

# GUIDELINES

Institut Pasteur continuously invests to provide its research teams with access to a state-of-the-art environment through core facilities, Technology and Service Units (UTechS), biological and animal resources located on its campus.

These resources are coordinated by the Technology Department (DT) through four Centers:

- The Center for Technological Resources and Research (C2RT)
- The Center for Animal Resources and Research (C2RA)
- The Biological Resource Centre (CRBIP)
- The Informatic Resources and Research (C2RI)

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

The entities of the four centers of the DT, 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 the core facilities and resources of these four centers teams throughout the life of a project. In addition, they are also intended to allow as many people as possible to access these resources. The guidelines were established in 2019 by the technology and scientific programs department (DTPS) in collaboration with all the Scientific Departments and were validated by the scientific direction committee (CODIS).

They apply to any type of project involving a user and a C2RT/C2RA/CRBIP/C2RI team (including training, assisted sessions, routine or non-routine service, scientific collaboration, etc.).

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

	Key practices applicable to both users and C2RT/C2RA/CRBIP/C2RI teams	Key practices specific to users / research teams	Key practices specific to C2RT/C2RA/CRBIP/C2RI teams
Upstream of a project between a user and a C2RT/C2RA/CRBIP/C2RI team	<p>Discuss about <b>the user's request</b> as early as possible after its filing in order to identify the <b>technological challenges</b> and qualify the <b>feasibility of the project</b>.</p> <p>Discuss the constraints faced by the user and by the C2RT/C2RA/CRBIP/C2RI team as soon as possible.</p>	<p>Specify the <b>key elements</b> of the request, the <b>expected results</b> and how the request fits into the research project.</p>	<p>Acknowledge receipt of the user's request. Recall the principle of <b>equal access</b> to C2RT/C2RA/CRBIP/C2RI core facilities. Present the core facility's operation modalities and the <b>criteria used for prioritizing / selecting projects</b>.</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 <b>estimate of the cost</b> of the project and of the <b>expected timeframe</b>, including approximate time periods between the <b>main steps</b> of the process.</p>
Definition & planning	<p>Frame the project while remaining flexible. Define the <b>key elements</b> (for example project objectives, project steps and associated milestones, the nature of the work to be done (routine or non-routine), the distribution of <b>roles and responsibilities</b>, the <b>necessary resources</b>, the associated <b>deadlines and fees</b>).</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 <b>risks/ uncertainties</b> related to the project and how they would be handled.</p> <p>Establish a <b>«roadmap»</b> of the project together with the associated cost estimate (when applicable) and send it to the <b>PI for validation</b>.</p>	<p>Define the <b>contact people</b> for the project implementation (scientific and administrative).</p> <p>Ensure that all the people who will be directly involved take part in the <b>definition and planning phase</b> of the project.</p>	<p>Define the <b>contact people</b> 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 <b>beyond routine activities</b> and requires significant <b>intellectual involvement</b>, inform the user and his/ her PI/group leader from the beginning. Define, in <b>agreement</b> with the PI, the expectations regarding <b>authorship</b> (see appendix below).</p>

	Key practices applicable to both users and C2RT/C2RA/CRBIP/C2RI teams	Key practices specific to users / research teams	Key practices specific to C2RT/C2RA/CRBIP/C2RI teams
Execution and follow-up	<p><b>Interact periodically</b> throughout the project, and monitor achievements and difficulties encountered if any.</p> <p><b>Inform</b> each other as soon as possible of any <b>change</b> that may affect the project.</p>	<p><b>Alert</b> the Core Facility team as early as possible if any change occurs in the project expectations. Jointly define the <b>changes to be made</b>. If these changes are important, it may be better to close the project and define a new one.</p>	<p><b>Alert</b> the user and research team leader/ PI as early as possible if <b>any difficulty</b> occurs in the implementation of the project.</p> <p><b>Discuss</b> 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><b>Alert</b> the user and his/her PI if the <b>intellectual contribution</b> 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 <b>final meeting</b> to <b>review the results</b>. Invite if needed the <b>PI/group leader</b> to participate in this meeting.</p> <p>To ensure <b>continuous improvement</b>, share the encountered difficulties, the adequacy of the solutions provided during the project, the possible improvements.</p>	<p>Provide <b>feedback</b> on the exploitation of the results obtained and their integration into the overall project framework.</p> <p><b>Acknowledge</b> the contribution of the Core Facility team. When appropriate invite them to contribute to the drafting of the <b>publication</b> (see appendix below).</p> <p>Proceed to the <b>payment</b> of the related invoices.</p>	<p>Hand over the <b>deliverables</b> that were agreed on and, if necessary, the associated <b>raw data</b>.</p> <p>When appropriate, assist the user in the drafting of the <b>publication(s)</b> associated with the project (see appendix).</p>