidentiality**

It is the policy of FLSC to maintain confidentiality with respect to work by investigators. In cases where potential collaboration exists with other laboratories, the PI would first be contacted to assure that sharing of information is acceptable. Outside regulatory and accrediting agencies, and the IACUC are provided with sufficient information to assure regulatory compliance.

### **Conflict resolution**

Disagreements and or disputes over use of equipment or access to the FLSC resources, or for intellectual input and authorship will be raised with the FLSC Director for resolution. The Director will work with all parties to identify a mutually-agreeable solution. The Core Advisory Committee will be convened to mediate the dispute if a mutually agreeable solution is not achieved within 30 days of the dispute notification to the Liaison.

With due process and considering all sides in the dispute as presented by involved parties, the Director, or Advisory Committee 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.

### **Cost Recovery/Payment Policies**

The FLSC is funded through a university authorized charge back system that includes recovery of expenses for supplies, personnel, and equipment needed to conduct requested work. For initiation of services, a valid account number must be provided; and additional service or resource access will not be provided to investigators in arrears. Please contact the FLSC Office at (574) 631-6085, for information on current pricing.

### **Prioritization of work**

Access to the FLSC is provided in a way that assures University of Notre Dame first priority. Users associated with CTSI receive second priority, and outside users receive third priority. In the event of equal-level users seeking the same resource, access will be provided on a 'first come, first served' basis.

### **Publication and Authorship**

All research and service work performed by FLSC personnel should be acknowledged in all ensuing publications. Fees paid for services provided by the FLSC do not negate the expectation of co-authorship by FLSC scientists. These acknowledgements are important for the existence and continued support of FLSC. Given that many procedures and services provided by FLSC require specialized expertise and intellectual contribution, it is expected that this acknowledgement will be in the form of co-authorship.