

NextSeq Booking & Authorization Form

Submitter:		Experiment Name:	
Email:		Requested run date:	
Type of flow cell:			
High Output	75 Cycles	300 Cycles	
Mid Output	150 Cycles		
Type of experiment:			
Bulk	Single cell		
RNA	Exome	Other (please specify):	
ChIP	DNA		
ATAC			
Species/Genome version:			
Human	Hg19	Hg38/GRCh38	Other:
Primary human material		If yes, Ethics Approval Reference No.:	
Mouse	Mm9	Mm10/GRCm38	Other: Strain:
Other:	Genome version:		
Kit used for library generation:			
Indexing strategy:			
Number of indices:	single	dual	None:
Length index 1 (in bp)	6	8	Other:
Length index 2 (in bp)	6	8	Other:
Single or paired-end reads:			
Single end		Paired end	
		If paired end:	
		Equal length for both reads:	
		Different setup (please specify):	
Do you require help with library pooling or quantification?			
No		Yes	
If yes, please specify:			
Additional comments:			

To be completed by the NGS Core Unit:

Run date:

Run No.

Terms of Use & Authorization Form

I hereby authorize the NGS Core Unit of the Regensburg Centre for Interventional Immunology (RCI NGS Core) to perform certain sequencing services on biological material and/or DNA libraries that my lab submits to the RCI NGS Core. I will make sure that all orders and decisions that members of my lab or other persons that act on my behalf communicate to the RCI NGS Core have been authorized by me, and as the Principal Investigator I agree to carry the final responsibility. I also confirm that my lab and my institution will cover the costs for the sequencing (Quotes are available on request).

I confirm that I have read, understood and accepted the following terms and conditions:

- Submitters may only submit samples and libraries to the RCI NGS Core for which they have the right to perform comprehensive genomic characterization and to access the resulting data. The submitters must hold appropriate ethical approval, must adhere to all regulations and must have confirmed that no laws or regulations exist that would make it illegal or problematic for the RCI NGS Core to perform sequencing-based analysis of the submitted material or to make the data available to the submitter. Specifically, any biological samples deriving from human subjects (e.g. patient material) may only be submitted to the RCI NGS Core if written informed consent of the donors has been obtained by the submitter. All samples must be labeled with a pseudonym that does not allow the direct identification of human subjects. With the submission of such samples, the submitters ascertain that written consent has been obtained and that the consent form as well as the requested services have been approved by an ethics vote of the appropriate ethics committee according to the declaration of Helsinki.
- The RCI NGS Core aims for highest quality but cannot guarantee any minimum read count or quality score because these values depend highly on the submitter-provided material. Technical failures that are the sole responsibility of the RCI NGS Core (e.g. an accidentally dropped flow cell) are repeated free of charge. Failures that are primarily caused by problems with the submitted materials (e.g. a submitter-prepared library of insufficient quality) are billed to the submitter.
- Prices for “collaborative sequencing” are subsidized by the Regensburg Centre for Interventional Immunology (RCI). To ensure that these subsidies are used in the most effective way, collaborative sequencing comes with certain responsibilities for the submitter: (i) Appropriate measures must be taken to ensure that the study stands reasonable chances of success. Specifically, submitters may be requested by the RCI NGS Core to provide a project abstract and/or a concrete bioinformatic analysis plan that documents the feasibility of the approach; (ii) Submitters must provide a sample annotation sheet with detailed documentation of the protocols used, in order to facilitate sequencing operations and error handling; (iii) the RCI NGS Core coordinator (Michael Rehli) must be informed prior to submission of any publications arising from collaborative sequencing (an informal e-mail with title, author list and abstract of the manuscript is sufficient), and the RCI NGS Core must be acknowledged through a suitable sentence in the Acknowledgement section (e.g. “Sequencing was conducted at the NGS Core Unit of the Regensburg Center for Interventional Immunology (RCI, University Regensburg and University Medical Center Regensburg, Germany)”).
- The sequencing service is currently provided solely for research purposes and "as is", without any form of guarantee or liability.
- Samples provided for sequencing in the RCI NGS Core remain the property of the submitter. The RCI NGS Core guaranties keeping of samples for a period of three months. Remaining samples may be returned to the submitter.
- Sequencing data is made available to the submitter in standardized data formats for a period of three months and is then deleted.
- Submitters will be held responsible for any damage to RCI NGS Core equipment that results from improper usage or transfer of malware (e.g. viruses).
- Failure to adhere to the terms of conditions may result in a temporary or permanent ban from using certain services provided by the RCI NGS Core.

Ort, Datum

Name

Signature