



Albert Einstein College of Medicine

# Analytical Imaging Facility Acknowledgements and Co-Authorship Form

## Acknowledgement Requirements

1. If you use any image in a publication that was acquired on an AIF instrument, the AIF must be listed in the Acknowledgement section.
2. Because the AIF is partially funded through the Cancer Center, the Cancer Center grant needs to be listed as well. That is NCI Cancer Center Support Grant **P30CA013330**.
3. If your image was acquired on an AIF instrument purchased using a Shared Instrumentation Grant (SIG), you must list the grant number.
  - P250 slide scanner: **1S10OD019961-01**
  - Leica SP8 confocal: **1S10OD023591-01**
  - Nikon Super-Resolution: **1S10OD18218-1**
  - JEOL 1400Plus: **1S10OD016214-01A1**
4. 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.
5. Some AIF Work is considered a contribution that warrants co-authorship on a manuscript and may be considered for patenting and/or licensing. Such work includes:
  - a. Significant intellectual contribution to the conceptualization and design: extensive advice on a novel, complex sample or design of and 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 Use Requirements

- 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.”
- Please notify AIF staff if there is anything wrong with a piece of equipment.
- Users must follow the appropriate [Hazardous Materials Management Policies and Procedures, EHS-POL-2018-002](#).
- All publications that include data generated in the AIF, must acknowledge the [Analytical Imaging Facility Acknowledgements and Co-Authorship Policy, SFAC-POL-2018-005](#), of the Albert Einstein College of Medicine, the appropriate grant numbers and the names of AIF staff involved.

### 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.
- AIF is not responsible for data storage. 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: \_\_\_\_\_

Signature of Researcher: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of PI: \_\_\_\_\_

Signature of PI: \_\_\_\_\_ Date \_\_\_\_\_