# Terms of Use for internal Services of the Genomics and Proteomics Core Facility at the Deutsches Krebsforschungszentrum (German Cancer Research Center) Heidelberg,
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The Genomics and Proteomics Core Facility of the Deutsches Krebsforschungszentrum (German Cancer Research Center; hereinafter: DKFZ) exclusively and directly pursues non-profit-making objectives. It carries out contract research in the field of applied cancer research and therefore develops new technological areas. The following 'Terms of Use' specifically take these special features into consideration.

**1. Scope and General Information**

1.1 The Genomics and Proteomics Core Facility (GPCF) at DKFZ is a central research infrastructure providing access to sophisticated and expensive key technologies that are of critical relevance in biomedical science and which would otherwise not be accessible to the DKFZ's research groups. The GPCF offers full service in state-of-the-art technologies in the fields of Genomics, Proteomics, and Functional Genomics, and provides assisted access to instrumentation and software.

1.2 Services are offered primarily to employees of the DKFZ, however, are open to external scientists worldwide subject to available capacities.

1.3 The 'Terms of Use' shall apply for DKFZ internal use of GPCF services. The scope of application covers all research and development orders which are placed with the GPCF.

1.4 The GPCF is structured in individual units that offer specific services (technologies, expertise, capacities). GPCF ascertains fast turn-around-times of high-quality data and information. Know-how of GPCF's personnel is provided by direct consultation prior to and after execution of projects as well as in individual training of personnel from scientific groups. Most technologies are offered as a full service while some high-throughput instruments and bioinformatic analysis tools are available through assisted access. The GPCF units and their respective portfolios of services are published in the DKFZ internet (http://www.dkfz.de/gpcf/).

**2. Types of Services Offered by GPCF**

2.1 In full service operations, the service units provide advice in the planning and execution of experiments, and in the analysis and interpretation of resulting data.

2.2 Selected GPCF services are accredited according to DIN ISO 17025 which defines the competence requirements for testing and calibration laboratories. These GPCF services are published on the GPCF web-page (http://www.dkfz.de/gpcf/).

2.3 In assisted access services (e.g., instrumentation), users are, in addition, trained on the respective instruments in order to allow for them to carry out measurements themselves.

2.4 The GPCF organizes courses on specific technologies and applications on a regular basis. These are advertised and may be booked via the DKFZ on-line system of educational activities in the DKFZ intranet.

**3. Terms of Access to Services, Quality of Biological Samples**

3.1 GPCF services are provided on a 'first come – first served' basis, with the exception of clinical samples which are given first priority when resulting data shall be reported to the clinics ('fast track'). Other service requests are executed from GPCF personnel and data are returned as fast as possible.

3.2 Booking of some services is on-line via web-based tools that are accessible from the respective GPCF intranet pages (DKFZ personnel and partners with cooperation partner accounts may log into these pages using their active directory login).

3.3 All service requests must have been accepted by GPCF before registration is complete. Acceptance is subject to:

a. submission forms fully completed
b. biological samples having been received (information about quality requirements available on the GPCF web-page http://www.dkfz.de/gpcf/).
c. internal quality control (QC) of biological samples successful (see respective internet pages)
d. acceptance of these 'Terms of Use'

3.4 Any biological samples (see also 8.2 for data protection statement) that are submitted to the GPCF must comply with biosafety S1/L1 classification. If biosafety S2 and/or L2 biomaterials shall be analysed in the GPCF, GPCF must be contacted and approval of GPCF must be obtained prior to sample submission.

3.5 Assisted access to instrumentation/software is provided by the GPCF via respective calendars which are available on-line in the GPCF intranet. There, reservations for instrument/software time must be booked, changes or cancellations are allowed until 24 hours before the booked time.

**4. Pricing and Billing**

4.1 For an up-to-date price list internal users are referred to the GPCF intranet pages.

4.2 Billing of completed service requests is done at least on a bimonthly basis. Debiting is done via the central finance department of the DKFZ.

4.3 A breakdown of the cost calculation for individual service operations is available on request e.g., if requested by funding agencies (e.g., to report project-specific costs).

**5. Return of Samples, Data and Data Storage**

5.1 Samples submitted to GPCF will not be returned to users after analysis. Users are encouraged to submit only the amounts required for the respective analysis.

5.2 Data resulting from molecular analyses performed in the GPCF is provided in standardized data formats.

5.3 The data is made available on-line to the respective users (i.e., submitters of service requests). Users are notified via e-mail where the data can be accessed (either via hotlinks or in personalized directories on central data servers).

5.4 The data is made available for download for a period of three months.

5.5 Backups are stored for 10 years. Thereafter, GPCF will delete such data from their storage.

5.6 Although quality standards have been developed to keep tight quality control during all GPCF processes, resulting data are intended for research use only.

**6. Good Scientific Practice**

6.1 Use of Core Facility operations has to be acknowledged by users in appropriate ways following the regulations of Good Scientific Practice of the DKFZ.

6.2 Provision of standard services as well as of tools or standard data sets having been generated or being maintained by GPCF has to be acknowledged in respective sections of any publication (e.g., acknowledgments for papers, acknowledgment slide in oral presentations, footnotes in posters).

6.2.1 Acknowledgments in manuscripts shall be made using either of the following standardized phrases: "We thank the XXX unit of the YYY Core Facility, German Cancer Research Center (DKFZ), for providing excellent ZZZ services." Or: "We thank XXX of the YYY Core Facility, DKFZ, for providing excellent ZZZ services". XXX should be replaced by the respective unit(s) or name(s) of staff, respectively, YYY should be replaced by the kind of services having been provided by the GPCF.

6.2.2 Users are obliged to inform the respective GPCF unit head(s) about publications with acknowledgement of GPCF services (e.g., Pubmed ID).

6.3 Co-authorships on publications are warranted when GPCF personnel have contributed intellectually. Following intellectual contributions justify a co-authorship:

a) contributions to the conception of projects, experimental design and/or conduction of experiments
b) development of project specific protocols, which deviate from standard procedures
c) contributions to the analysis and interpretation of data, which are not standard applications. This includes the conception of strategies for data analysis/interpretation or the development of custom tools/pipelines for data analysis

6.3.1 Where intellectual contributions have been made by GPCF personnel, users are required to discuss potential and pending publications based on these contributions with the relevant Core Facility scientists to identify appropriate co-authorships.

6.3.2 Co-authors must be given the opportunity to review and approve any manuscript prior to submission.

6.4 Co-inventorships on patents
If GPCF personnel contributed to the conception of the invention in whole or in part he/she MUST be named as inventor according to patent law. In arriving at the conception the inventor may consider and adopt ideas and materials derived from many sources such as a suggestion from a GPCF employee, so long as he/she maintains intellectual domination of the work of making the invention down to the successful testing. GPCF personnel that contribute solely to the reduction of the invention to practice are not considered inventors.

6.5 Violation of the rules:
Knowing, intentional, or reckless violation of these rules will lead to reporting to the DKFZ ombudsmen to examine the case according to the "Rules for Safegarding Good Scientific Practise and Dealing with Scientific Misconduct" (http://www.dkfz.de/en/dkfz/download/Rules-for-Safeguarding-Good-Scientific-Practice.pdf ).

6.6 A list of publications having been published with contributions of GPCF is available at http://www.dkfz.de/gpcf/gpcf_publications0.html

**7. Liability and Confidentiality**

7.1 The GPCF does not assume any warranty or guarantee for the successful completion of service requests neither is the GPCF liable for delays caused by breakdown of instruments, delayed delivery of supplies, etc.

7.2 The GPCF does not accept any liability if submitters make wrong statements upon sample submission.

7.3 All applications for access are treated confidential.

**8. Ethics and Data Privacy Statement**

8.1 Any MATERIAL deriving from human subjects (e.g., patient material) may only be submitted to and processed in the GPCF if written informed consent of the donors has been obtained by the user allowing the kind of genetic analysis that shall be executed in the GPCF. With submission of such samples the user ascertains that such written consent has been obtained and that the consent form as well as the requested services have been approved by an ethics vote of the appropriate ethics committee according to the declaration of Helsinki. The user indemnifies and holds harmless DKFZ in respect of any third party claims made against DKFZ, which are based on missing or inappropriate patient consents or donor consents related to the provided biological samples.

8.2 As processing of biological samples deriving from human subjects (e.g., patient material) necessitates the collection, storage and transfer of personal data, GPCF and submitters are committed to comply with the General Data Protection Regulation (in the version promulgated on 27 April 2016), and the Baden-Württemberg State Data Protection Act (in the version promulgated on 6 June 2018) in order to protect the individual against his/her right to privacy being impaired through the handling of his/her personal data. In case new versions of the General Data Protection Regulation or other applicable regulations and laws are released, always those regulations and laws apply that are valid at the time of the submission of samples.

8.3 Service orders submitted via the GPCF web-based submission systems and associated Email correspondence with users may be processed by several employees within GPCF insofar as they are required to complete the service operations.