

Translation Core Policies

Confidentiality – The Translation Core will maintain confidentiality of its users and their need for services, in accordance with Indiana University policy. The Translation core provides measurements on de-identified samples from IRB- or IACUC-approved projects. Where HIPAA compliance is required, including procurement, handling or use of identifiable human data or materials, the Core Director will ensure that these activities are performed in compliance with IRB and HIPAA regulations.

Institutional Oversight – The Translation Core requires that Core users provide evidence of IACUC and/or IRB approval for performance of Core services, at the time that Core services are requested. The Core Director is available to provide guidance for IACUC or IRB amendments to include Core services.

Cost Recovery/Payment Policies – Costs will be billed monthly by the Business Manager to each end user. The expectation is that the user will pay his/her charges in a timely fashion by providing an account number against which to charge services. In the event of disputes, such disputes will be brought to the attention of the Business Manager and Director within 2 weeks of billing. In the event payment is refused or is not paid within 3 months of the time of service, the user may be barred from further use of the Core services. No partial and full refund or partial payment will be accepted. Payment will be waived if a previous experiment failed due to equipment or technical issues.

Prioritization of work – The Core is funded through monies provided by the NIH through grant NIH NIDDK P30 DK097512. Prioritization will occur in the following order: (1) Members of the Diabetes Center P30, (2) IUSM users, (3) Purdue/IUPUI/IUB/Notre Dame users, (4) outside academic institutions, (5) industrial partners. Offered Core Services will take priority and will be performed on a first-come, first-served basis. It is expected that the user will contact the Core Managing Director to schedule such services.

Publication – The user is free to publish any and all data that emanate from core services and there is no expectation of co-authorship for either the Core Manager or Core Director, unless part of a pre-arranged collaboration. It is expected that all users acknowledge services of the **Translation Core and NIH grant NIDDK P30 DK097512** in publications that include services of the Translation Core.

Conflict resolution – Conflicts arising between the Translation Core and an end user will be brought to the attention of the Core Director, Dr. Tamara Hannon, who will work to resolve any issues in an equitable and collegial manner. Issues that cannot be resolved by the Core Director will be brought before the Executive Committee of the Diabetes P30 Grant (NIH NIDDK P30 DK097512).