



CECAD Imaging Facility User's and PI's Agreement

(mandatory for all users and PI's to sign)

1. Authorization of Usage

The CECAD Imaging Facility is accessible to all research groups (from the university and other research institutes). CECAD groups are privileged in terms of booking and price rate. The facility offers training on state-of-the-art light microscopes, advice in sample preparation, data storage solution and support in data analysis.

2. Costs

The training, microscope time and analysis computers are charged (price list and a list of available equipment can be found on our website <http://cecad.uni-koeln.de/Imaging-Facility.282.0.html>). The fees are used to maintain the equipment, pay for consumables and update the software for optimal working conditions.

3. User Duties and Insurance

The user is obliged to handle the equipment according to the instructions given during the training. The workspace has to be left clean. The PI is responsible for the behavior of the user and the safety features of the experiment.

The Imaging Facility rooms are S1 area, which means no food and drinks in the microscope rooms or the lab and cell culture are allowed. Wearing a lab coat is mandatory at all times. This only excludes working in the data analysis room.

The PI is responsible to register any S1 work with the authorities. Currently, the rooms of the Imaging Facility are not designed for work with organisms classified S2 or higher.

When working within the Imaging Facility outside the official core times (Mo-Fr 8:00 a.m. to 6:00 p.m.), the researcher is responsible to assure that help can be called in case of emergency.

4. Rules for Citation and Co-Authorship

The DFG (German Funding Agency) evaluates the impact and importance of a core facility to the cluster/institute/university based on their number of citations as well as co-authorships. Ultimately, these references are a proof of successful applications of the existing equipment and foster the funding of new equipment or up-dates.

Here we present the guidelines how the CECAD Imaging Facility should be cited:

- a) The researchers are obligated to value the role of the facility in the production of data for publications and talks as well as Bachelor, Master and PhD theses by **always** citing it in the **acknowledgements**, as soon as data was acquired or analyzed within the Imaging Facility.
- b) Core Facilities have to bill for their services to keep the equipment in excellent condition, pay for software updates and consumables to achieve an optimal work environment for their users. **Hourly fees for the microscopes do not preclude co-authorship.** If scientific facility members contributed substantially (intellectually or experimentally) to a publication, they have to be treated as any other co-author.

We kindly ask the PIs and users to sign this document and thereby accept our guidelines. Not following these rules will ultimately lead to the exclusion from our facility resources.

- I have read and agreed to the CECAD Imaging Facility Guidelines including Acknowledgements and Co-authorship Policy
- I do NOT agree

User's Signature

Date

- I have read and agreed to the CECAD Imaging Facility Guidelines including Acknowledgements and Co-authorship Policy
- I do NOT agree

PI's Signature

Date