

MEMORANDUM OF UNDERSTANDING - USE OF CENTER INSTRUMENTATION RESOURCES

DEFINITIONS, ACKNOWLEDGEMENT REQUIREMENTS, INSTRUCTIONS

DEFINITIONS:

User Training

The SCSB managers have the responsibility to train students, post-docs and technicians in the correct use of the Center instrumentation, to administer any health and safety requirements, and to ensure Center research resources are used properly and safely. With consent of the Center Director, a full SCSB member or instrument manufacturer may perform Center research instrumentation training. The support of the SCSB and the assistance by the staff member(s) must be acknowledged in any publications.

Collaborations*

The possibility of collaborative research arrangements may be initiated by contacting the Center Director or any full SCSB faculty member (PI) or appropriate laboratory manager. Of course, agreement to collaborate is at the discretion of both parties and requires an understanding of time and financial commitment and how outcomes of the collaboration (e.g. publications, patents, grant applications) will be handled.

SCSB personnel's collaboration on a grant requires discussion with and authorization by the Center Director prior to the grant submission. At that time, the level of effort and level of support on the grant will be determined and agreed upon.

Mentoring*

If you do not have the expertise to perform certain types of research the SCSB staff or faculty may be able to mentor your graduate student or post-doc as a collaborative project (see Collaborations above). Mentoring requires a significant commitment by both the mentor and student learning a new field of research. The Mentor would be expected to be a co-author on any publications resulting from the student or postdoc's research project.

*Mentoring and collaboration by facility managers typically involves a substantial time-investment, and is usually supported through a percentage salary recovery on the funded research project.

PUBLICATION ACKNOWLEDGEMENT:

SCSB resources must be referenced in any research report, journal or publication that requires citation of any author's work. The recognition of the SCSB resources is important for continuing and acquiring funding for the hardware and support services, and our research initiatives.

Suggested acknowledgement:

The authors acknowledge the Sealy Center for Structural Biology and Molecular Biophysics at the University of Texas Medical Branch at Galveston for providing research resources.

For Cryo-EM using the 2200 and for NMR using the 800:

The authors acknowledge the Sealy Center for Structural Biology and Molecular Biophysics at the University of Texas Medical Branch at Galveston and the W.M. Keck Foundation for providing research resources.

INSTRUCTIONS FOR FORM COMPLETION:

The Memorandum of Understanding (MOU) form for use of SCSB instrumentation resources is to be processed electronically using the electronic Adobe form on this website. Signatures of both the PI and Center Director are required before instrument usage begins. Steps for requesting resource usage:

1. PI user completes the electronic form, inserts his/her electronic signature, and forwards the form to the Center Director.
2. Center Director reviews the usage request and, if approved, inserts his electronic signature.
3. The approved form is returned electronically to the PI user with a copy to the resource manager for his information and appropriate scheduling.