

19 de marzo de 2025

A TODOS LOS LÍDERES Y DIRECTORES

**RE: Aprobación Condicionada de la Política de Uso de Recursos
Compartidos del Centro Comprensivo de Cáncer de la Universidad de
Puerto Rico**



Humberto M. Guiot, MD, FACP, FIDSA
Director Ejecutivo Interino

Nos complace informarles que la Junta de Supervisión y Administración Financiera para Puerto Rico (FOMB) aprobó la Política de Uso de Recursos Compartidos del Centro Comprensivo de Cáncer de la Universidad de Puerto Rico (CCCUPR). Esto, condicionado a la disponibilidad de fondos en el presupuesto del Año Fiscal 2026 para cubrir los costos de implementación de dicha política. Además, en caso de que los fondos no sean aprobados en el proceso de certificación presupuestaria, el CCCUPR deberá garantizar su implementación dentro de los recursos presupuestados y gestionar cualquier reprogramación de fondos conforme a lo establecido en PROMESA § 204(c).

Esto representa un importante avance en nuestra gestión institucional, asegurando el cumplimiento con el Plan Fiscal vigente y permitiendo la optimización del uso de nuestros recursos en un entorno de mayor visibilidad y gobernanza.

Agradecemos el compromiso de todos los involucrados en este proceso y reiteramos nuestro interés en mantenerlos informados sobre cualquier actualización relevante.

Les exhorto a implementar esta política, observando los límites establecidos, para adelantar las iniciativas estratégicas del CCCUPR en un ambiente de responsabilidad fiscal.



Arthur J. Gonzalez
Chair

Members

Andrew G. Biggs
Cameron McKenzie
John E. Nixon
Betty A. Rosa
Juan A. Sabater
Luis A. Ubiñas

Robert F. Mujica Jr.
Executive Director

BY ELECTRONIC MAIL

March 18, 2025

Dr. Humberto M. Guiot Martínez
Interim Executive Director
University of Puerto Rico Comprehensive Cancer Center

Dear Dr. Guiot Martínez:

In accordance with the Rules, Regulations and Orders Review Policy of the Financial Oversight and Management Board for Puerto Rico (the “Oversight Board”), established pursuant to Section 204(b)(4) of PROMESA, we have reviewed the proposed *University of Puerto Rico Comprehensive Cancer Center Shared Resources Use Policy* (the “Proposed Policy”) to be issued by the University of Puerto Rico Comprehensive Cancer Center (“CCCUPR,” for its Spanish acronym).

After reviewing the Proposed Policy, the Oversight Board designates it as “Approved with Conditions.” As confirmed by the CCCUPR on March 6, 2025, additional funding is being requested for the Oversight Board’s consideration during the Fiscal Year 2026 budget development and certification process to cover expenses related to the implementation of the Proposed Policy. Thus, the Oversight Board’s approval of the Proposed Policy is subject to the approval by the Oversight Board of sufficient funds to cover the expenses related to its implementation. Should the requested funds not be approved in the budget certification, the CCCUPR shall ensure the Proposed Policy is implemented with budgeted resources and shall request the corresponding authorization for the reprogramming of funds as outlined in PROMESA § 204(c).

Please note the Oversight Board’s review is solely limited to the Proposed Policy’s compliance with the applicable Fiscal Plan and no other matters. For the avoidance of doubt, the review performed by the Oversight Board does not constitute a legal review under applicable laws, rules,

Dr. Guiot Martínez

March 18, 2024

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and regulations, both federal and local, including without limitation, compliance with any applicable labor laws, rules and regulations. Any material changes to the Proposed Policy must be submitted to the Oversight Board for its review and approval **prior to adoption and publication.**

This review was conducted on the basis of information submitted by the CCCUPR. The Oversight Board has not independently verified the information included in the submission. Should the Oversight Board become aware of any inaccuracies or misrepresentations – whether intentional or not – it would re-evaluate its assessment.

This letter is delivered as of the date hereof and we reserve the right to provide additional observations and modify this letter based on information the Oversight Board was not directed to when the review was conducted. In addition, during the course of our review, we may receive information that we may determine to refer to the relevant authorities.

This letter is issued only to the CCCUPR and solely with respect to the Proposed Policy.

We look forward to continuing working with you for the benefit of the people of Puerto Rico.

Sincerely,



Robert F. Mujica, Jr.
Executive Director

University of Puerto Rico Comprehensive Cancer Center Shared Resources Use Policy

A. PURPOSE

The University of Puerto Rico Comprehensive Cancer Center (UPRCCC) supports our research community by facilitating specialized equipment and services staffed by experienced specialists who provide consultation, training, and technical assistance for our researchers.

The UPRCCC Enabling Act, Act No. 230 of August 26, 2004, as amended, establishes the UPRCCC as the government entity principally responsible for the implementation of public Policy regarding the prevention, orientation, research, and provision of clinical services and treatment related to cancer. As stated in its Enabling Act, one of UPRCCC's strategic goals is to achieve the Comprehensive Cancer Center designation granted by the National Institutes of Health - National Cancer Institute (NIH-NCI) of the United States. This designation is achieved by obtaining the P30 NIH-NCI funding mechanism, better known as the Cancer Center Support Grant (CCSG). This grant will provide the UPRCCC access to economic and scientific resources to strengthen its research capacity. At the same time, achieving NIH-NCI designation promotes Puerto Rico's economic development in the research and development, pharmaceutical, and clinical sectors. Likewise, this designation will give UPRCCC a reputation for excellence that attracts highly qualified and specialized professionals from abroad to serve our community members.

With the aim of fostering its research agenda in accordance with NIH-NCI standards, the UPRCCC centralized all its highly specialized resources within the Shared Resources and Scientific Operations Division (the "Division"). Currently, the Division hosts seven (7) research facilities that facilitate the development of scientific research by providing internal and external users access to instruments, technologies, services, and expert consultation.

This Shared Resources Use Policy ("Policy") provides a general description of the Shared Resources available in the UPRCCC and the procedure that generally governs the operation and use of these specialized facilities.

Researchers and staff who use the facilities are expected to read and observe this Policy and the procedures and regulations adopted by each resource. Continued access to these resources is contingent upon appropriate interaction with staff, responsible use of all equipment, and payment of charges incurred.

B. LEGAL BASIS

Act 230-2004 authorizes the UPRCCC to develop and foster a research agenda focused on cancer and establish its administrative structure with its regulations. Act 230-2004, Art. 5(b), (c), and (j). Pursuant to the above, the UPRCCC General regulations authorize the Executive Director to adopt all policies, procedures, and regulations necessary to achieve the objectives of Act 230-2004, except the General, Human Resources, and Bid and Purchase Regulations, which shall be approved by the UPRCCC Board of Directors. General Regulations, Art. III, Sec. 3.

C. APPLICABILITY

This Policy applies to all UPRCCC faculty, researchers, and students regardless of sponsor, sponsor type, and sponsor agencies, as well as other entities, companies, and persons as may be authorized to use the Shared Resources per this Policy (hereinafter referred to, as “user(s)”).

D. SCOPE

The Shared Resources/Shared Facilities covered by this Policy are:

1. Research Biobank
2. Puerto Rico OMICS Center (PROMIC)
3. Immuno-Oncology Core
4. Human Tissue Engineering Laboratory (HTEL)
5. Scientific Editing and Communication Core
6. Biostatistics and Bioinformatics Core
7. Planning and Evaluation Core
8. Other Resources:
 - a. Tissue Culture Rooms
 - b. Equipment Room
 - c. Chemical Fume Hoods Room
 - d. Autoclave and Water Room
 - e. Any other facility or equipment designated as a Shared Resource by the Executive Director of the UPRCCC or the Director of the Shared Resources and Scientific Operations Division.

E. SHARED RESOURCES DESCRIPTION

1. Research Biobank

The main goal of the Research Biobank is to provide investigators with high-quality biological specimens and their associated data for research. This facility provides the institution and related researchers with the infrastructure, trained personnel, and theoretical and practical information.

2. Puerto Rico OMICS Center (PROMIC)

The PROMIC supports researchers conducting Omics-related experiments and analyses, focusing on genomics and derivative technologies. The PROMIC specialized team works with investigators on the planning, design, conduct, analysis, and reporting for genomics cancer research studies to generate raw genomic data sets, including studies of gene expression, genome-wide association studies, and ancestry estimation, DNA sequencing, mutations, and mutational signatures, methylation profiles, and metagenomics. Its main goal is to acquire and process patients' biopsies to generate an organoid biobank from cancers that affect the Puerto Rican population.

3. Human Tissue Engineering Laboratory (HTEL)

The HTEL is a shared resource devoted to acquiring patient-derived biospecimens to establish an organoid biobank representative of cancers prevalent among the Puerto Rican population. Designated to integrate with other core facilities to enable the genetic, molecular, and phenotypic validity of established patient-derived organoid lines as clinically relevant disease models. Organoid models are envisioned as critical tools for UPRCCC investigators to dissect oncogenomics, tumor biology, and treatment response in cancers that affect Puerto Ricans.

4. Immuno-Oncology Core

This facility supports Cancer Immunology research. The core specializes in developing, validating, and implementing innovative and specialized immunology assays, enabling researchers to advance their investigations in cancer immunology. The core is committed to ensuring that researchers have access to the most advanced techniques and methodologies, fostering groundbreaking discoveries in Cancer Immunology.

5. Scientific Editing and Communication (SECC)

The SECC supports the UPRCCC in acquiring funding and publishing research by refining communication in English, the lingua franca of global scientific research. The core works with investigators and other staff to form a work plan and conduct a high-quality review of proposals, manuscripts, and other written material. The core also translates documents from Spanish to English. Editing and translation services help the UPRCCC produce proposals, manuscripts, and other error-free, precise, concise, and compelling communication. It allows investigators to submit polished proposals and manuscripts to increase their chances of securing funding or getting published.

6. Biostatistics and Bioinformatics Core (BBC)

Bioinformatics and Biostatistics are key components of modern cancer research. The facility provides expertise for analyzing big data by offering comprehensive solutions to process, interpret, and derive meaningful insights from complex biological datasets. The BBC will leverage the collective knowledge within the UPRCCC and Puerto Rico in biostatistics, genomics, systems biology, and epidemiology to answer questions regarding cancer etiology, progression, response to treatment, and outcomes within our cancer communities.

7. Planning and Evaluation Core (PEC)

The Planning and Evaluation Core (PEC) supports UPRCCC researchers in conceptualizing their research projects and tracking ongoing projects' Key Performance Indicators (KPIs). The PEC supports strategic planning processes, the development of needs assessments, and aspects related to continuous quality improvement. The core promotes a results utilization approach so that gathered results can be used for decision-making across the programs and the institution.

F. USERS DEFINITION:

The Shared Resources will define its users based on their relationship to the UPRCCC:

1. Internal users:

Internal users are the directors, principal investigators, researchers, students, or any other member of the UPRCCC who has an active appointment at the institution through employment, contract, or written affiliation (UPR System Faculty, etc.).

2. External users:

External users are nonaffiliated individuals, other research or academic institutions, private companies, or any other individual or industry that does not have a formal research agreement with the UPRCCC.

G. GOVERNANCE OF SHARED RESOURCES

All the Shared Resources respond directly to the Shared Resources and Scientific Operations Division Director. Each Shared Resource is led by one or more leader (s) who has the ultimate responsibility over the personnel, facility, equipment, and materials assigned to said Shared Resource.

Each Shared Resource must adopt written regulations and procedures governing the use of the facility and equipment of the Shared Resource, which must include aspects related to:

1. Safety and Security.
2. Procedures for use of Shared Resources, equipment, materials, and supplies.
3. Training, qualifications, and authorizations necessary for a user to access a Shared Resource and/or operate equipment, as may be applicable.
4. Establish standard preferred and external rates for using the Shared Resource, including rates for supplies and materials, as applicable.

H. GENERAL REQUIREMENTS FOR USE OF SHARED RESOURCES

1. Access to the Shared Resources is free or at a preferred rate to all UPRCCC internal users.
2. Access is open to external entities, companies, or persons associated with the UPRCCC's research programs through a collaboration agreement, Memorandum of Understanding, award, subaward, contract, or appointment.
3. External not-for-profit organizations are also eligible for access to the shared laboratories.
4. External commercial entities can use the Shared Resources exclusively for research purposes.
5. Use of the Shared Resources in relation to the manufacture, production, or sale of commercial products is strictly prohibited. The Executive Director will determine if there is a benefit to allowing an external commercial entity to use the Shared Resources and what connection or contribution to faculty research can be made.
6. All users must sign as Appendix C of this Policy. This agreement can be reviewed every fiscal year, as required by the UPRCCC Executive Director, Legal Representative, or as necessary. Users may also be subject to additional agreements that may be required by law, regulation or the specific Shared Resources (e.g., Material Transfer Agreements, Data Use Agreement).

I. FEES OF SHARED RESOURCES

A standardized fee for service structure will apply to all Shared Resources. Each Shared Resource will establish its rates by adopting the fee-for-service structure defined in this Policy. The rates will be incorporated to this Policy as Appendix A and will be subject to annual review and as may be considered necessary by the UPRCCC. Information on current fees will be accessible and available to all users.

1. Internal users:

Internal users will be charged at a preferred rate, or as set forth below, based on the level of involvement the shared resource will have in developing the project or experiment. The differences between pricing for internal users are described below.

a. Unfunded project/ preliminary study data

- i. The service will be offered at a preferred rate.
- ii. To receive the preferred rate, the internal user's appointment letter must clearly state the use of Shared Resources at these rates.
- iii. Each Shared Resource will provide a reasonable amount of time free of charge to each internal user regardless of the service(s) provided per fiscal year. The amount of time will be reviewed yearly and incorporated into Appendix A to this Policy.
- iv. An internal user requesting services beyond the time established free of charge will be charged at the applicable rate for every additional period granted.
- v. A waiver of charges can be requested using Appendix B of this Policy.

b. Substantial role in the proposal/project development

- i. If the Shared Resource is expected to play a substantial role in the proposal development Time and Effort (T&E) from Shared Resource personnel should be included. The minimum amount of T&E to be requested will be reviewed annually and incorporated into Appendix A to this Policy.
- ii. T&E will be calculated based on the approximate hours the Shared Resource will dedicate to the project.
- iii. If applicable, the proposal should also cover plastics, disposables, and reagents, among other needs.

c. For proposals/projects with minimal effort incurred by the Shared Resource

- i. Shared Resource will establish a fee for each service, which will be reviewed yearly and incorporated into Appendix A to this Policy.
- ii. Facilities can charge services by the hour, per unit, per sample run, or per deliverable, among others.
Fees include labor hours, equipment costs, maintenance, depreciation, expected return on investment (ROI), and materials and supplies.

2. External users:

a. Applicable in all instances:

- i. Fees for services will be at least one and a half (1.5X) times higher than those provided to internal users.
- ii. Fees for external users will be reviewed every fiscal year, as required by the UPRCCC Executive Director, Finance Director or as may be necessary, and will be incorporated into Appendix A to this Policy.
- iii. If applicable, fees should consider labor hours, equipment costs, maintenance and depreciation, expected ROI, and materials and supplies expenses.

J. BILLING

The Shared Resources and Scientific Operations Division will manage the billing process with the UPRCCC Finance Department.

1. Shared Resources Responsibilities:

a. Individual Shared Resources responsibilities

Each Shared Resource will be accountable for documenting services provided in the services database. Within this database, the facility should include information on the following:

- i. Dates of services provision
- ii. Individual(s) who provided the service
- iii. Collaborations with other shared resources
- iv. Hours dedicated to service provision
- v. Services provided
- vi. Fees incurred for services provided
- vii. Will keep records of the amount of time each user spends.
- viii. Will keep records of services provided and the fees incurred by each user.

b. Shared Resources Program Manager responsibilities

- i. Prepare quotes and invoices based on the reports of each core after a service is completed.
- ii. Submit the invoice to the users and the Finance Department.
- iii. Keep records of the amount of time devoted to each user.
- iv. Keep records of services provided and the fees incurred by each user.
- v. Maintain track of services provided by each facility through the fiscal year.
- vi. Keep a record of fees for service waivers requested.
- vii. Assist the Finance Department in following up on payment for services provided.

2. Finance Department Responsibilities:

- a. Review and approve the rates established by each Shared Resource each fiscal year, as requested by the UPRCCC Executive Director, the Finance Department Director, or as needed.
- b. Keep track of all invoices submitted by the Shared Resources Program Manager.
- c. For internal user-provided services, allocate the incurred fees and expenses to the corresponding Shared Resource financial account.
- d. For external users who provide services, collect payment for services provided and allocate funds to the proper Shared Resource account.
- e. Follow up on overdue invoices for externally provided services.

3. User's responsibilities:

a. Internal users:

- i. Keep track of the services requested and the amount of time consumed.
- ii. If applicable, request the service cost waiver before requesting services if the first 37.5 hours of service have been reached.
- iii. If applicable, allocate funds on the externally funded proposal to cover expenses incurred by shared resource use.

b. External users:

- i. Submit payments to UPRCCC in a timely manner.

K. USE POLICIES FOR SHARED RESOURCES

1. Safety

The safety and health of users is a priority. The UPRCCC strives to comply with all federal and state workplace safety requirements. General Shared Resources workplace safety rules and regulations are as follows:

- a. Always adhere to the standard Environmental Health and Safety (EHS) protocols.
- b. Follow all manufacturer-suggested safety protocols for managing, using, or disposing of equipment or chemicals as applicable.
- c. Ensure the user is fully informed and understands the safety requirements for their process.
- d. Complete laboratory or equipment safety training at least annually.

Each Shared Resource may have additional safety rules and regulations specific to the activities conducted in each facility. The users are responsible for familiarizing themselves with and obeying the safety rules and exercising caution and common sense in all work activities. Failure to do so may result in revoking access to the Shared Resources.

2. Building Security

Shared Resources are located within the Hector Ferrer Rios Research and Development Building. All users must follow the building security rules and regulations. The leader of the Shared Resource must grant the user access to the facility before entry. If applicable, completing the required training and certification will be required to access the Shared Resource.

3. Data Management and Security

Data generated for services provided by the Shared Resources and Scientific Operations Division is subject to compliance with UPRCCC Information Technology Department policies. Each Shared Resource will be responsible for implementing its own regulations adhering to applicable federal, local or institutional policies for data management.

4. Personal Property

Any items that belong specifically to the user or the laboratory with which the user is associated must clearly be labeled with the user's association or affiliation name. If items are not properly labeled, it is not the responsibility of the leader of the Shared Resource to ensure that they are returned or not used by other users. Any materials or items labeled for Shared Resource use are assumed to be general-use items and should be handled as such.

5. Chemical Labeling

The user must adequately label all chemicals and their associated waste. Users should alert and request permission from the shared resource leader before bringing chemicals or materials, not common stock items, into the shared resource for compatibility and suitability for use in the labs/equipment. Users should allow ample time for the leader or laboratory technician to investigate the suitability of any chemical or material intended to be used in the Shared Resource.

6. Visitors

Only authorized visitors are allowed in the workplace for safety, insurance, and other business considerations. When making arrangements for visitors, users should confirm with the leader of the Shared Resource that the visitors may enter the facility and understand the restrictions placed upon the visitor. If applicable, visitors should complete the required training and certification before being granted access to the Shared Resource.

L. EQUIPMENT TRAINING AND USE

Equipment assigned to a Shared Resource may only be operated by personnel authorized by the leader of the Shared Resource. Users cannot manage the equipment assigned to a Shared Resource unless they meet the training and safety requirements set forth by the Shared Resource procedures and have received prior authorization from the leader of the Shared Resource or the Division's Director to operate the equipment.

M. SCHEDULING USE OF SHARED RESOURCE

Users can request an appointment to use a Shared Resource with the Divisions Director or assigned Manager of the Shared Resources. The request should be as follows:

1. Request to use specific Shared Resource equipment

- a. The request shall be sent to the Division's Director or assigned Manager, who will coordinate with the leader of the Shared Resource a meeting with the user within five (5) business days to discuss the user's specific needs and schedule a date and time to use the equipment.
- b. If the use of said equipment is approved, the user requesting to use the equipment/instrument must provide valid training certifications for using said equipment. Similar or old versions of equipment completion certification will not be considered.
- c. Individual Shared Resources may have internal protocols for the use of equipment restricting the operation/access to the equipment to the facility personnel. Therefore, not all equipment will be available for individual use.
- d. Users cannot use Shared Resource equipment unless an appointment request is submitted and approved as outlined in this Section.
- e. If approved, the user can only use the requested equipment. Permission to use any other Shared Resource equipment should be requested separately.
- f. **Specific service provision** – All Shared Resources services should be requested using the Universal Service Request Form. The electronic form is accessible on the UPRCCC website. For proper service scheduling, users will be rejected services if the form is not completed.

The Shared Resource reserves the right to accept or reject a service according to the capacity and demand of said resource within a particular timeframe.

N. GUIDELINES FOR AUTHORSHIP AND ACKNOWLEDGEMENTS

Personnel in the Shared Resources provide essential services for their users, and it is important to recognize their contributions to the scientific advancement of the projects. The most appropriate recognition type may differ for individual projects depending on the Shared Resources personnel's contribution. Following some guidelines:

1. Authorship

If authorship is anticipated, it should preferably be established at the beginning of the project so that both the user and the Shared Resource personnel are cognizant of each other's criteria. Charging for services does not preclude authorship of manuscripts; however, if the services provided by Shared Resource personnel have substantially contributed to the research, authorship is recommended. Activities for which authorship is recommended:

- a. The author makes substantive contributions to the project, such as, but not limited to:
 - i. Conception, design of the project, critical input, or original ideas.
 - ii. Acquisition of data, analysis, and interpretation beyond routine practices.
 - iii. Draft the article or revise it critically for intellectual content.
 - iv. Write a portion of the paper (not just the materials and methods section).
 - v. Intellectual contribution.
 - vi. Final authority for the approval of the article.
- b. Each author should have participated enough to accept responsibility for the manuscript's content.
- c. The following activities do not represent intellectual contributions to a project and would not constitute authorship:
 - i. Providing funding (department chair who has no intellectual input).
 - ii. Data collection (technical skill but not involved in interpretation of data).
 - iii. General supervision of the research group but no intellectual input into the project.

All contributors that do not meet the authorship criteria should be recognized in the acknowledgments section, for example, paid technical help, writing assistance, financial and material support, and scientific advice.

2. Acknowledgment

All publications, press releases, or other documents that cite results from research that Shared Resources supported must acknowledge the UPRCCC and the specific Shared Resource. A sample statement of acknowledgment follows:

“The authors wish to acknowledge the support of the University of Puerto Rico Comprehensive Cancer Center <SHARED RESOURCE NAME> Shared Resource. The content is solely the responsibility of the authors and does not necessarily represent the official views of the University of Puerto Rico Comprehensive Cancer Center.”

All collaborations should also be acknowledged. A sample statement of acknowledgment follows:

“The [entity name] wishes to acknowledge the support of the University of Puerto Rico Comprehensive Cancer Center <SHARED RESOURCE NAME> Shared Resource at the [activity name].”

O. VIOLATIONS OF THIS POLICY

Failure to comply with this Policy or the regulations and procedures adopted by each Shared Resource will result in a warning (verbal or written); a second offense will result in suspension of access to the Shared Resources for one week; a third offense will result in suspension of access for one month and until lab safety training and shared lab training requirements are completed in a timely fashion. If a user finds any offenses, they should report the violation to the leader of the Shared Resource. The user should report the incident to the Director of Shared Resources and Scientific Operations Division if unavailable.

Notwithstanding the above, access to the Shared Resources will be suspended immediately for safety violations that threaten the well-being of other persons or the operations or property of the UPRCCC.

In addition to the above, employees of the UPRCCC that violate this Policy, or the regulations and procedures adopted by each Shared Resource may also be subject to disciplinary action under UPRCCC Human Resources Regulations and Manuals.

The Director of the Shared Resources and Scientific Operations Division recommends this Policy:



Date: 1/8/2025

Elba V. Caraballo Rivera, PhD MS
Director
Division Shared Resources and Scientific Operations

The UPRCCC's Interim Executive Director approves this Policy on:



Date: 1/16/2025

Humberto M. Guiot Martinez, MD
Interim Executive Director

Appendix A: Shared Resources Fees for the FY 2024 - 2025

I. Bioinformatics and Bioinformatics Core:

a. Bioinformatics Fees

Services	Substantial role at proposal ¹	Internal Users			External Users
		Unfunded project/ preliminary study data ²	Rate Type	For funded projects but minimal effort of core	Always
Power analysis and/or sample size calculation	No less than 2.5% of T&E according to the number of services the core/individual will be performing. If applicable, the proposal should also cover plastics, disposables, and reagents, among other needs. T&E will be calculated based on the approximate number of hours dedicated to the project.	All services will be provided at a discounted rate fee of \$0.00 - \$100.00 (depending on core). If applicable, investigators should also cover for plastics, disposables, reagents, among others needed.	Per hour	\$75.00	\$112.50
Study design			Per hour	\$75.00	\$112.50
Data management and processing			Per hour	\$75.00	\$112.50
Statistical data analysis			Per hour	\$75.00	\$112.50
Statistical reporting and writing support			Per hour	\$75.00	\$112.50
Data visualization			Per hour	\$75.00	\$112.50
Consulting			Per hour	\$75.00	\$112.50

1. Core will have a substantial role at the proposal. For example, the core will impact achieving one of the proposed aims at the proposal. The individual is identified as Key Personnel within the proposal.

2. Cost of service will be offered at an accessible rate. First 37.5 labor hours dedicated will be free of charge, after those \$25.00 will be charged for additional 37.5 hours of labor, up to a maximum of \$100.00 for all services provided within the fiscal year.

b. Biostatistics Core Fees

Services	Substantial role at proposal ¹	Internal Users			External Users
		Unfunded project/ preliminary study data ²	Rate type	For funded projects but minimal effort of core ³	Always (1.5X internal member fees) ⁴
Bulk RNA Seq	No less than 2.5% of T&E according to the number of services the core/individual will be performing. If applicable, the proposal should also cover plastics, disposables, and reagents, among other needs. T&E will be calculated based on the approximate number of hours dedicated to the project.	All services will be provided at a discounted rate fee of \$0.00 - \$100.00 (depending on core). If applicable, investigators should also cover for plastics, disposables, reagents, among others needed.	Per hour	\$75.00	\$112.50
Single Cell RNA-Seq			Per hour	\$75.00	\$112.50
Microbiomes (16S/18S/ITS)			Per hour	\$75.00	\$112.50
SNP Array / Whole Exome Sequencing			Per hour	\$75.00	\$112.50
Custom analysis			Per hour	\$75.00	\$112.50
Statistical reporting and writing support			Per hour	\$75.00	\$112.50
Consulting			Per hour	\$75.00	\$112.50

1. Core will have a substantial role at the proposal. For example, the core will impact achieving one of the proposed aims at the proposal. The individual is identified as Key Personnel within the proposal.

2. Cost of service will be offered at an accessible rate. First 37.5 labor hours dedicated will be free of charge, after those \$25.00 will be charged for additional 37.5 hours of labor, up to a maximum of \$100.00 for all services provided within the fiscal year.

II. Research Biobank:

Services	Substantial role at proposal ¹	Unfunded project/ preliminary study data ²	Internal Users		External Users
			Rate type	For funded projects but minimal effort of core	Always
Preparation of study-specific kit for sample collection	No less than 2.5% of T&E according to the number of services the core/individual will be performing. If applicable, the proposal should also cover plastics, disposables, and reagents, among other needs. T&E will be calculated based on the approximate number of hours dedicated to the project.	All services will be provided at a discounted rate fee of \$0.00 - \$100.00 (depending on core). If applicable, investigators should also cover for plastics, disposables, reagents, among others needed.	Per deliverable	\$41.53	\$58.03
Creation (programming) of Study Specific Labels for Kits			Per deliverable	\$336.32	\$487.82
Blood Processing: Whole Blood Aliquoting			Per deliverable	\$63.62	\$84.78
Blood Processing: Plasma Aliquoting			Per deliverable	\$82.93	\$113.93
Blood Processing: Buffy Coat Aliquoting			Per deliverable	\$76.76	\$104.66
Blood Processing: Serum Aliquoting			Per deliverable	\$79.91	\$109.31
Pathology Services: Initial evaluation and recommendations for tissue handling.			Per hour	\$100.00	\$150.00
Pathology Services: processing of Snap Frozen solid tissue.			Per deliverable	\$50.55	\$57.55
Pathology Services: processing of Formalin Fixed solid tissue			Per deliverable	\$74.63	\$77.13
Pathology Services: processing of OCT-embedded solid tissue			Per deliverable	\$87.50	\$94.50
Pathology Services: Human Solid Tissue Processing in the Tissue Processor (LEICA TP1020)			Per deliverable	\$274.81	\$283.31
Pathology Services: Animal Solid Tissue Processing in the Tissue Processor (LEICA TP1020)			Per deliverable	\$274.81	\$283.31
Pathology Services: Microtomy			Per deliverable	\$73.96	\$77.46
Pathology Services: Frozen Microtomy (with Cryostat)			Per deliverable	\$86.87	\$94.87
Pathology Services: FFPE Solid Tissue Embedding			Per deliverable	\$105.36	\$109.86

Services	Substantial role at proposal ¹	Unfunded project/ preliminary study data ²	Internal Users		External Users
			Rate type	For funded projects but minimal effort of core	Always
Pathology Services: Pathology evaluation and diagnosis			Per hour	\$120.00	\$170.00
Shipping samples within Puerto Rico			Per deliverable	\$316.56	\$362.26
Shipping samples to national locations			Per deliverable	\$305.78	\$431.48
Investigators education and training			Per hour	\$39.00	\$59.00
Data Entry into the Biobank Database: BSI			Per hour	\$39.00	\$59.00
Consultation			Per hour	\$39.00	\$59.00
Patient Recruitment			Per deliverable	\$131.54	\$193.44

1. Core will have a substantial role at the proposal. For example, the core will impact achieving one of the proposed aims at the proposal. The individual is identified as Key Personnel within the proposal.

2. Cost of service will be offered at an accessible rate. First 37.5 labor hours dedicated will be free of charge, after those \$25.00 will be charged for additional 37.5 hours of labor, up to a maximum of \$100.00 for all services provided within the fiscal year.

III. Puerto Rico OMICS Center (PROMIC):

Services	Substantial role at proposal ¹	Unfunded project/ preliminary study data ²	Internal Users		External Users
			Rate type	For funded projects but minimal effort of core	Always
DNA extraction	No less than 2.5% of T&E according to the number of services the core/individual will be performing. If applicable, the proposal should also cover plastics, disposables, and reagents, among other needs. T&E will be calculated based on the approximate number of hours dedicated to the project.	All services will be provided at a discounted rate fee of \$0.00 - \$100.00 (depending on core). If applicable, investigators should also cover for plastics, disposables, reagents, among others needed.	Per sample	\$26.00	\$39.00
RNA extraction			Per sample	\$30.00	\$45.00
Nucleic acids quantification			Per sample	\$3.10	\$4.65
Nucleic acids QC (bioanalyzer)			Per sample	\$29.00	\$43.50
Library preparation, mRNA stranded			Per sample	\$112.00	\$168.00
Sequencing, Illumina NextSeq High Throughput, 75 cycles			Per run	\$2,473.00	\$3,709.50
Sequencing, Illumina NextSeq High Throughput, 150 cycles			Per run	\$4,212.00	\$6,318.00
Sequencing, Illumina NextSeq High Throughput, 300 cycles			Per run	\$6,404.00	\$9,606.00
Sequencing, Illumina NextSeq Mid Throughput, 150 cycles			Per run	\$1,960.00	\$2,940.00
Sequencing, Illumina NextSeq Mid Throughput, 300 cycles			Per run	\$2,807.00	\$4,210.50
Illumina Global Diversity Array			Per run	\$108.00	\$162.00
Illumina Epic2 methylation array			Per run	\$357.00	\$535.50
Illumina Epic2 methylation array, FFPE restoration surcharge			Per run	\$100.00	\$150.00
Consulting, technical			Per hour	\$32.00	\$53.00
Consulting, scientific and project development			Per hour	\$64.00	\$96.00

1. Core will have a substantial role at the proposal. For example, the core will impact achieving one of the proposed aims at the proposal. The individual is identified as Key Personnel within the proposal.

2. Cost of service will be offered at an accessible rate. First 37.5 labor hours dedicated will be free of charge, after those \$25.00 will be charged for additional 37.5 hours of labor, up to a maximum of \$100.00 for all services provided within the fiscal year.

IV. Human Tissue Engineering Laboratory (HTEL):

Services	Substantial role at proposal ¹	Unfunded project/ preliminary study data ²	Internal Users		External Users
			Rate Type	For funded projects but minimal effort of core	Always
Consultation	No less than 2.5% of T&E according to the number of services the core/individual will be performing. If applicable, the proposal should also cover plastics, disposables, and reagents, among other needs. T&E will be calculated based on the approximate number of hours dedicated to the project.	All services will be provided at a discounted rate fee of \$0.00 - \$100.00 (depending on core). If applicable, investigators should also cover for plastics, disposables, reagents, among others needed.	Per Hour	Free of Charge	\$75.00
On-site Training			Per every 4 hours	Free of Charge	\$300.00
Off-site Training			Per every 4 hours	Free of Charge	\$300.00
Protocol sharing				Free of Charge	Free of Charge
Reagent Bank			Per 5mL bottle	\$60.00	\$60.00
Establishment of organoid line			Per line	\$450.00	\$650.00
Frozen organoid line			Per line	\$300.00	\$425.00
Imaging Services			Per Hour	\$75.00	75.00
Technical Assistance			Per Hour	\$75.00	\$125.00
Storage and Cryo-preservation			Per vial/month	\$5.00	\$10.00

1. Core will have a substantial role at the proposal. For example, the core will impact achieving one of the proposed aims at the proposal. The individual is identified as Key Personnel within the proposal.

2. Cost of service will be offered at an accessible rate. First 37.5 labor hours dedicated will be free of charge, after those \$25.00 will be charged for additional 37.5 hours of labor, up to a maximum of \$100.00 for all services provided within the fiscal year.

V. Immuno-Oncology Core:

Services	Substantial role at proposal ¹	Unfunded project/ preliminary study data ²	Internal Users		External Users
			Rate Type	For funded projects but minimal effort of core ³	Always (1.5X internal member fees) ⁴
Instrument Training	No less than 2.5% of T&E according to the number of services the core/individual will be performing. If applicable, the proposal should also cover plastics, disposables, and reagents, among other needs. T&E will be calculated based on the approximate number of hours dedicated to the project.	All services will be provided at a discounted rate fee of \$0.00 - \$100.00 (depending on core). If applicable, investigators should also cover for plastics, disposables, reagents, among others needed.	Per hour	\$76.50	\$114.75
Assisted Use			Per hour	\$61.50	\$92.25
Biotek Plate reader			Per use	\$10.00	\$15.00
Cell counting (1 cell count)			Per count	\$10.00	\$15.00
Flow Cytometer MoFlo-Sorter			Per hour	\$154.50	\$231.75
Flow Cytometer MoFlo-Acquisition			Per hour	\$67.50	\$101.25
Immune Phenotyping (up to 8 makers)			Per test	\$70.50	\$105.75
Quantitative PCR Service (qPCR)			One sample, One gene	\$55.00	\$82.50
ELISAs (kit cost not included)			Per plate	\$208.00	\$312.00
Luminex Multianalyte Assay (kit cost not included)			Per o plex and 20 samples or less	\$267.75	\$401.75
Cell Suspension and Homogenization			Per sample	\$46.00	\$69.00
Western Blot/ Protein Validation			Per sample	\$120.50	\$180.75
Technical Assistance & Research Services			-	Contact IOC	Contact IOC

1. Core will have a substantial role at the proposal. For example, the core will impact achieving one of the proposed aims at the proposal. The individual is identified as Key Personnel within the proposal.

2. Cost of service will be offered at an accessible rate. First 37.5 labor hours dedicated will be free of charge, after those \$25.00 will be charged for additional 37.5 hours of labor, up to a maximum of \$100.00 for all services provided within the fiscal year.

VI. Planning and Evaluation Core (PEC):

Services	Substantial role at proposal ¹	Unfunded project/ preliminary study data ²	Internal Users		External Users
			Rate type	For funded projects but minimal effort of core ³	Always (1.5X internal member fees) ⁴
Consultation	No less than 2.5% of T&E according to the number of services the core/individual will be performing. If applicable, the proposal should also cover plastics, disposables, and reagents, among other needs. T&E will be calculated based on the approximate number of hours dedicated to the project.	All services will be provided at a discounted rate fee of \$0.00 - \$100.00 (depending on core). If applicable, investigators should also cover for plastics, disposables, reagents, among others needed.	Per hour	\$50.00	\$75.00
Conceptualization of Projects/Programs			Per hour	\$50.00	\$75.00
Data Support/Tracking			Per deliverable	\$100 - \$500 ¹	\$150 - \$750 ¹
Program evaluation			Per deliverable	\$100 - \$2,000 ¹	\$150 - \$3,000 ¹
Planning			Per deliverable	\$100 - \$2,000 ¹	\$150 - \$3,000 ¹
Surveying instruments development			Per deliverable	\$100 - \$500	\$150 - \$750
Training and Capacity Building activities			-	Contact PEC	Contact PEC
Other			-	Contact PEC	Contact PEC

1. Core will have a substantial role at the proposal. For example, the core will impact achieving one of the proposed aims at the proposal. The individual is identified as Key Personnel within the proposal.

2. Cost of service will be offered at an accessible rate. First 37.5 labor hours dedicated will be free of charge, after those \$25.00 will be charged for additional 37.5 hours of labor, up to a maximum of \$100.00 for all services provided within the fiscal year.

VII. Scientific Editing and Communication Core (SECC)

Services	Substantial role at proposal	Unfunded project/ preliminary study data	Internal Users		External Users
			Rate type	For funded projects but minimal effort of core	Always
Consultation	No less than 2.5% of T&E according to the number of services the core/individual will be performing. If applicable, the proposal should also cover plastics, disposables, and reagents, among other needs. T&E will be calculated based on the approximate number of hours dedicated to the project.	All services will be provided at a discounted rate fee of \$0.00 - \$100.00 (depending on core). If applicable, investigators should also cover for plastics, disposables, reagents, among others needed.	Per hour	\$50.00 - \$75.00	\$75.00 - \$110.00
Drafting			Per hour	\$100.00 - \$150.00	\$150.00 - \$225.00
Comprehensive Editing - FOA			Per hour	\$100.00 - \$225.00	\$150.00 - \$330.00
Comprehensive Editing - FOA Supporting Documents			Per hour	\$35.00 - \$75.00	\$50.00 - \$110.00
Comprehensive Editing - Manuscript			Per hour	\$100.00 - \$225.00	\$150.00 - \$330.00
Comprehensive Editing - Manuscript Supporting Documents			Per hour	\$35.00 - \$75.00	\$50.00 - \$110.00
Comprehensive Editing - Professional Document			Per hour	\$35.00 - \$75.00	\$50.00 - \$110.00
Comprehensive Editing - Institutional/Regulatory Document			Per hour	\$50.00 - \$75.00	\$75.00 - \$110.00
Comprehensive Editing - Public Communication			Per hour	\$100.00 - \$220.00	\$150.00 - \$330.00
Comprehensive Editing - Study Document			Per hour	\$50.00 - \$75.00	\$75.00 - \$110.00
Comprehensive Editing - Abstract			Per hour	\$35.00 - \$75.00	\$52.50 - \$110.00
Expedited Editing - FOA			Per hour	\$150.00 - \$330.00	\$225.00 - \$495.00
Expedited Editing - FOA Supporting Documents			Per hour	\$50.00 - \$110.00	\$75.00 - \$165.00
Expedited Editing - Manuscript			Per hour	\$150.00 - \$330.00	\$225.00 - \$495.00
Expedited Editing - Manuscript Supporting Documents			Per hour	\$50.00 - \$110.00	\$75.00 - \$165.00
Expedited Editing - Professional Document			Per hour	\$50.00 - \$110.00	\$75.00 - \$165.00
Expedited Editing - Institutional/Regulatory Document			Per hour	\$75.00 - \$110.00	\$110.00 - \$165.00
Expedited Editing - Public Communication			Per hour	\$150.00 - \$330.00	\$225.00 - \$495.00
Expedited Editing - Study Document			Per hour	\$75.00 - \$110.00	\$110.00 - \$165.00
Expedited Editing - Abstract			Per hour	\$50.00 - \$110.00	\$75.00 - \$165.00
Translation - Spanish to English			Per hour	\$100.00 - \$150.00	\$150.00 - \$225.00
Translation - English to Spanish			Per hour	\$100.00 - \$150.00	\$150.00 - \$225.00

Services	Substantial role at proposal	Unfunded project/ preliminary study data	Internal Users		External Users
			Rate type	For funded projects but minimal effort of core	Always
Training - SECC Stock Seminar			Per deliverable	\$50.00 - \$75.00	\$75.00 - \$110.00
Training - SECC Stock 1-Day Workshop			Per deliverable	\$150.00 - \$330.00	\$225.00 - \$495.00
Training - SECC Stock 3-Day Workshop			Per deliverable	\$300.00 - \$450.00	\$450.00 - \$675.00
Writing Workshop - SECC Stock Topics			Per day	\$450.00 - \$675.00	\$675.00 - \$1,000.00
Training - Custom Seminar			Per deliverable	\$400.00 - \$600.00	\$600.00 - \$900.00
Training - Custom 1-Day Workshop			Per deliverable	\$750.00 - \$1,000.00	\$1,000 - \$1,500.00
Training - Custom 3-day Workshop			Per deliverable	\$1,500.00 - \$2,000.00	\$2,250.00 - \$3,000.00
Writing Workshop - Custom Topics			Per day	\$600.00 - \$900.00	\$900.00 - \$1,350.00
Writing Center			Per hour	\$50.00 - \$75.00	\$75.00 - \$110.00

1. Core will have a substantial role at the proposal. For example, the core will impact achieving one of the proposed aims at the proposal. The individual is identified as Key Personnel within the proposal.

2. Cost of service will be offered at an accessible rate. First 37.5 labor hours dedicated will be free of charge, after those \$25.00 will be charged for additional 37.5 hours of labor, up to a maximum of \$100.00 for all services provided within the fiscal year.

Appendix B: Shared Resources Fee for Services Waiver Request



CENTRO COMPRENSIVO DE CÁNCER
UNIVERSIDAD DE PUERTO RICO
Shared Resources and Scientific Operations Division

**SHARED RESOURCES COSTS PER SERVICE REDUCTION
OR WAIVER REQUEST FORM**

A cost reduction or waiver accepts a rate lower than the approved Shared Resources services costs. You **need to use this form** when: 1) You are requesting the costs of a service to be lowered from our currently approved rates; 2) you have obtained a research grant that the sponsor does not permit the use of funds for Shared Facilities use; 3) You are an unfunded researcher at the UPRCCC that do not have seed money, or funds at your allocated Research Initiative Account (RIA). **All cost reductions or waivers must be documented and approved using this form.** Service cost waivers are granted on a case-by-case basis. Complete and submit this form to the Shared Resources and Scientific Operations management along with all required documentation as applicable.

I. PROJECT INFORMATION

Principal Investigator:	
Division:	
Sponsor (if applicable):	
Project Title:	
Streamlyne Proposal ID: (if applicable)	
IRB Approval Number:	
Type of Request	Cost Reduction or Waiver Request

II. SERVICES

Describe the services for which you request a cost reduction waiver.

Shared Facility: *		
Cost Reduction Request or Waiver Request:		
Services (List all services for which you are requesting a cost reduction or waiver)	Service	Request to reduce cost up to (\$) (if applicable)
Justification for Cost Reduction or Waiver Request: (if applicable)		

*Complete a form for each shared facility you request service cost reduction or waiver.



**CENTRO COMPRESIVO DE CÁNCER
UNIVERSIDAD DE PUERTO RICO**
Shared Resources and Scientific Operations Division

III. REASON FOR REQUESTING FEE FOR SERVICE COST REDUCTION OR WAIVER

Select the reason(s) for requesting a fee for service reduction or waiver of shared resources' approved costs.

- ☐ Sponsor does not permit Shared Resource Costs allocation (attach copy of Agreement or RFA)
- ☐ There is no balance on the Seed Money Account
- ☐ There is no balance on the Research Initiative Account (RIA)
- ☐ Other: _____

IV. CERTIFICATION

By signing this document, I certify that a cost reduction or waiver of the currently approved fee-for-service rates at the UPR Comprehensive Cancer Center (UPRCCC) Shared Resources has been requested. If granted, I commit that the project is aligned with the strategic goals of the UPRCCC and has the potential to foster collaborative research within the center. I understand that, if approved, the reduced or waived rates apply solely to the services described for the expressly stated project. Any deviations from the original project plan or additional services beyond those initially requested will be subject to standard fees unless otherwise renegotiated. This fee adjustment is contingent upon compliance with all UPRCCC policies governing shared resource use.

Print Name	Signature	Date
Principal Investigator		

V. APPROVALS

Print Name	Approval	Signature	Date
Shared Resources and Scientific Operations Division Director:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Finance Department Director:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Deputy Executive Director:	<input type="checkbox"/> Yes <input type="checkbox"/> No		

After all approvals are granted, provide a copy to the Principal Investigator and the Finance Department.

Appendix C: User Agreement for Use of Shared Resources Facility

Government of Puerto Rico

University of Puerto Rico Comprehensive Cancer Center

User Agreement for Use of Shared Resources Facility

This User Agreement (AGREEMENT) will serve as an agreement between the University of Puerto Rico Comprehensive Cancer Center ("UPRCCC") and _____ ("USER"), a student or employee conducting research for or on behalf of _____ ("INSTITUTION"), regarding USER's use of the following shared resource facility: _____ ("SHARED RESOURCE"):

I, the undersigned USER, accept and agree to the following terms and conditions under which I shall use the SHARED RESOURCE, and I understand and agree that my ability to use the SHARED RESOURCE is contingent upon my compliance with these terms and conditions as well as the SHARED RESOURCE's policies and requirements. I have carefully read, understood, and agreed to the terms of this AGREEMENT before signing it. I have had access to information provided to users by the UPRCCC and the SHARED RESOURCE regarding the use of the SHARED RESOURCE facilities, including safety training, have reviewed and understand such information, and have been given the full opportunity to ask the UPRCCC and the SHARED RESOURCE any questions I may have about such information.

1. Services.

The SHARED RESOURCE provides the services described in the **University of Puerto Rico Comprehensive Cancer Center Shared Resources Use Policy** ("POLICY"), and as may be further detailed in the SHARED RESOURCE policies and procedures. Services are provided in accordance with the terms, conditions and rates set forth in the POLICY and the SHARED RESOURCE policies and procedures. Depending on the nature of the services, I understand that it may be necessary for me or INSTITUTION to enter into additional agreements with the UPRCCC and the SHARED RESOURCE to comply with laws, regulations, and internal policies.

2. Description of Work

I have provided a written description of the work proposed to be performed at the SHARED RESOURCE prior to the SHARED RESOURCE's written approval of my use of its services. Substantive deviations from said statement of work must be first agreed to in writing by the SHARED RESOURCE.

3. No Warranty; Limitation of Liability

I acknowledge that, as the USER, I retain full responsibility for my project progress and development. ALL SHARED RESOURCE SERVICES, DELIVERABLES AND REPORTS ARE PROVIDED "AS IS" WITH ALL FAULTS. NEITHER THE SHARED RESOURCE NOR THE UPRCCC MAKES ANY, AND THEY HEREBY DISCLAIM ALL, WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT, WARRANTIES AS TO THE USEFULNESS, QUALITY, ACCURACY, CONDITION OR BENEFITS OF ANY PARTICULAR PROJECT(S) OR RESULTS, AND WARRANTIES THAT SHARED RESOURCE SERVICES OR FACILITIES WILL BE PROVIDED OR COMPLETED ON A PARTICULAR SCHEDULE. I fully understand and agree that any work done or service provided by the SHARED

RESOURCE and its employees is on a reasonable effort basis. I fully understand and agree that the SHARED RESOURCE has no responsibility to return any materials or information I may provide. I accept full responsibility for the progress and results of my project(s). THE SHARED RESOURCE WILL NOT BE LIABLE UNDER ANY LEGAL THEORY (WHETHER TORT, CONTRACT OR OTHERWISE) FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL, INDIRECT OR PUNITIVE DAMAGES, INCLUDING LOST PROFITS, HOWEVER CAUSED, ARISING OUT OF OR RELATED TO THIS AGREEMENT OR THE BREACH HEREOF OR THE PERFORMANCE OF THE SERVICES, EVEN IF THE SHARED RESOURCE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE. THE SHARED RESOURCE LIABILITY FOR ANY CLAIMS OR DAMAGES OF ANY KIND SHALL NOT EXCEED THE AMOUNT ACTUALLY PAID TO THE FACILITY FOR THE SERVICES GIVING RISE TO SUCH A CLAIM.

4. Payment

I acknowledge my responsibility to ensure my INSTITUTION promptly processes payment to the UPRCC for purchases, materials costs, and use fees incurred by me for use of the SHARED RESOURCE facilities. I have confirmed with the INSTITUTION Financial Contact, whose information I have provided to the SHARED RESOURCE, that I have sufficient funds available to me to cover such costs and followed all appropriate procedures at INSTITUTION required for the obligation of funds and that there are no additional terms or conditions other than those contained in this AGREEMENT that my INSTITUTION requires in order to make prompt payment of all amounts due hereunder. The SHARED RESOURCE shall submit an invoice to the INSTITUTION via the Financial Contact indicated below for amounts due hereunder, and payment in full shall be made by INSTITUTION within thirty (30) days following submission of the invoice. No terms in any form prepared by USER or INSTITUTION, including Purchase Orders, shall apply.

INSTITUTION Financial Contact:

Name _____

Title _____

Address _____

Address _____

Email _____

5. Status of USER (Only Applicable to External Users)

I understand that I am not an employee, student, or agent of the UPRCCC and am deemed to be acting as a representative, employee, and/or student of INSTITUTION for all purposes during work on a project in the SHARED RESOURCE facilities.

6. Physical Access to Facilities and User Safety

_____ I will not have physical access to the SHARED RESOURCE facilities in the course of my project utilizing the SHARED RESOURCE services.

_____ I will have physical access to the SHARED RESOURCE facilities in the course of my project utilizing the SHARED RESOURCE services. If I am not an employee of the UPRCCC, I have read, understood, and signed the UPRCCC's Acknowledgement of Risk and Release and provided the signed form to the SHARED RESOURCE. I acknowledge that I have had access to and reviewed and understand the general safety policies and procedures of the SHARED RESOURCE prior to being allowed to use the facilities, and I assume full responsibility for my own personal safety. I will operate all instruments and equipment in a safe and professional manner, consistent with the operating instructions and the facility policies. I agree to observe all applicable governmental, UPRCCC, and SHARED RESOURCE policies, rules, and regulations that pertain to my conduct at the UPRCCC facilities and the SHARED RESOURCE. I represent that my knowledge of laboratory practices is adequate to permit the safe pursuit of the research work in conjunction with my specific project. Without limiting any other remedies available to them, the UPRCCC and the SHARED RESOURCE shall have the right to immediately prohibit my further use of the facility if the SHARED RESOURCE, at its sole discretion, believes that I have breached this representation, violated a policy, rule, or regulation, or that my conduct is inappropriate or disruptive.

Furthermore, I certify that I will under no circumstances (a) schedule time for facility use for another person in my name (whether other user is qualified or not), (b) give out the User Name and/or Password provided to me by the SHARED RESOURCE and/or UPRCCC for use by other persons, (c) give other persons access to my facility-access swipe card or (d) otherwise assist others with unauthorized access to any controlled facility, system, or other resources at the UPRCCC. The UPRCCC reserves the right to deny me future access in the event of breach of this Agreement.

7. Intellectual Property

The SHARED RESOURCE operates as a shared-use facility, and the UPRCCC shall make no claim to co-own (i) intellectual property created solely by USER or (ii) results generated for the USER by the the SHARED RESOURCE under this AGREEMENT, based solely on my use of the UPRCCC's facilities and services under this AGREEMENT.

The UPRCCC owns intellectual property, including techniques, improvements, methods and inventions created by its staff in the course of rendering services to USER under this AGREEMENT, other than results generated for USER hereunder, as well as all general knowledge, skills, experience and know-how developed or obtained by the SHARED RESOURCE in the course of performing services under this AGREEMENT or otherwise.

I acknowledge that the commercial viability of any technique developed at the SHARED RESOURCE is subject to the intellectual property rights of the UPRCCC and other third-party rights holders. I understand and acknowledge that the UPRCCC makes no guarantee that techniques developed at the SHARED RESOURCE are not covered by its own or a third party's intellectual property. I further acknowledge that the UPRCCC is the coowner of intellectual property that I co-invent with the SHARED RESOURCE staff or other UPRCCC personnel, other than results generated for USER hereunder, and that, prior to using the SHARED RESOURCE, I have confirmed with INSTITUTION that my use of the SHARED RESOURCE under these terms is consistent with my obligations to INSTITUTION under the terms of my appointment.

8. Use of Name; Acknowledgment

I will not use any name, logo or other trademark or service mark of the SHARED RESOURCE or UPRCCC, or the names of the SHARED RESOURCE or UPRCCC's employees, in any form of advertising, promotion or publicity, including press releases, without the prior written consent of the UPRCCC. The foregoing notwithstanding, I acknowledge that personnel in the SHARED RESOURCE provide essential services for their users and agree to follow the authorship and acknowledgement guidelines set forth in the POLICY to recognize the contributions made by the SHARED RESOURCE.

9. Confidentiality

I agree not to disclose or to use, directly or indirectly, any proprietary or confidential research, data, trade secrets, personal data, or other similar information of the SHARED RESOURCE, UPRCCC, other users or third parties of which I may become aware as a result of my use of the SHARED RESOURCE. I further acknowledge that I am not permitted to disclose information that my INSTITUTION would ordinarily require a confidentiality agreement to share with the SHARED RESOURCE or UPRCCC, unless and/or until the obligations and rights of INSTITUTION and UPRCCC with respect to such confidential or proprietary information have been set forth in a separate and duly authorized confidentiality agreement executed between UPRCCC and INSTITUTION.

I warrant that I have fully read and agree with this AGREEMENT.

USER: _____

Title: _____

Signature: _____

Date: _____

SHARED RESOURCE Approval:

Approved by: _____

Title: _____

Signature: _____

Date: _____

Appendix D: REVISIONS TO THIS POLICY

Use this section to document all updates performed to the UPRCCC Shared Resource Use Policy after approval. Please be as detailed as possible, as it will serve as guidance to quickly identify what things have changed in the process or the ones that are no longer applicable.

Revision	Policy Number (new)	Revision Date (mm/dd/yyyy)	Revision details	Approved by:
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				