

Please fill in and sign this form, scan or convert it into PDF and send by e-mail to cbock@cemm.oeaw.ac.at

Sequencing Authorization Form

I hereby authorize the Biomedical Sequencing Facility (BSF) to perform certain sequencing services on biological material and/or DNA libraries that my lab submits to the BSF. I will make sure that all orders and decisions that members of my lab or other persons that act on my behalf communicate to the BSF have been authorized by me, and as the Principal Investigator I agree to carry the final responsibility.

I am aware that the BSF will bill my lab according to the current list of services and prices (cf. BSF website at <http://www.biomedical-sequencing.at>), and I confirm that my lab and my institution will cover these costs.

In order to control costs, I would like to impose the following upper limit for services that my lab can request from the BSF as part of this authorized project (this section can be left empty, which means no limit):

The total cost must not exceed (please specific the EUR amount excluding any taxes): _____

OR: The number of sequencing (single-read or paired-end) lanes must not exceed: _____

OR: The number of samples submitted for _____ (protocol) must not exceed: _____

All service should be provided under the following pricing scheme (please tick only one box):

I hereby request subsidized rates as part of the collaborative sequencing scheme. I confirm that my lab is based at an academic institution and that this project constitutes non-profit academic research.

This is the default option for academic collaborators of the BSF and guarantees lowest prices

I confirm that I will pay the unsubsidized fee-for-service prices of the BSF (quotes available on request).

This option is for projects that are commercial or otherwise incompatible with collaborative sequencing

The billing details (address, account number, etc.) are as follows:

Additional remarks:

I confirm that I have read, understood and accepted the following terms and conditions:

- Users may only submit samples and libraries to the BSF for which they have the right to perform comprehensive genomic characterization and to access the resulting data. Specifically, the users must hold appropriate ethical approval, must adhere to all regulations and must have confirmed that no laws or regulations exist that would make it illegal or problematic for the BSF to perform sequencing-based analysis of the submitted material or to make the data available to the user.
- The BSF is committed to data protection and security but cannot exclude or assume responsibility for data leaks or re-identification of de-identified subjects. The user is aware that sequencing data can under certain circumstances be used to reconstruct sample identity or disease status of human subjects and will not hold the BSF responsible for the consequences of any such attempts.
- The BSF aims for highest quality but cannot guarantee any minimum read count or quality score because these values depend highly on the user-provided material. Technical failures that are the sole responsibility of the BSF (e.g. an accidentally dropped flowcell) are repeated free of charge. Failures that are primarily caused by problems with the user-submitted materials (e.g. a user-prepared library of insufficient quality) are billed to the user.
- The most popular offer for academic partners is “collaborative sequencing”, and the corresponding prices are subsidized by the CeMM Research Center for Molecular Medicine of the Austrian Academy of Sciences and by the Medical University of Vienna. To ensure that these subsidies are used in the most effective way, collaborative sequencing comes with certain responsibilities for the user: (i) Appropriate measures must be taken to ensure that the study stands reasonable chances of success. Specifically, users may be requested by the BSF to provide a project abstract and/or a concrete bioinformatic analysis plan that documents the feasibility of the approach; (ii) Users must provide a sample annotation sheet with detailed documentation of the protocols used, in order to facilitate sequencing operations and error handling; (iii) the BSF coordinator must be informed prior to submission of any publications arising from collaborative sequencing (an informal e-mail with title, author list and abstract of the manuscript is sufficient), and the BSF must be acknowledged through co-authorship and/or a suitable sentence in the Acknowledgement section (jointly decided based on the scope and scale of the BSF contribution).
- The sequencing service is currently provided solely for research purposes and "as is", without any form of guarantee or liability.
- Failure to adhere to the terms of conditions may result in a temporary or permanent ban from using certain services provided by the BSF, by CeMM or by the Medical University of Vienna, reclaim of any subsidies provided by the BSF, and/or other suitable measures. If necessary, dispute resolution is performed by an arbitration committee consisting of the leadership of CeMM (e.g. the Scientific Director) and the Medical University of Vienna (e.g. the Vice Rector for Research).

Date

Name (in block capitals)

Signature