

User Agreement for the Utilization of the Microbial Genomics and Analytical Laboratory Core (MGAL)

The Microbial Genomics and Analytical Laboratory Core (MGAL) is fully sponsored by an NIH COBRE grant supporting the Integrative Center for Environmental Microbiomes and Human Health (ICEMHH, PIs: Dr. Margaret McFall-Ngai and Dr. Edward Ruby). All instrumentation, service contracts, maintenance and repairs, and personnel salary and fringe benefits are supported by this COBRE grant. Any research outcomes made possible by the contributions of the MGAL core must be properly documented to increase the likelihood of future funding to support the MGAL core facility. Any and all publications describing research where work was completed utilizing MGAL resources must acknowledge the COBRE and its NIH grant funding. For access to the MGAL core and its resources, users of this facility must agree to the following terms:

- I. Comply with all safety rules and regulations set forth by the University of Hawai'i and by MGAL personnel. Must have completed training to work in a BSL2/CSL2 lab. In accordance with EHSO policies, researchers must include the use of MGAL on their IBC registration.
- II. Instrument use is restricted unless authorization has been approved by MGAL personnel. Users must abide by the MGAL instrument use policies.
- III. Users must record all equipment usage in the relevant log(s).
- IV. Users must sign up for equipment time in accordance with MGAL policies.
- V. Samples must be removed promptly, and equipment must be cleaned and ready for use by the next user.
- VI. Any equipment or MGAL issues encountered must be reported immediately to MGAL personnel.
- VII. Undergraduate students and interns may only work in the MGAL core while supervised by a graduate student, postdoc, faculty member, UH/RCUH staff, or by prior arrangement for supervision by MGAL staff.
- VIII. Acknowledge the COBRE grant and its NIH grant funding in any publications, posters, and/or presentations that utilize COBRE-funded resources. *Publications must comply with the NIH public access policy.

Research Co-authorship

In the event that MGAL personnel have made significant intellectual or otherwise enabling contributions to the success of a research project, recognition must be made by including individual(s) involved as co-author(s) of all publications arising from or making use of the results obtained by a COBRE core facility. Significant intellectual input could include any or all of the following:

1. Experimental design such as optimization of experimental protocols;
2. Interpretation or analysis of results; or
3. Writing or editing significant portions of the manuscript.

In general, it is preferable to discuss the potential for this at the outset of the project, especially when the project involves developmental work rather than repetition of an established procedure. Researchers should contact MGAL personnel if there are any questions regarding this policy, or to find out about MGAL personnel's involvement in the project.

Cite as follows: "(Name of MGAL personnel) is supported by an Institutional Development Award (IDeA) from the National Institute of General Medical Sciences of the National Institute of Health under grant number P20GM125508".

Service Acknowledgement

Any publications including manuscripts, posters, and/or presentations that include research utilizing MGAL resources must acknowledge the facility. Funding agencies including NIGMS require and monitor these acknowledgements which serve to document the value of the core facilities to the University of Hawai'i community.

Cite as follows: "This (form of publication) reports data obtained at the University of Hawai'i at Mānoa Microbial Genomics and Analytical Laboratory Core, which is supported by an Institutional Development Award (IDeA) from the National Institute of General Medical Sciences of the National Institute of Health under grant number P20GM125508".

Service Fees

Users will be charged service fees in accordance with MGAL user rates for services performed and usage of facility resources. These service fees are used for consumable supplies and reagents, operating costs, and for the maintenance and repair of instrumentation for the MGAL core. These service fees are not a substitute for appropriate recognition of the contributions of MGAL personnel through acknowledgements and/or co-authorship on publications.

Reporting Outcomes

Each year on the 1st of April, the individual faculty mentors of the users must provide an account of any publications, presentations, and/or posters acknowledging the MGAL core facility to MGAL personnel. Continued access to COBRE-supported resources is contingent on providing this vital information in the annual report.

IBC Registration No.

Signature of Faculty/PI

Print Name

Date

Signature of MGAL Personnel

Print Name

Date

This form must be acknowledged and agreed to by both parties annually.