

Acknowledgement and Co-Authorship for Work Conducted in the AIF

1. If you use any image in a publication that was acquired on an AIF instrument, the **AIF** needs to be listed in the **Acknowledgement** section. Because the AIF is partially funded through the Cancer Center, the **Cancer Center grant** needs to be listed as well.

NCI cancer center support grant **P30CA013330**

2. If your image was acquired on an AIF instrument purchased using a Shared Instrumentation Grant (**SIG**), you must **list the grant number**.

3DHistec Panoramic 250 Flash II slide scanner: **SIG #1S10OD019961-01**

Leica SP8 confocal microscope: **SIG #1S10OD023591-01**

Nikon STORM/SIM/TIRF microscope: **SIG #1S10OD18218-1**

JEOL 1400Plus TEM: **SIG #1S10OD016214-01A1**

3. If you received assistance from an AIF staff member including basic training, basic technical assistance on the microscope, basic image acquisition or standard sample prep, you should **list the name** of the staff member in the acknowledgements.
4. Some AIF Work is considered a contribution that warrants **co-authorship** on a manuscript and may be considered for patenting and/or licensing

a. **Significant intellectual contribution to the conceptualization and design:** extensive advice on a novel, complex sample or design of an experimental approach

b. **Development of new techniques and new scripts:** developing novel sample preparation techniques, developing new techniques on a microscope, writing software scripts

c. **Data acquisition/execution and interpretation:** in addition to acquisition of images, data is analyzed and interpreted, complete data sets are generated

Our guidelines are based on these NIH requirements:

"For each individual the **privilege of authorship should be based on a significant contribution to the conceptualization, design, execution, and/or interpretation of the research study**, as well as a willingness to assume responsibility for the study. Individuals who do not meet these criteria but who have assisted the research by their encouragement and advice or by providing space, financial support, reagents, occasional analyses or patient material should be acknowledged in the text but not be authors."

Equipment Usage Guidelines:

- All unassisted users must be trained by AIF staff.
- You must have an iLAB reservation before using the equipment.
- Vacate the equipment promptly at the end of your scheduled time if another user is scheduled
- You may cancel a reservation up to 4 hours in advance in iLab.
- To cancel an appointment after the 4-hour deadline, call AIF staff x3547.
- Appointments more than 30 minutes late without notifying AIF staff are considered no-show and may be cancelled
- No-shows will be billed for full scheduled appointment time.
- Users will be billed from the reservation start time; billing stops with log off.
- Some instruments have daily use restrictions; please check iLAB.
- Users may not change default settings on any machine. Each imaging session begins and ends with the microscope in the “standard configuration”.
- Users must follow the appropriate [hazardous material and waste policies](#).
- Please notify AIF staff if there is anything wrong with a piece of equipment.

Policies on Storing Data on Facility Computers:

- All data must be saved in the designated User Files directory.
- Users must transfer their own data to reststop or the data server.
- User files are deleted after 30 days without notice.

Please acknowledge that you have read this document and agree with these guidelines:

Printed name of researcher:

Date and Signature of researcher:

Printed name of PI:

Date and Signature of PI: