

## Bioimaging Facility (BIF) General Policies

1. The normal hours of operation for the BIF are 9am to 5pm, Monday through Friday. The BIF is closed on statutory holidays and weekends, as well as all days that UBC is closed (e.g. between Christmas and New Year). The BIF allows highly qualified personnel access afterhours on Monday through Friday and possibly on weekends and statutory holidays.
2. The Research Manager and BIF Staff will meet with prospective users to discuss the role of the BIF in the user's research project prior to commencing work on the user's project. The BIF Research Manager must approve all projects and the user must understand and agree to the BIF General Policies, BIF Fee Policy, Calendar Policy, Training Policy and the Data Storage and Retention Policy prior to involvement by the BIF staff.
3. Responsibility of the research project rests with the user. The BIF staff will advise on experimental feasibility but the choice of experimental analysis, pertinent literature review, record keeping, data collection and analysis is solely the user's responsibility.
4. Research projects enter the BIF on a first come first serve basis. Priority can be given to a particular project based on a decision between the user and the BIF Research Manager.
5. If BIF users notice any problem with the equipment, room, or any other BIF property, the BIF staff must be informed as soon as possible.
6. When BIF resources have been used for generating data described in a presentation, poster or publication, the BIF (RRID: SCR\_021304) must be mentioned in the Acknowledgements. This is essential for BIF grant applications in addition to annual reports to committees and grant agencies. The BIF will not ask for authorship on publications unless a BIF staff has assisted in the design of the scientific question and hypothesis. In this case, the BIF staff member will assist in the writing of the publication.
7. The user is solely responsible for logging time spent on equipment housed in the BIF. The BIF has a Billing log computer station that users will be trained on how to use to log their time on the equipment. Failure of a user to log their time will result in an additional administrative fee on the invoice.
8. The invoice is issued on a monthly basis and sent to the lab manager or the Principle Investigator of the user.