



General policy for the services at Bioinformatics Core Facility (BCF)

The Bioinformatics Core Facility is part of [Core Facilities](#) at the University of Gothenburg. We aim to provide researchers at GU and other external institutions with statistical and bioinformatics consultation and data analysis.

This policy (2019.V3) applies for all services provided by BCF and is binding between the parties. BCF reserves the right to update this policy at any time without prior notice. A copy of the current policy can always be accessed [here](#).

Project start

- 1) Contact us either by:
 - a. Mailing to bioinformatics@gu.se
 - b. Filling in the [contact form](#)
 - c. Mailing directly to any of our [data analysts](#)
- 2) Initial meeting: A free introductory meeting, up to one hour, is recommended to discuss the layout and the description of the project, as well as the time plan. This meeting is always free of charge.
- 3) Time plan: The suggested time plan can only be kept if the customer can deliver their data according to plan and no unforeseen matters are found. You will be kept informed of any eventuality throughout the project.
- 4) Data quality check: An initial quality check of the data is mandatory for all projects. This to assure high quality analyses. BCF reserves the right to decline or terminate a project due to limited resources, technically unfeasible requests, insufficient quality of the project or if the project is regarded as unethical, see under Disclaimer.
- 5) Agreement: A written agreement will be signed by both parties. This contract is necessary to queue the project. An agreement can be downloaded from the [User information webpage](#) or it will be sent by mail to you after the initial meeting.

Ethical consent

It is the responsibility of the principal investigator that the project has obtained appropriate ethical consent from an Ethics committee.

Results delivery

Usually all results can be reached at our local server through the project account information that the BCF analyst will provide you with. **The data will be stored for 1 year after the last data delivery. After this period, the data will be archived securely for 2 years.** If you require a copy of the archived data, the current fee will be charged according to the time spent on retrieving such data. We do not keep copies of your data or analysis after this period. We recommend having a backup of your data as soon as you get the results. BCF doesn't claim any rights to the results or data of the project, but shall have a perpetual non-exclusive right to use software and/or methods generated within the project by BCF employees for the purpose of BCF's activities and for academic research and education.

Acknowledgments

If you are presenting the results from any of the provided analysis in a paper, at a workshop or a conference, we require you to acknowledge us.

- We encourage our staff to be **co-authors when it is merited** in accordance to the [Vancouver guidelines on authorship](#). If applicable, please include:

BCF_expert's_name, Bioinformatics Core Facility, Core Facilities, Sahlgrenska Academy, University of Gothenburg, Sweden

- In other cases, include the name of the expert that handled your project under the Acknowledgments, for example:

We thank BCF_expert's_name from the Bioinformatics Core Facility at the Sahlgrenska Academy for statistical/bioinformatics support/analyses

Data analysis was performed by BCF_expert's_name from the Bioinformatics Core Facility at the Sahlgrenska Academy

Publications enable us to apply for more funds to keep a subsidized price therefore, we require you to inform us when your paper is accepted for publication by sending an e-mail to bioinformatics@gu.se or the corresponding expert.

BCF will always charge you for the analyses, and the price of these analyses is not related to the discussion about authorship.

Invoicing

All applications and analyses at the BCF are charged at a fixed fee per hour. Thanks to the University of Gothenburg, this is a subsidized price. You will be invoiced at the end of the project or in the end of February, May, August and November if your project spans over different accounting periods. For current fee please visit the [Price list page](#).

Privacy statement

We follow the General Data Protection Regulation (EU 2016/679) as applied by the University of Gothenburg, when it comes to treat your personal data ([Read more](#)). University of Gothenburg will not make your data available to any third party unless the customer has provided a prior consent or if required according to law (e.g. mandatory regulation about

public access to official records), regulations or court or administrative order. However, summaries of how BCF's resources are spent, including name of PI(s), organisation and project titles will be included in reports.

Term and termination

The Agreement for BCF Services/IPA License ("Agreement") shall enter into force when duly executed by both parties and terminates upon completion of the service or in accordance with the terms of the individual agreement. The Parties may terminate the Agreement immediately if the other Party is in material breach of any provision of the Agreement and does not remedy such breach within thirty (30) days after receiving written notice thereof. A Party has the right to terminate the Agreement by written notice if the other Party is declared bankrupt, initiates winding-up or composition proceedings, enters into liquidation, begins restructuring or may otherwise be assumed insolvent. BCF has a right to terminate the Agreement in writing with immediate effect if the project is reasonably deemed to be unethical or if any applicable ethical or other authorization/approval has not been granted or terminated.

Disclaimer

If the Customer requires the term "Maximum working hours", BCF will carry out the work up to the agreed amount but cannot guarantee that the project will be completed within that estimate. If the completion of the project requires more hours, BCF will inform the customer hereof in writing in advance and will not carry out any additional work without prior written approval by the PI of the additional work. If such approval isn't provided the project shall be deemed completed by BCF.

BCF/University of Gothenburg makes no representations and extends no warranties of any kind, either expressed or implied in relation to the project or possible the results hereof. There are no express or implied warranties of merchantability or fitness for a particular purpose, or that the use of the results of the data analysis will not infringe any patent, copyright, trademark, or other proprietary rights.

In no event shall either Party be liable to the other for any loss, damage, costs or expenses of any nature whatsoever incurred or suffered of an indirect, incidental or consequential nature, including any economic loss or other loss of turnover, loss of profits, business or goodwill arising out of or in connection with this Agreement or the subject matter of this Agreement. A Party is not responsible for damages caused by legal enactment, governmental action, acts of war, strikes, blockades, boycotts, lockouts, natural disasters or similar circumstances.

BCF's/University of Gothenburg's total liability shall always be limited to claims which are covered by existing insurance policies and a maximum total corresponding to the customer's payments for the services in question under an Agreement.

Applicable law and dispute resolution

The Agreement on BCF Services/Agreement on IPA License and this policy shall be governed and construed in accordance with the laws of Sweden. All disputes arising out of or in connection with this Policy shall be exclusively resolved by the ordinary courts of Gothenburg, Sweden.