



Guidelines

Users and teams from C2RT and C2RA

November 2019

INTRODUCTION

Institut Pasteur continuously invests to provide its research teams with access to a state-of-the-art environment through core facilities and technology and service units (UTechS) located on its campus.

These resources are coordinated by the technology and scientific programs department (DTPS) through two centers: the technological resources and research center (C2RT) and the animal resources and research center (C2RA).

Through their expertise, services and shared equipment, the C2RT/C2RA core facilities support research teams in the technological and animal research components of their projects from grant writing to project implementation and publication.

The entities of C2RT and C2RA, as shared resources, aim to support all the research teams of the campus. They are also open to external users from national and international research organizations or private institutions.

The guidelines outlined in this document aim to facilitate interactions between the users and C2RT/C2RA teams all along the life of a project. In addition, they are also intended to allow as many people as possible to access these resources. The guidelines have been established by the technology and scientific programs department (DTPS) in collaboration with all the Scientific Departments and have been validated by the scientific direction committee (CODIS).

They apply to any type of project involving a user and a C2RT/C2RA team (including training, assisted sessions, routine or non-routine service, scientific collaboration, etc.).

This document presents a first version of these best practice guidelines. To ensure continuous improvement, they may evolve over time.

	Key practices applicable to both users and C2RT/C2RA teams	Key practices specific to users / research teams	Key practices specific to C2RT/C2RA teams
Upstream of a project between a user and a C2RT / C2RA team	<p>Discuss about the user's request as early as possible after its filing in order to identify the technological challenges and qualify the feasibility of the project.</p> <p>Discuss the constraints faced by the user and by the C2RT/C2RA team as soon as possible.</p>	<p>Specify the key elements of the request, the expected results and how the request fits into the research project.</p>	<p>Acknowledge receipt of the user's request. Recall the principle of equal access to C2RT/C2RA core facilities. Present the core facility's operation modalities and the criteria used for prioritizing /selecting projects.</p> <p>Indicate what level of involvement of the user will be necessary for the successful implementation / completion of the project.</p> <p>Provide the user/PI with an estimate of the cost of the project and of the expected timeframe, including approximate time periods between the main steps of the process.</p>
Definition & planning	<p>Frame the project while remaining flexible. Define the key elements (for example project objectives, project steps and associated milestones, the nature of the work to be done (routine or non-routine), the distribution of roles and responsibilities, the necessary resources, the associated deadlines and fees).</p> <p>Define in particular how each project participant shall be involved (both on the side of the requesting laboratory and the platform).</p> <p>Indicate the risks/ uncertainties related to the project and how they would be handled.</p> <p>Establish a «roadmap» of the project together with the associated cost estimate (when applicable) and send it to the PI for validation.</p>	<p>Define the contact people for the project implementation (scientific and administrative).</p> <p>Ensure that all the people who will be directly involved take part in the definition and planning phase of the project.</p>	<p>Define the contact people for the scientific and administrative components of the project especially if the project goes beyond the routine activities of the core facility.</p> <p>If, from the Core Facility's viewpoint, the project goes beyond routine activities and requires significant intellectual involvement, inform the user and his/her PI/group leader from the beginning. Define, in agreement with the PI, the expectations regarding authorship (see appendix below).</p>

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Execution and follow-up	<p>Interact periodically throughout the project, and monitor achievements and difficulties encountered if any.</p> <p>Inform each other as soon as possible of any change that may affect the project.</p>	<p>Alert the Core Facility team as early as possible if any change occurs in the project expectations. Jointly define the changes to be made. If these changes are important, it may be better to close the project and define a new one.</p>	<p>Alert the user and research team leader/PI as early as possible if any difficulty occurs in the implementation of the project.</p> <p>Discuss with the user and with his/her group leader or PI to define the actions to be taken to overcome the encountered difficulties.</p> <p>Alert the user and his/her PI if the intellectual contribution of the core is greater than originally planned. If appropriate, close the project and define a new one.</p>
Closing of the project and beyond	<p>In case the project needs to be overhauled, close it and file a new application.</p> <p>Hold a final meeting to review the results. Invite if needed the PI/group leader to participate in this meeting.</p> <p>To ensure continuous improvement, share the encountered difficulties, the adequacy of the solutions provided during the project, the possible improvements.</p>	<p>Provide feedback on the exploitation of the results obtained and their integration into the overall project framework.</p> <p>Acknowledge the contribution of the Core Facility team. When appropriate invite them to contribute to the drafting of the publication (see appendix below).</p> <p>Proceed to the payment of the related invoices.</p>	<p>Hand over the deliverables that were agreed on and, if necessary, the associated raw data.</p> <p>When appropriate, assist the user in the drafting of the publication(s) associated with the project (see appendix).</p>

Appendix

Acknowledgement of the contributions of C2RT / C2RA core facility members in manuscripts and grants

Acknowledgment of the contributions of core facility staff in publications and grants (application and reports) is regarded as a key indicator of the impact of their activities. It is also an element that is taken into account by funders when evaluating funding applications filed by core facilities, as well as by evaluation bodies when rating core facility staff and deciding on their career progression.

Guideline 1

Acknowledge the contribution of a core facility in publications and grants (both application and reports) every time its services and/or equipment have been used. If the project goes beyond the routine activities of the core facility and requires significant intellectual involvement, the PI or the head of the research group involved and the head of the core facility jointly agree on the most appropriate way to acknowledge the contribution of the core staff (acknowledgment or invitation to be a co-author).

Guideline 2

Format of acknowledgement in a publication: name whenever possible the person (s) who contributed or by default the core facility as a whole, and indicate the official name of the entity along with its center of attachment (C2RT or C2RA): « we thank (names of people involved) of (official name of the core facility or UTechS) of C2RT/C2RA for » or, by default, «we thank the staff of (official name of the core facility or UTechS) of C2RT/C2RA for »

The official names of the entities of C2RT and C2RA are available at:

research.pasteur.fr/center/C2RT

research.pasteur.fr/center/C2RA

Format for co-authorship: Name of the co-author, Name the entity (official name of the core facility or UTechS), center of affiliation (C2RT or C2RA), Institut Pasteur, Paris (75015) France.

Guideline 3

A core facility staff member may refuse to be a co-author of a publication. In this case, the core facility will be mentioned in the acknowledgments (see guideline 2).

Guideline 4

Disagreements over the type of recognition shall first be handled by the head of the core facility/UTechS and the PI, who will make their best efforts to find an agreement meeting their respective expectations as well as those of their collaborators.

If a mutually agreeable solution cannot be found, the PI or the head of the core facility /UTechS shall refer the matter to the vice president for technology and scientific programs. As a last resort the case shall be addressed to the ethics committee of Institut Pasteur.



TO FIND OUT MORE ABOUT

The Center for Technological Resources and Research (C2RT)

- research.pasteur.fr/center/C2RT
- c2rt@pasteur.fr

The Center for Animal Resources and Research (C2RA)

- research.pasteur.fr/center/C2RA
- c2ra@pasteur.fr