General Terms of Use

for the

Noldus CatWalk

in the WG Behavior Neuroscience at the Ruhr-University Bochum

§1 Preamble

These usage regulations are binding for all users of the Noldus CatWalk in the Working Group Behavioral Neuroscience, hereinafter referred to as WGBN.

§2 Management and contact persons

The scientific management of the WGBN is led by Prof. Dr. Melanie Mark. Dr. Max Rybarski is responsible for the maintenance and technical management of the Noldus CatWalk. Contact details:

Prof. Dr. Melanie Mark *Telephone:* ***0234/32-24363*** *Email:* ***melanie.mark@rub.de***

Dr. Max Rybarski *Telephone:* ***0234/32-24341*** *Email:* ***max.rybarski@rub.de***

§3 General

The Noldus CatWalk is to be accessible for experiments by internal (chairs, working groups and institutes of the Ruhr-University Bochum) as well as external (chairs, working groups and institutes outside the Ruhr-University Bochum) users for their own use only. Service operations and contract work will not be offered. Furthermore, costs for maintenance and service will be covered by user fees. The equipment provided by the WGBN is the property of the Ruhr-University Bochum, and was mainly financed with funds from the state of NRW and the DFG. A brief description/equipment is given in Appendix II. The device is available to instructed users of the university for independent work (§5) according to the time capacities. The costs of use (§9) and liability (§10) are regulated in the following paragraphs.

§4 User groups

The primary users are members of the Ruhr University Bochum who wish to use the services of the Noldus CatWalk for research and teaching purposes or as part of their studies. Access for external users from other universities is possible upon request.

§5 Access and booking

An online calendar is available for booking a time slot for self-use of the Noldus CatWalk. Prior to the first booking, each (new) user must contact **Dr. Max Rybarski** by email or directly to arrange a date for an initial instruction, laser safety instruction and training session. Depending on the application, the training will last 2 hours.

After successful initial instruction, users will be registered in the online booking system for future examinations.

The online booking system allows a binding and user-transparent booking or registration as well as an automated recording of equipment usage times. A flat-rate usage fee is to be paid according to the actual equipment usage time.

No flat-rate usage fee is charged for initial instruction, maintenance and repair of equipment.

The link to the online booking system will be sent by us after the initial instruction and is initially limited to 6 weeks. If you wish to use the system beyond this period, please contact Dr. Max Rybarski.

The access to the online booking system is done with the access data of the computer center of the Ruhr-University Bochum.

External students have the possibility to purchase their own access data at the computer center for the duration of the experimental project.

§6 Time of use allocation

Bookings are to be made in such a way that as many users as possible have access to the Noldus CatWalk.

In general, bookings are made according to the "first-come-first-serve" principle.

If the Noldus CatWalk is in high demand, please book long term time slots (e.g. >3 days in a row for >4 h or >4 h) after 3 pm or before 12 pm.

§7 Cancellation or non-utilization of booking appointments

Cancellations of bookings or registration are possible free of charge via the online booking system. In case of no-show (without cancellation) or late cancellation, the full usage fee for the booked period may be charged. Cancellations must be made 24 hrs before the start of your scheduled session or the full usage fee will be charged.

The equipment supervisor can postpone or cancel bookings for technical (maintenance, service) or urgent organizational reasons. This is usually done after consultation with the users concerned.

§8 User duties

- Each user agrees to comply with the laboratory rules of the WGBN. This means, above all, to use the provided equipment properly and with care and only to apply methods for which a briefing and access authorization is available.
- Instructions given by the equipment supervisor as well as by the staff of the WGBN must be followed. The users undertake to inform the equipment supervisor or the employees of the WGBN immediately if equipment defects or safety risks are detected.
- Experimental materials that could pose safety risks may not be brought into the facility without prior consultation with the equipment supervisor of the WGBN.
- All users are required to attend annual safety briefings. The dates will be announced in good time via the email distribution list.
- Violation of the user regulations may lead to exclusion from further work on the Noldus CatWalk.
- All users commit themselves to uphold the rules of good scientific practice. At this point we also refer to the guidelines (http://www.uv.ruhr-uni-bochum.de/dezernat1/amtliche/ab1142.pdf) of the Ruhr-University Bochum.
- Data protection and security: The users themselves are responsible for the protection and security of their data.
- IPR (Intellectual Property Rights): In the case of independent research by the self-users, the intellectual property rights remain with the users.

§9 User fees

The basis for the usage fees of the WGBN are the DFG guideline values for the application of usage fees. The device-specific user fees are regulated in Annex III.

The user fees are invoiced semi-annually.

Note: The DFG has greatly simplified the process of obtaining funding to cover project-specific operating and follow-up costs for equipment by issuing the guideline values for requesting user fees http://www.dfg.de/formulare/55_04/. Therefore, any applicant wishing to use WGBN equipment for their respective project is encouraged to include appropriate funding in their project proposal.

§10 Liability

(1) The Ruhr-University Bochum, the scientific management and the person responsible for the equipment or the equipment supervisor do not guarantee that the equipment functions meet the specific requirements of the users and that the resources are error-free and available at all times without interruption. Furthermore, the integrity (regarding destruction, manipulation) and confidentiality of the data stored in the laboratory cannot be guaranteed.

(2) The Ruhr-University Bochum, the scientific management and the person in charge of the equipment or the equipment supervisor do not assume any responsibility for the faultlessness of

the programs provided. They are also not liable for the completeness and quality of the measurement data.

(3) The Ruhr-University Bochum, the scientific management and the person responsible for the equipment or the equipment supervisor are not liable for damages of any kind incurred by the users from the use of the resources listed in Appendix II. This does not apply in the case of intent or gross negligence on the part of their employees, for injury to life, limb or health, or for breach of essential obligations arising from the user relationship. In the latter case, the claim is limited to the typical, foreseeable damage.

Other

The person in charge of the equipment and the chair of the department will try to solve coordination problems among the users. If this is not successful, the dean is called in as a higher authority.

Bochum, (Date)

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Device operator

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Head of Chair

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Dean

Annex I: Contact persons

Device	**Supervisor**	
	Scientific	**Technology**
Noldus CatWalk XT	**Dr. Max Rybarski** **(Equipment Supervisor)** Behavioral Neuroscience Room ND 7/74 Telephone: 0234/32-24341 Email: max.rybarski@rub.de	**Winfried Junke** General Zoology and Neurobiology Room ND 7/29 Telephone: 0234/32-24351 Email: winfried.junke@rub.de
Noldus CatWalk XT	**Ms. Katja Schmidtke** **(Equipment Supervisor)** Behavioral Neuroscience Room ND 6/33 Telephone: 0234/32-27245 Email: katja.schmidtke@rub.de	

Appendix II: Equipment Description

The Noldus CatWalk instrument is a gait analysis device for rodents. This device obtains a detailed gait analysis of voluntarily moving animals. It is able to obtain detailed and accurate identification of paw prints and the distribution of weight on each paw.

Annex III: User fees

Category	Description	€/h
Internal	Departments and working groups of the RUB	15
External	Departments, working groups and institutes outside the RUB	40