



Biomarker Facility Use Policy and Agreement

HNP_XXX_SOP_ENG

Author: Olivier Reynaud

Version: 1.0 Date: 13/03/2023

FCBG Biomarker Facility Use Policy & Agreement

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A. General Description

A.1. Mission

The Biomarkers facility is dedicated to assisting and performing genetic and biomarker analysis at Campus Biotech based on human biological samples.

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A.2. Management

The Biomarker Facility at the Fondation Campus Biotech Geneva (FCBG) is part of the Human Neuroscience Platform (HNP). The facility is managed by the Facility Manager and staff and is governed in coordination with the Faculty Advisors and the Platform Advisory Committee (PAC) including faculty of the EPFL and University of Geneva. Faculty Advisors as well as the PAC are appointed by the FCBG steering committee. The staff members as well as the faculty advisor are listed in Appendix C.1.

A.3. Study Eligibility

The platform will support research projects in human neuroscience according to its mission as defined above.

All human studies must have a current, valid, Ethics Committee Approval. It is the responsibility of the Principal Investigator (PI) to ensure that a valid Ethics Committee Approval is in place, and that all aspects of the human study are performed consistently with that approval.

In case of limited resources, priority is given to projects proposed by principal investigators (PIs) based at Campus Biotech (from UNIGE, EPFL and HUG).

A.4. Getting an approval to conduct a study

To use the Facility, the researchers must follow the procedure outlined below and regulated in detail in the following sections:

- The PI fills out the online application form located at <https://hnp.fcbg.ch> or sends a signed application form via email to biomarker@fcbg.ch, indicating the required resources and time, as well as users (researchers) involved.
- The Faculty Advisors evaluate the project based on its scientific relevance and available resources.
- The manager establishes a quote for the entire study, which must be validated by the PI.
- When approved by the Faculty Advisors, the project receives a project code.
- Users contact biomarker to request training on the requested resources (booking of medical assistants for blood sampling for example).
- Once fully trained, users can book the required resources in our booking system <https://campusbiotech.calpendo.com> using the project code.

The Faculty Advisors may at their discretion require additional information, insurance or documents before approving a project. They may also make such requirements of an already ongoing project and suspend it until they are satisfied.

Please note that

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- We do not intend to scrutinize your research plans, but we do need some control over what happens in our Facility.
- We are well equipped, but our resources are not unlimited. If we exceed our capacity, we may have to introduce additional rules.

B. Biomarker Facility Use Policy

B.1. Responsibilities

The employer of the PI bears the general responsibility for the study.

It is the responsibility of the PI that any experiment conducted at the Facility, for which an ethical approval is required, has obtained it and is performed in accordance with it.

The PI and Users conducting the research project bear responsibility for the safety and well-being of their Participants. Participants should not be left unattended.

A medical doctor related to the study must be present at the Campus Biotech if it is a clinical study involving patients.

B.2. Equipment

The equipment available at the Biomarker facility is listed in Appendix C.2

B.3. User Fees

The use of the Biomarker facility is established by quotes for each study. The fees for the use of the Biomarker facility are detailed in <https://hnp.fcbg.ch/guidelines-and-fees/>

Cancellations

Reservation cancellations should be effected at least 24 hours in advance through the online scheduling system. Late cancellations or no-shows without a valid reason are subject to a 50% fee charged to the PI. Of course in unforeseeable, urgent cases you may cancel your booking with less notice than 48 hours. In such cases let us know by email and we will not charge you.

Billing

Invoices are sent to researchers every three months at the beginning of March, June, September, and December. Charges are based on the original quotes and on the calendar system of the Biomarker facility. In case of pending payment for prior invoices, the FCBG may revoke access to the Biomarker facility.

The income from Biomarker fees will be used for covering the operational costs of the facility, buying consumables, upgrading the equipment, based on the needs evaluated by the PAC.

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B.4. Facility safety

Guidelines

The operator is responsible for the safety of the study subject.

In case of Emergency

If a subject requires medical assistance, please follow these instructions:

- Step 1: calls the security lodge (058.944.03.33 from a mobile phone; 155 from a landline) or the emergency medical service (144)
- Step 2: Contact the technical staff

B.5. Booking system

Some of the resources of the facility (i.e. medical assistants for blood samples) should be booked in the booking system <https://campusbiotech.calpendo.com> using the relevant project code. The code will be accessible after the validation of the application form, and presentation of the project at the seminar.

Users can access and use Facility resources only after prior online booking of the time slot.

- Never use the Facility if you have not scheduled the time in the system.
- Do not exceed your time. If the next slot is free, book more if needed, but do not run on unaccounted for.
- Remember to save enough of your time slot for cleaning the equipment and putting it back for the next User.
- Never use Facility resources for experiments other than the project whose code you used for the booking.

Resources can be booked up to three months in advance.

To ensure fair distribution of resource time between studies, reservations can be limited to a certain number of hours over a fixed interval.

B.6. Data access

Data will be made accessible to users on the Isilon account created for their lab. Different investigators on different projects initiated by the same lab share the same account. Please contact the facility

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manager (biomarker@fcbg.ch) if you have not received or are not aware of the credentials associated with your lab.

Once connected to your lab session, a folder specific to the lab is automatically mapped as a network drive. Use this folder to safely import and export data from the facility computers. The same folder is accessible from UniGE, EPFL or other institutions networks to retrieve the data. No external devices (e.g., USB drives) shall be plugged in the Biomarker Facility computers.

Important: This folder is only for **temporary** transfer of data to/from the Biomarker facility. Data should not be stored *ad vitam eternam* on this server. A specific size will be allowed to the PI folder at the beginning of the collaboration. It is the responsibility of the investigators to back-up their data in his own institution's servers once the transfer is done and clean the folder. The FCBG is not responsible for the loss of data that would not have been backed up by the study investigator.

B.7. Data management

Data collection and documentation

User data are anonymized by a subject code. It is the responsibility of the researchers to keep the link between the code and the participant's identity. The name of the subject is never stored within the data.

Data can be saved on the network storage system (so-called Isilon), the access to which is restricted to the members of the research group and the FCBG staff (protected by a password). Data on the Isilon system are backed up daily for the first 30 days (after which the back-up is less frequent). The Isilon system is accessible from the FCBG, EPFL, and UniGe networks. It is the responsibility of the researcher to copy the images from Isilon to their data system.

Copyright and Intellectual Property Rights

The data and the results of the research are property of the PI. The FCBG does not claim any property rights on the data or the results.

Policies for data sharing and reuse

From the FCBG perspective, the PI is the owner of the data and hence can share and reuse the data. If a late download of the data is necessary for sharing purposes, the FCBG will remit the data only to the PI staff upon written request of the PI.

B.8. Authorship and Acknowledgments

Human Neurosciences Platform rules of publication and acknowledgement:

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All articles and publications that use any HNP resources (e.g., equipment, protocol assistance and expertise, analyses) must be communicated to the HNP upon final acceptance.

Authorship:

FCBG adheres to the basic rules of Scientific Integrity regarding authorship of scholar work, in accordance with the Swiss Academy of Science regulations available at <https://www.samw.ch/en/Projects/Overview-of-projects/Scientific-integrity.html>

In order to be considered as an author, a researcher must fulfil the following criteria:

- having made an essential contribution to the planning, carrying out, evaluation and verification of the research work;
- having participated in the writing of the manuscript;
- and having approved the final version of the manuscript.

Other people who have contributed to the study, but only partially fulfil the above criteria, must be acknowledged ("Acknowledgements"), but are not designated as authors.

When appropriate, the member(s) of the HNP team who is/are listed as co-author(s) shall have the following affiliation:

- Human Neuroscience Platform, Fondation Campus Biotech Geneva, Geneva, Switzerland

Acknowledgments:

When the HNP provides a standard platform contribution (standard data acquisition, assistance in setting up procedures for presentation and collection of behavioral data, etc.), a co-author from HNP is not required. However, we ask to add a sentence in the **acknowledgments**.

For acknowledgements in articles, publications, projects, presentations..., the following text must be added (choose the text most adapted to the situation and space):

- This study was supported by the Human Neuroscience Platform, Fondation Campus Biotech Geneva, Geneva, Switzerland.

Or

- This study was supported by the XX facility of the Human Neuroscience Platform, Fondation Campus Biotech Geneva, Geneva, Switzerland.

Or

- The authors thank XX (XX Facility, Human Neuroscience Platform, Fondation Campus Biotech Geneva) for his/her/their help with ...

Or



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- This work was supported by the Human Neuroscience Platform, Fondation Campus Biotech Geneva (FCBG), Geneva, Switzerland. The institutional members of the FCBG are the Swiss Federal Institute of Technology Lausanne (EPFL), the University of Geneva (UNIGE), and the Hôpitaux Universitaires de Genève (HUG).

C. Appendix

C.1. Staff

Faculty Advisors:

- Prof. Sophie Schwartz
- Prof. Friedhelm Hummel

Biomarker Manager:

- Dr. Kinga Igloi

Biomarker technician:

- Dr. Blanca Marin Bosch

Medical Assistants:

- Loan Mattera
- Nathalie Philippe

C.2. Equipment List

A fridge and a freezer at -20°C (additional storage is possible on FCBG grounds at -80°C)

An equipped biosafety cabinet

A desktop computer

An equipped bench with micropipettes, eppendorf tubes erlenmeyers etc.

A large and small centrifuge

A hot water basin (bain-marie)

A vortex

The whole laboratory is certified for P2 usage, only trained P2 users can enter and use it in accordance with the P2 safety recommendations.