

Service agreement form for bioinformatical/statistical consulting or analysis

The user indicated below hereby requests the service unit BioInfra.Prot which is part of the German Network for Bioinformatics Infrastructure (de.NBI), Gesundheitscampus 4, 44801, Bochum, Germany, to perform a bioinformatical or statistical consulting or analysis. After the consulting the assessment will be communicated orally or via e-mail. After a completed analysis the results and a short documentation of the procedure will be provided by e-mail. On completion, all users will be kindly asked via e-mail to rate our services. Please refer to our attached FAQ document for information on common non-financial considerations for our services. Please also consider the data protection policy of BioInfra.Prot regarding the use of your personal data provided in this document.

Contact data:

Name:

Institution:

Department:

Address:

Phone:

E-mail:

Description of the project:

Project title:

Project leader / PI:

Is the project/planned analysis part of a consortium? Yes No

Consortium leader
(name, institution):

Short Project description:

Please note:

- For person-related data, the data privacy regulations of the requesting institution (data provider) must be fulfilled. To fulfill our (data receiver) data privacy regulations, data must be **pseudonymized** and an **informed consent** of the patient/experimentee about data privacy must exist before sending data to de.NBI-BioInfra.Prot.
- If the requester is not the project leader (e.g. PhD student), the **project leader/PI has to be informed** about the planned data analysis by BioInfra.Prot and the resulting data transfer and has to sign this document. The same applies to the **consortium leader** if the project is part of a consortium.
- The consulting and analysis service is free of charge. If results from the data analysis are published, our **responsible researcher(s) and the PI have to be included as co-authors**. Additionally, an **appropriate reference to BioInfra.Prot is mandatory including the grant number** (example: *“Parts of this work have been supported by the German Network for Bioinformatics Infrastructure – de.NBI, service center BioInfra.Prot, funded by the German Federal Ministry of Education and Research (BMBF) – Grant FKZ 031 A 534A”*).

I hereby confirm that I took note of the attached FAQ Document and agree with the above-mentioned conditions for the service and the attached data protection policy of BioInfra.Prot.

I agree to receive information about future de.NBI training courses (e.g. R or tool training courses) via e-mail.

Place, Date

Signature (requester)

Place, Date

Signature (Project Leader/PI)

Place, Date

Signature (Consortium Leader)

History of Document Versions:

v1.0: 3rd September 2015

v1.1: 26th January 2016

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