**Send this document to** **biomics@pasteur.fr**

**Biomics will schedule a meeting, if necessary, and provide a quote that must be approved by the PI and financial officer.**

## primary contact :

First name:      Last name:

Telephone:      Email:

Laboratory Name:

Lab/Unit Head:      PI’s Email:

Department:

Address (external and RIIP only):

Date:

## Type(s) / Technology(ies) for the Project:

|  |  |
| --- | --- |
| DNA-Seq, Illumina (short-read technology) | [ ]  |
| DNA-Seq, PacBio (long-read SMRT technology) | [ ]  |
| RNA-Seq, Illumina (short-read technology) | [ ]  |
| RNA-Seq, PacBio ((long-read SMRT technology) | [ ]  |
| Genotyping, Illumina Arrays (SNP analysis) | [ ]  |
| Genotyping, NGS (whole exome, whole genome, etc…) | [ ]  |
| Epigenetics, Illumina Arrays (methylation) | [ ]  |
| Epigenetics, NGS (ChIP-Seq, ATAC-Seq, etc…) | [ ]  |
| Metagenomics: 16S/18S/ITS | [ ]  |
| Metagenomics, Shotgun / whole genomes | [ ]  |
| Other | [ ]  |

## Project Title (this information can appear on the biomics website [intranet only]) :

## Project context and summary (this information remains confidential) :

## Other Details:

Is this an urgent deadline (Conference, manuscript, etc…) to receive the results of this project?

* If so, please provide the date.

Does your project include collaboration with the Institut Pasteur RIIP?

* Which Institute(s)?

Will you require analysis for your samples?

* If ‘yes,’ please provide details:

Does your study involve Human Samples?

**(Pasteur Only)** Have you submitted a C3BI HUB Project? :

* If yes: C3BI Project #

Type of financing to support work (ANR/ACIP/EU/Internal/…):

**Please see the following page for details and conditions of services.**

**Data Storage Policy:**

* RAW data to be stored (and eventually archived at Biomics)
* Please express your needs for storage of filtered data and subsequent analysis beyond 36 months of the finish date of the project.
* For projects with estimated data >3Tb, a cost for disk space will be factored into the quote.

**Publication Policy:**

Those groups wishing to perform experiments at Biomics should agree to the following:

* Sample QC, library construction, choice of technology and primary/secondary analysis, as well as many other project-specific considerations, represents a significant amount of time for Biomics staff. Further, this expertise is central to our services and integral to the successful execution of scientific project.
* Individuals who contribute in an intellectual or technical fashion to a particular study should be recognized either as an author or in a formal acknowledgment at the end of the article.
* A good-faith discussion about authorship/acknowledgments will take place based on the implication of Biomics staff.

Acknowledgments should mention: *France Génomique (ANR-10-INBS-09-09)*

Affiliation of authors: *Pole Biomics - CITECH, Institut Pasteur, Paris, France.*

**Pricing/ Billing/Scheduling:**

* A quote will be sent after discussion and acceptance of your project. The cost of library construction and sequencing will be calculated based on affiliation (internal/external research/private company).
* For Pasteur Institute teams, the quote must be signed by the Unit head and financial officer and returned to Biomics.
* For external projects, this quote must be signed by the project manager and be returned to Biomics accompanied by a purchase order.
* Data production is planned after reception of a signed purchase order and after sample QC.

**Biological Sample Storage Notes**:

* Non-human samples: Researchers should specify how they wish any remaining biological material to be handled after the project has finished
	+ Samples will be recovered by the requesting group
	+ Samples will be destroyed by Biomics
	+ Samples can be considered transferred to Biomics and used for technical (non-research) tests.
* Human Samples: Any project using human samples shall be governed by protocols and consents and information notes defining use, re-use, disposal or destruction of samples after the closure of the project.

Under applicable French laws / decrees, possible solutions, which you will be able to put in place only after authorization or that with the legal person in charge of the project / protocol, are as follows:

* The return of these samples to the person in charge of the project.
* The transfer of these samples to another research team different from the project team initially (= transfer of a collection),
* The destruction of these samples
* ***\*\*\*In general, if researchers wish to recover any material, we ask that they do so within the six months following transmission of the results.\*\*\****