

MMMPP User Agreement Form 2019

TERMS & CONDITIONS: Please read the below terms and conditions and complete the relevant user agreement form at the back of this document.

Equipment Training

- 1) Only platform staff are to train researchers to use MMMPP equipment and deem them competent
- 2) Researchers will be provided with training documentation and are required to complete face-to-face training as required
- 3) Platform staff retain the right to require researchers to undergo further training if deemed necessary

Equipment Usage and After-Hours Usage

- 1) The Medical Building (181) and the Biomedical Science Animal Facility (BSAF) have their own local rules regarding access after-hours which must be adhered to
- 2) Approval for platform use will be withdrawn in the event of serious neglect or damage of equipment, inappropriate use of equipment, neglect of facility procedures, or allowing unauthorised persons access to the platform
- 3) Any damage to equipment resulting from misuse or operator error will be charged back to the research group to which the researcher belongs
- 4) Access cards must never be handed on to a third party

Data Management Policy

- 1) Data obtained on MMMPP equipment remain the property of the researcher who acquired the data
- 2) The researcher is responsible for the archiving of these files

Publication/Authorship Policy

- 1) The platform should be acknowledged in any research output (e.g. publication, presentation & poster) that arises from data generated on MMMPP equipment
- 2) Researchers should notify the platform of any research output (e.g. publications, presentations & posters) that arise from use of MMMPP equipment
- 3) Platform staff should be considered for co-authorship if they have contributed significant technical, scientific or intellectual input to a study

Internal, External and Commercial Prices

- 1) To qualify for the Internal Price List, platform users must meet the following 4 criteria:
 - a. Have been inducted and granted access to the west wing BSAF animal facility
 - b. Have own AEC ethics approval in place that covers the metabolic phenotyping experiments
 - c. Perform all their own mouse monitoring as described in the AEC ethics application, and
 - d. Use a Themis code (University of Melbourne) for paymentOnly 'Internal' platform users will have access to the equipment outside of business hours. In particular, the Promethion metabolic cages will only be available to Internal users for weekend runs
- 2) To qualify for the External Price List, users must be from an academic or research institution

Animal Care

- 1) It is the responsibility of the researcher to have appropriate animal ethics approval in place and conform to the approved experiment design
- 2) Researchers must perform monitoring and keep appropriate records, as required by their animal ethics
- 3) In the case of an Unexpected Adverse Event (eg. Mortality), a necropsy and completion of an Unexpected Adverse Event form is required. This can either be done wholly by the researcher, or by platform staff and charged to the researcher. If further investigation is required following advice from the Animal Welfare Officer the researcher will be responsible for those additional costs incurred. For example, histopathology analysis typically incurs a \$350 fee per mouse.

Internal Users

I/we understand that charges will be incurred for the use of the MMMPP equipment and services at The University of Melbourne as listed on the current charge sheet or as agreed in writing

I/We agree to settle all accounts within 30 days, to abide by the notes provided during training on the correct use of the equipment and to acknowledge images or results obtained through the services offered by the MMMPP in resultant publications.

Example acknowledgement: This study utilised the Melbourne Mouse Metabolic Phenotyping Platform, University of Melbourne.

Lab Head (please print)								
Email								
Phone Number								
Department								
Designated Themis code	COM	BUD	CC	ACC	PRJ	LPC	ACT	LOC
	01							
Lab head signature								
Date								

Personnel authorised under this agreement

Name	Email	Phone

External researchers

I/we understand that charges will be incurred for the use of the MMMPP equipment and services at The University of Melbourne.

I/We agree to settle all accounts within 30 days, to abide by the notes provided during training on the correct use of the equipment and to acknowledge images or results obtained through the services offered by the MMMPP in resultant publications.

Example acknowledgement: This study utilised the Melbourne Mouse Metabolic Phenotyping Platform, University of Melbourne.

Lab Head (please print)	
Email	
Phone number	
Department	
Institution	
ABN number	
Purchase Order Number	
Invoice address	
Lab head signature	
Date	

Personnel authorized under this agreement

Name	Email	Phone