

## Rules and guidelines for IVIF users

### 1. Access

**1.1.** The IVIF is accessible to any research groups from the Faculty of Biology and Medicine of Hospices/CHUV or UNIL. Depending on the capacity, external institutions, including private companies, will be able to use the IVIF after a discussion with the IVIF coordinator about the access conditions and the timetable.

**1.2.** Each person who wants to use the facility should first mention it to the IVIF coordinator (Dr. Alexandre Bénéchet, [alexandre.benechet@chuv.ch](mailto:alexandre.benechet@chuv.ch), phone 079-556-67 71) or to a technical manager (Dr. Roberto Colotti, [Roberto.colotti@chuv.ch](mailto:Roberto.colotti@chuv.ch), phone 079-556-92 71).

**1.3.** The persons who want to use the IVIF equipment should first fill out the registration form with their personal data (professional address, phone, E-mail, research project, group leader...), as well as those of the research project leader. These data will remain confidential.

**1.4.** The registration form has to be signed by the user and countersigned by the research project manager, who will receive a copy of these rules and guidelines.

**1.5.** During a discussion between the user and the IVIF coordinator or the IVIF technical manager about the planned imaging applications, the type of techniques, and the user's technical competence, the mode of access to the facility will be selected (i.e. "on your own", "with technical support" or "on contract").

**1.5.1.** "On your own": The user acquires and analyses the images in an independent manner after an initial training by the IVIF technical manager.

**1.5.2.** "With technical support": The user acquires and analyses the images under the supervision of an IVIF collaborator after an initial training by the technical manager.

**1.5.3.** "On contract": The experimental procedures and design, image acquisition or analysis are performed by the IVIF staff. This mode of access will depend on the amount of work of the IVIF staff and should not affect the normal functioning of the Facility. This can be part of a special agreement for research.

**1.6.** Access type "on your own" and "with technical support" will be billed according to an hourly rate (see part 3). The billing of the "on contract" project will depend on the type and duration of the project in agreement with the research project manager.

**1.7.** After being duly informed of the functioning and rules of the IVIF, the users will be registered and access to the IVIF computer resources will be granted.

### 2. Reservation

**2.1.** Booking of setups is made online using a webpage calendar. Each user has to type its own login and password to access this page. This record log will then be used for billing (see part 3).

**2.2.** Any use of the setups must be booked in advance. In case of extension of the period of work, it is mandatory to place a reservation before the new time slot is initiated.

**2.3.** When booking more than two setups during more than 4 hours a week, a preliminary discussion with the IVIF coordinator or his substitute is required.

**2.4.** When booking workstations (computers), the users will have to mention the name of the software's that will be used under "description", because some software packages are available with a limited number of licenses.

**2.5.** The users who cannot use a station that they have booked will have to cancel the reservation at least 24h in advance by sending an E-mail (or by calling) the IVIF staff. A reservation that is not timely canceled will be billed.

**2.6.** For technical or planning reasons, the IVIF might potentially move or cancel the reservation of a user, after having announced it to the above mentioned user.

**2.7.** The IVIF coordinator or its substitute will decide after an initial discussion about the imaging project with the user, which imaging setup will have to be used. He will also estimate the duration needed for using of the setups.

**2.8.** In principle, all users have the same priorities for the reservations. In case of facility overload, a priority will be given to the users from the institutions that have financed the IVIF, i.e. from the Fundamental and Clinical Sciences sections of the Faculty of Biology and Medicine.

### **3. Billing**

**3.1.** Users will find the table of fees on the IVIF website or it can be asked to the IVIF staff.

**3.2.** In the case of a documented failure of a resource or setup during a session, the corresponding hours of reservation will not be charged.

**3.3.** The use of resources during an initial training as well as the training itself will not be charged. For complex intravital imaging, 3 starting sessions will be offered in order to leave for the user the time to develop his protocol independently.

**3.4.** In all other cases, including in case of unsuccessful experiments performed using IVIF resources, the hours of reservation will be charged.

**3.5.** The income will contribute to consumables, services and supervision of instruments.

**3.6.** These fees will be kept reasonable. They are not intended to render the IVIF investments profitable, but rather to ensure that time slots reserved on the instruments are used.

**3.7.** The fees for the users from private industries or external institutions will not include overheads in comparison to the fees for the Biology and Medicine Faculty and the “Hospices cantonaux”.

**3.8.** The invoice related to the use of the setups will be sent to the principal investigators or to the financial manager of the respective groups.

**3.9.** The IVIF coordinator is entitled to block the access to the facility to any group in case of a non-payment of invoices for IVIF resource usage.

### **4. Rules of use**

#### **4.1. Imaging setups**

**4.1.1.** The users should manipulate the setups in accordance with their intended use and within the limit of their own skills. User manuals will be available next to each setup. In case of doubt, the users will have to ask the IVIF staff for advice.

**4.1.2.** The trained users will be allowed to come to the imaging session with another interested person as observer. However, only the users who have signed the reservation will be allowed to operate the setups. Moreover, the users will not be allowed to train other users to manipulate a setup. The initial training of each user will be made by the IVIF staff only.

**4.1.3.** In case of soiling of the setups with contaminated liquids (chemical or biological), the users will be in charge of informing the IVIF staff and for helping for the cleaning or decontamination.

**4.1.4.** The cleaning of the setups by the user after each session will be mandatory. This includes the cleaning of the objectives, the stages, benches, surfaces in contact with animals and the microscope stands. The pipette tips, papers and other consumables will have to be discarded in the correct trash bins. The lasers or lamps for fluorescence will be shut down or left on depending on an ulterior reservation of another user during the same day.

**4.1.5.** The IVIF coordinator is entitled to exclude from the IVIF any user who does not respect the present rules, in particular the elementary rules of safety (biological and chemical), or the user that repetitively impairs the setups.

## **4.2. Generated data**

**4.2.1.** The IVIF is not responsible for data management and storage. It is user's responsibility to transfer and store data produced on the IVIF setups. In accordance with the IVIF staff, the users may be allowed to temporarily save their images on the local disk of the computer linked to the setup or on the IVIF server.

**4.2.2.** The duration of data storage on the IVIF server is usually limited to one month. After this duration, the users will have to consider that their data might be deleted without previous warning from the IVIF staff. The users will be informed of any modification of these rules of computing storage.

## **5. Surgery**

**5.1.** Surgery benches are provided by the IVIF on both sites. It is equipped with a sterile laminar flow hood, an incubator, a centrifuge, a stereomicroscope and a water bath.

**5.2.** The aim of this surgery facility is to allow animals and research material to be prepared or transiently stored before subsequent experiment at the IVIF. The users are not allowed to store their material for a longer period and have to respect the material and to keep it clean.

**5.3.** Although the IVIF staff can help for the surgery and animal protocol writing, the IVIF is not responsible for submitting it, unless on special "on contract" agreement. Before performing any invasive surgeries on animals, it is users and group leader responsibility to have an accepted animal protocol with the swiss regulation and to respect the sanitary status of the animal facility.

## **6. Training**

**6.1.** An initial and mandatory training (introduction) of the users on the different setups will be given free of charge by the IVIF staff. The goal of this training is to allow users to be rapidly autonomous, efficient, and productive. Subsequently, and depending on the needs, the use of advanced functions on the different setups will be proposed with the assistance of the IVIF staff.

**6.2.** Courses as well as workshops will be given by the IVIF to the users who want to improve their knowledge of advanced in vivo imaging techniques. These activities will be announced periodically.

## **7. Authorship rights and publications**

**7.1.** The IVIF will not be responsible for the scientific, biological, or technical validity of the results. The users who will be allowed to work autonomously on the IVIF set-ups after an initial training are strongly encouraged to contact the IVIF staff for any question, or for discussing potential improvements in their data acquisition.

**7.2.** As the use of the IVIF resources by the users is done in an independent manner and billed based on time-slots, the scientific papers do not need to mention the name of the IVIF staff as co-author.

**7.3.** The IVIF staff could nevertheless appear as co-author on scientific publication, in agreement with the principal investigator, if its contribution is considered as decisive. Collaborations and authorship can also be stated in advance for "on contract" users.

**7.4.** The IVIF will be mentioned in the acknowledgements or in methods of all publications. Publications will be forwarded to the IVIF staff for annual report.