

## Memo of Understanding (MOU) for Users of the Protein Production Core

The Protein Production Core (PPC) is sponsored fully by an NIH COBRE grant in Structural Biology (PI: Dr. Ann West). The instrumentation acquisitions, service contracts, maintenance, and Director's salary and fringe benefits, are provided fully by the COBRE grant. In order to properly document research outcomes made possible by the PPC, and to enhance the chances of success for future COBRE funding to support the PPC, it is essential that all publications describing research work that made use of the PPC resources include an acknowledgement of the OU COBRE in Structural Biology AND its NIH grant funding. For access to the PPC, users of this facility and its resources must agree to the following terms:

- i. To abide by all safety rules and other regulations as set forth by OU and by the PPC Director.
- ii. Use only instruments for which authorization has been approved and abide by the PPC access policy as set forth by the PPC director.
- iii. Record all equipment use in the relevant log book.
- iv. Sign up for equipment time using the online scheduling system.
- v. Remove samples promptly and leave equipment clean and ready for the next user.
- vi. Report any equipment problems immediately to the PPC Director.
- vii. Undergraduate students may only work in the PPC while supervised by a graduate student, Postdoc, or Faculty member, or by prior arrangement for supervision by PPC staff.
- viii. Acknowledge the OU COBRE grant in any publications\* (and posters) that make use of COBRE funded resources (examples are given below). \*Publications must comply with the NIH public access policy.

**Researcher Co-authorship.** COBRE Core Directors and staff members often make significant intellectual or otherwise *enabling* contributions to the success of a research project, and recognition of these contributions is important. In such cases it is expected that such individual(s) will be included as co-author(s) of all publications arising from or making use of the results obtained by a COBRE Core Facility. Significant intellectual input could include any or all of the following:

1. Experimental design such as optimization of protein expression or purification protocols;
2. Interpretation or analysis of results; or
3. Writing or editing significant portions of the manuscript.

In general, it is preferable to discuss the potential for this at the outset of the project, especially when the project involves developmental work rather than repetition of an established procedure. Research advisors should contact the COBRE Core Director if there is a question about this policy, or about a Core facility staff member's contribution to a project.

Please cite the COBRE core director's co-authorship as follows: "(Name) is supported by an Institutional Development Award (IDeA) from the National Institute of General Medical Sciences of the National Institutes of Health under grant number P20GM103640".

**Service Acknowledgement.** Any publications and posters that include research that made use of Protein Production Core resources must acknowledge the facility.

Please cite as follows: "This paper reports data obtained in the University of Oklahoma Protein Production Core, which is supported by an Institutional Development Award (IDeA) from the

National Institute of General Medical Sciences of the National Institutes of Health under grant number P20GM103640”.

**NOTE:** Funding agencies including NIGMS require and monitor these acknowledgements and in the aggregate, such acknowledgements serve to document the value of Core facilities to the University community.

**Service Lab Fees.** Please note that service fees are charged for consumable supplies, operating costs, and to maintain and improve each of the Core Lab facilities. These service fees are not a substitute for appropriate recognition of the contributions of Core Lab personnel through ACKNOWLEDGMENTS AND/OR co-authorship ON publications.

**Reporting Outcomes:** In addition, at the end of every calendar year (by December 15 at the latest), the individual faculty mentors of the users must provide to the PPC Director, an account of any publications (and posters) that acknowledge the PPC facility. Continued access to COBRE supported resources is contingent on providing this annual report.

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Signature Faculty/PI

\_\_\_\_\_  
Print Name

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Date

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Signature PPC Director

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Date