

ATTACHMENT 1: REGULATIONS

Access

The Seahorse cell metabolism service provides opportunities to all scientists of KI. Strategic Program of Diabetes (SRP) supports the beta-cell in-vivo imaging core facility (which include this service) and for this reason, the groups in it have priority on reservations and lower fees. Capacities not used by KI researchers are available for applicants from other institutions and enterprises.

To obtain access the following steps are necessary:

- a) For **new projects**:
 - Run by users themselves (with proven introduction) fill the request **user form** and send it by email.
 - Through service or collaboration: a meeting with the user, group leader and core facility staff will be arranged to determine the service required. All scientific discussions will be confidential.
- b) The user and the respective principal investigators sign a **user agreement (USER FORM)** in which they both accept the rules of the service. A **brief description** of the project is needed along with the person that run the experiments to link the persons to the projects.
- c) **Know-how proved users** will be allowed to use the instrument without guidance, through the booking platform (FOR ACCESS TO THE PLATFORM PLEASE SEND AN EMAIL).
- d) Access for projects **outside KI** members may be prioritized or denied due to the capacity of the facility or scientific merit of the project.

Access card can be picked up for experiment run outside core hours (9-16) by contacting the staff and has to be returned the day after (mailbox on the first floor).

Introduction to instruments

Each user should have a basic theoretical understanding of the underlying technical concept of the instrument. For **simple instrument introduction**, contact the core. For **extended introduction** on theoretical and practical cellular metabolism analysis, data interpretations and normalization, the facility will regularly give courses (through KI) or private sessions (fee for service) if necessary.

Booking and usage fees

Using the Seahorse dedicated facility equipment is subject to usage fees. Booking and not using it (**no-show**) is also subject to fees.

Online booking of instruments is usually possible two weeks in advance using the **platform** (for access contact us) unless an earlier reservation for specific experiment is required (e.g. long term experimental planning). Priority may be given to manuscripts under revision, if necessary. For heavily booked equipment, limitations to bookings per user per week might be set. If intense booking is experimentally required, please contact the facility in advance. To optimize instrumental usage, time the booking is allowed using **time slots** (e.g 9-12, 12-15, 15-18) unless otherwise discussed. Each slot equal one run.

Cancellation of bookings

Booked times or times canceled less than 24h before the reservation may be charged fully even when the machine was not used by the user, except if another user taking over the time slot will be found by the original user. **Short term cancellations** (1-3 work days before the booked day) may be charged with 25-100% (decided depending on the reason and prior cancellations by the same user) of the usage fees, if the slot was not picked up by other users. **Frequent cancellations** by a user or a group may result in increasing cancellation fees and/or in revoking of user privileges. If cancellation is a not-so-unlikely outcome of demanding experiments, e.g. with living samples, please discuss the issue with the facility staff.

Usage versus service

The facility will be continuously evaluated and it is of high importance for the future of the facility that it is visible in the published record. A copy of each publication will be made available to the facility and listed on the web site.

For any **fee for service usage** (plates or any other kind of service) the authorship is not requested.

Collaborations beyond mere introduction and usage of a device, when substantial input has been obtained by facility staff and not use in a service mode, it will warrant co-authorship. Examples for such input include detailed experimental planning, regular joint experimental sessions with facility staff or development of

experimental approaches and models together with or by facility staff. Procedure for such projects should be discussed at an early stage to avoid misunderstandings.

