User Agreement
Pelotonia Institute for Immuno-Oncology
Immune Monitoring & Discovery Platform

**Training**

All Immune Monitoring & Discovery Platform (IMDP) users must complete the appropriate resource training to use IMDP resources independently. Training requests can be made by emailing imdp@osumc.edu.

**Resource Reservation**

After you complete the required training, you will be granted access to schedule IMDP services. All reservation and billing events occur in eRAMP (https://eramp.osumc.edu/welcome). Once users are approved to access the scheduling calendars, most resources can be scheduled at will. Certain resources may require IMDP staff approval before usage, in which case you will be notified of such approval when granted. You must schedule and use resources under your own name.

**Access**

IMDP users must be granted access to IMDP laboratory spaces via ID Badge. You will be added to the access list only after you have completed the required training.

**Expectations**

Users are expected to follow instructions provided in IMDP training programs, be good partners in keeping laboratory space clean and treat other users and IMDP staff members with courtesy and professionalism.

**Safety Policy**

All IMDP space is designated BSL2. All work conducted in these spaces must follow OSU EHS (https://ehs.osu.edu/) and Biosafety https://research.osu.edu/research-responsibilities-and-compliance/biosafety) requirements.

**Data Storage**

The IMDP expects users of any direct flow cytometry, gel doc, imaging or other workstation to export their data upon completion of data acquisition for each event. The IMDP will store copies of such data for a minimum of two months and a maximum of one year before deletion.
User Fees

All services are priced according to OSUCCC and NIH guidelines. Users are required to pay for services as they used. Actual use is reconciled with scheduled time. Please notify IMDP staff if your actual use extends beyond 15 minutes of scheduled time. Actual use beyond scheduled time will be billed to user, with the addition of an administrative fee.

Acknowledgement in Publications and Presentations

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