Gene expression study using Retchip

User agreement

between

the Microarray Center at the CRP-Santé, 84, rue du Laboratoire, L-1526 Luxembourg,

represented by Dr Laurent VALLAR

and

The Laboratory or Department ‘’_____’’,

represented by _____(hereinafter referred to as USER)

Hereinafter collectively referred to as ‘’PARTIES’’ or individually as ‘’PARTY’’ as the case may be.

Purpose of the Agreement

The present agreement sets out regulations and obligations in connection with the access to and use of the support offered by the Microarray Center at the Centre de Recherche Public de la Santé (hereinafter referred to as MC).

The agreement (*i*) defines the services and support that the MC provides, (*ii*) sets out the terms under which the MC provides the service to the User for Academic use only, (*iii*) sets out the terms and conditions that the User agrees.

The experiments and data analysis carried out in collaboration between the PARTIES will hereinafter be referred to as the PROJECT.

Services provided by MC

The provides infrastructure as well as theoretical and practical assistance in connection with experiments based upon Retchip microarrays, including microarray manufacturing, experimental design, microarray analysis, and priminary data analysis and filtering.

1. The MC provides the infrastructure for carrying out the PROJECT based upon the Retchip microarray.

Depending on the PROJECT, this may include :

. the design of new oligonucleotide probes,
. the preparation of Retchip arrays on glass slides,
. the RNA quality control, target amplification and labeling,
. the microaray hybridisation and scanning,
. the raw data analysis including data quality control and filtering.

2. The service comprises advice on experimental design, experimental procedures and data analysis. A good array practice protocol collection is provided to the USER on the MC's website.

3. The MC provides to the USER raw and filtered data archives.

4. The staff of the MC annotates the microarray data with details of the experimental procedure in accordance with the MIAME requirements. MIAME compliance is now a condition of publication in numerous major journals. The purpose of this is to provide added value by ensuring that experimental information is recorded systematically, assistng the USER in publication and facilitating the comparison of stored datasets.

Terms and conditions

In signing this Agreement the USER agrees to the following terms and conditions :

1. Access to and use of the MC

1.1. USER agrees that substantial contributions made by MC staff members with respect to the PROJECT will result in co-authorship of those particular MC staff members on any publication in a peer-reviewed scientific journal or public presentation of the PROJECT.
The USER will inform the MC of publications arising from work carried out in the framework of the PROJECT.

1.2. The MC will provide the USER with the data as soon as possible after they are generated by the MC. Any dates provided by the MC for the delivery of the data to the USER are indicative only.

1.3. The USER agrees that the MC will store the data on a MC server that contains the microarray database. The MC requires the USER to provide details of the experiment requested for the annotation.

1.4. The MC will keep the data confidential in password-protected accounts until the data are published by the USER, or placed into the public domain by or at the request of the USER. The MC will use reasonnable measures no less vigilant than those employed to protect its own confidential information to ensure the confidentiality of the data. The MC will not be responsible for any breach of confidentiality howsoever caused.

1.5. Under no circumstances are USERS entitled to operate any equipment of the MC without prior approval by the MC. First time USER will be trained until he/she has the necessary skills to be given supervised access to the facility's equipment.

1.6. The MC may at its sole discretion remove the USER's access to the MC services if the USER is in breach of any of the terms of the present agreement, which, where capable of being remedied by the USER, have not been remedied within fourteen (14) days of such breach being notified to the USER by the MC whether verbally or in writing.

1.7. The MC reserves the right to refuse processing certain materials (biological samples, total RNA, target molecules) or to pursue certain PROJECTS for quality, intellectual, ethical or other reasons.

1.8. The Terms and Conditions regulating access to the MC are subject to change without prior notice.

2. Cost and expenses

2.1. The charges are determined at the time the PROJECT is commissioned and are agreed by the USER in advance. They should be detailed in the description of the PROJECT.

2.2. Since the MC is not funded by the EVI-GENORET consortium, the USERS will be charged a fee of **120 €/sample** (**240 €/hybridation**).
This contribution is designated to the purchase of reagents and consumables needed to perform the PROJECT, including :
. One Retchip array,
. RNA quality analysis (Agilent Bioanalyzer),
. RNA amplification (Aminoallyl MessageAmp II aRNA amplification kit, Ambion),
. Target labelling (Alexa dyes, Invitrogen),
. Hybridisation.

2.3. The USER will pay the charges within 30 days of receiving an invoice from the MC. The USER is responsible for ensuring that invoices are paid on time.

3. The PROJECT

3.1. Title :

_____
_____
_____

3.2. Scope :

_____
_____
_____

3.3. Duration and budget :

_____

Microarray Center

Place and date : Luxembourg, ____/____/20____

Signature : _____

Dr Laurent VALLAR

USER

Signature : _____

Name : _____