SciLifeLab Infrastructure

General Terms and Conditions for Funding

Table of Contents

Introduction

SciLifeLab (Science for Life Laboratory) is a national centre for life science research in the field of molecular biosciences. The mission includes offering researchers from across Sweden access to an Infrastructure of advanced technical analyses of samples, support for data analysis and specialist expertise in molecular biosciences. SciLifeLab is regulated by a special governmental ordinance (förordningen, 2013:118, om Nationellt centrum för livsvetenskaplig forskning) and university directives (regleringsbrev) to KTH and UU. In addition, there are steering documents that describe the agreements among the Host Universities on how to manage SciLifeLab (see www.scilifelab.se).

The SciLifeLab Infrastructure is operated with funding from the National SciLifeLab budget and is available to all Swedish researchers. The Infrastructure is organized into technology or capability Platforms, which are further composed by Units. The Platforms and Units are approved by the SciLifeLab Board based on international evaluations and national discussions carried out every four years. The Infrastructure is organized, financed, managed, and developed with a long-term view to promote high quality interdisciplinary research in Sweden within and between academic institutions, industry, and healthcare.

This document aims to clarify the conditions and expectations linked to the appointment of Platforms and Units as part of the SciLifeLab Infrastructure, the criteria for services provided, funding issues, governance, organizational structure, and other operational principles and policies.

General

Each Infrastructure Unit is hosted by and integrated with one or several departments within one or several universities. The Units are part of the Host Department operations and must follow applicable rules of procedure, delegation of authority and guidance of its Host University and Department.

National SciLifeLab funding that the Board approves is provided to the specific Host Department at the Host University of the Unit or Unit Node, based on the Board decision and/or instructions from the Platforms and Units. The funding must remain at the specific Host Department and cannot not be transferred to any other University, and the Head of the Host Department (or equivalent executive head with the overall economical responsibility) must agree upon the terms and conditions for the SciLifeLab funding, including the financial, HR, legal and reporting requirements.

The use of National funding from SciLifeLab is intended for infrastructure operations only. The funding must be kept separate from research funding, on separate accounts. The Head of Unit (HU) (see Governance below) is responsible for that infrastructure grants are used in accordance with the terms and conditions for funding described in this document. If the HU is part-time also a PI and operates personal research grants, it is the responsibility of the HU together with the Head of Department to keep these two roles and the two funding streams separate. If the funding to the Unit decreases or ends, the HU, or any other closely associated research group, should not be responsible for the deficit from his/her research funds as a PI.

SciLifeLab follows the directives of the Host Universities, for example that all employees and students must be treated with respect and be given the opportunity to work and study on equal terms regardless of sex, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation, age, or social background. Equal opportunities are a quality issue for the organization and a justice issue for the individual as regulated in the Higher Education Act (SFS 1992:1434), Discrimination Act (SFS 2008:567).

This *Terms and Conditions for Funding* document applies by default to all SciLifeLab Platforms and Units. Exceptions may be described in a separate version of this document.

Criteria for Funding of SciLifeLab Infrastructure Units

Nominations as SciLifeLab Infrastructure Unit and funding decisions are made by the SciLifeLab Board, after recommendations from the Director and the Management Group. The decisions will be based on international evaluations, internal discussions in the Management Group, as well as discussions with university representatives and the National SciLifeLab Committee (NSC). Below are the most important criteria that a SciLifeLab Infrastructure Unit should ideally meet:

- **Facilitate** world-leading research in molecular life sciences
- **Enable** research that otherwise would not be possible in Sweden
- Provide high-quality services to **academic researchers, industry, healthcare, and other organizations in Sweden**
- Serve **multiple research groups** in high-quality research projects **across the nation**
- **Function in** a high-quality research environment supporting continuous development of the technologies and services
- Operate according to **Good Infrastructure Practise** by ensuring high-quality and reproducible data production, using appropriate systems for recording and tracking data, and managing data by the principles of open access, FAIR and GDPR requirements
- Provide **internationally competitive** services
- Have a **long-term plan** for instrumentation renewal, technology development, data management and sharing, scientific domains and user communities being served, as well as for a sustainable and versatile funding base
- Provide complementary and **synergistic opportunities** within and across SciLifeLab Platforms
- Participate in **national coordination** of similar facilities at other universities in Sweden (when applicable)
- Promote **translational implementation** of research findings into healthcare, industry, and society (when applicable)

Evaluation and Decisions on Funding

SciLifeLab Platforms and Units are evaluated by international panels every four years (2024, 2028, 2032 and so on) complemented by strategic discussions with representatives from the universities and the National SciLifeLab Committee (NSC). Based on the outcome of the evaluations and discussions, the SciLifeLab Board decides on the organization and funding of Platforms and Units for the next two + two years. A midterm check-up of Platforms and Units will be performed halfway through the four-year funding period to ensure that conditions, expectations, and suggestions given to Platforms and Units have been acted upon. Based on the check-up, the SciLifeLab Management Group and the Board will decide upon the continued funding for the second two-year period. This may involve adjusting the funding or undertaking organizational changes to Platforms or Units.

Phasing out of Funding

If the SciLifeLab Board decides to phase out funding of an Infrastructure Unit, funding is decreased to 80% level compared to the previous funding year for an 18-months phase-out period after the decision. The Unit should provide service corresponding to the funding level during the entire phase-out period and deliveries should be reported for the first year of the period. Once the SciLifeLab funding ends (after the 18-months period), the SciLifeLab brand/name cannot be used in association with the Unit. Units may also be merged or reorganized across Platforms. In exceptional circumstances, such as gross negligence of good infrastructure practice or proven scientific

misconduct, funding to a Unit may be withdrawn immediately based upon a Board decision (see below).

Governance

Based on research area, technologies provided, and synergies with respect to user base, the SciLifeLab Infrastructure Units are divided into Platforms that are organized according to the figure below. Special terms and conditions may apply for some Platforms, and deviations from the generic Platform organization scheme can be allowed and approved in discussion with the SciLifeLab Director and Infrastructure Director.
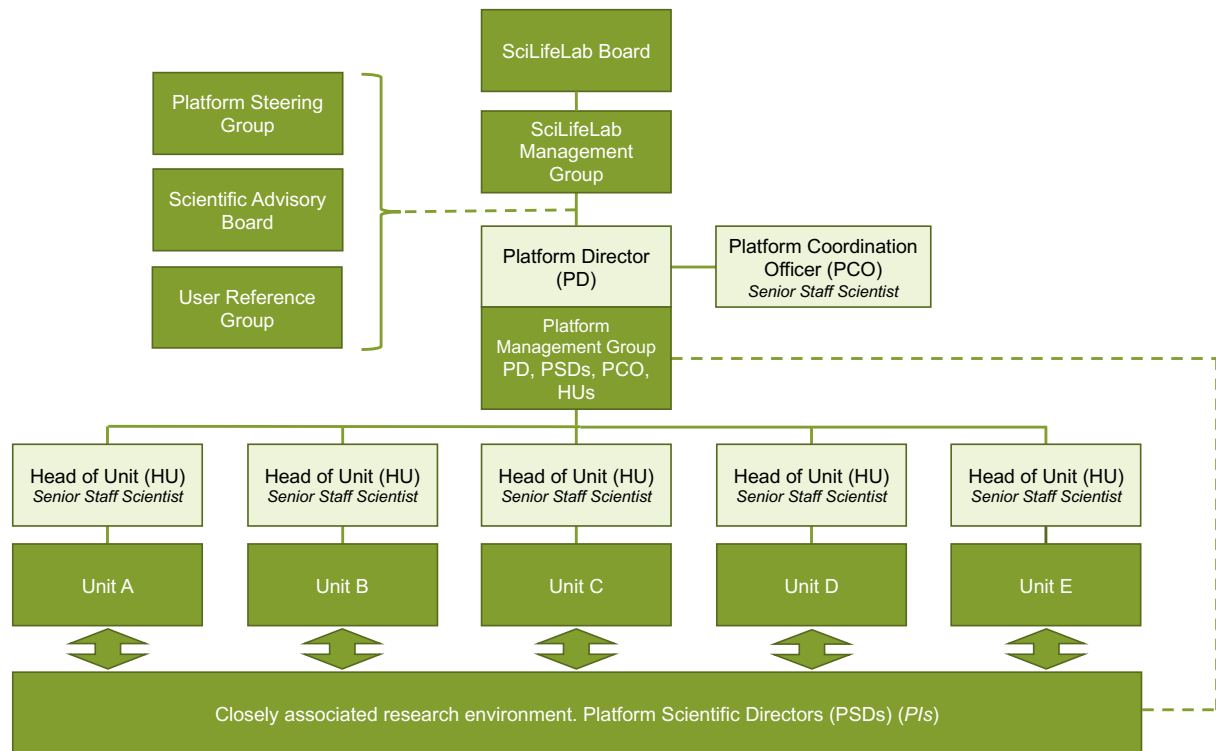
Platform Director (PD). Each Platform is managed by a Platform Director (PD). The PD should be a researcher on at least Associated Professor´s level or have equivalent experience from infrastructure work, healthcare, or industry, with a strong scientific knowledge of the Platform technologies and their research applications. The PD should exhibit excellent leadership qualifications and be a skilled team leader. The PD should also have a genuine interest in developing and improving research infrastructures and devote at least 10% of working time on Platform operations. A flat-rate compensation corresponding to an effort of 0.1 FTE for the PD may be covered by SciLifeLab funding via a Board decision, while any additional compensation must be covered by the Platform budget. The PD is appointed by the SciLifeLab Board on a two + two-year basis via an open call, or through a letter of interest procedure among the Platform Management Group members. Replacement of PD must be approved by the SciLifeLab Board. The SciLifeLab Director may nominate a temporary PD until the next Board meeting. The PD reports to the SciLifeLab Management Group (MG).

The PD is responsible for:

- Leading the work in the Platform Management Group (see below) according to Mission and Specific Terms and Conditions for SciLifeLab funding to the Platform and its Units given in a separate document

- Platform strategy and operational plans, including participation in cross-Platform service offerings ("capabilities")
- Platform budget (for any dedicated SciLifeLab funding on Platform level)
- Overall Platform deliverables (KPIs)
- Representing the Platform at SciLifeLab meetings, in communication with the MG and the Board, as well as in external communication and outreach
- Assembling feedback reports and material on Platform level requested for evaluations by the International Evaluation Committee (IEC) and International Advisory Board (IAB)
- Communication with the Platform Steering Group (see below) on strategic and operational issues on a regular basis
- Platform reporting to SciLifeLab

Platform Co-Director (Co-PD). Optionally, Platforms can appoint a Co-PD if shared leadership of the Platform is desirable and appropriate. The profile of qualification for the Co-PD is equal to that of the PD, as well as the procedure for appointment.

Platform Coordination Officer (PCO). Each Platform must appoint a Platform Coordination Officer (PCO) that reports to the PD. The PCO role is to assist the PD in coordinating the Platform operations and should devote at least 20% of working time on Platform related activities. A flat-rate compensation corresponding to an effort of 0.2 FTE for the PCO may be covered by SciLifeLab funding via a Board decision, while any additional compensation must be covered by the Platform budget. The PCO should be a senior staff scientist, with strong scientific knowledge of the Platform technologies and their research applications and be a skilled team leader. The PCO may be a Head of Unit (see below), or a senior staff scientist with the above-described qualifications from any of the Platform Units. The PCO is appointed by the Platform Management Group (see below) and approved by the SciLifeLab Board on a two + two-year basis in conjunction with the funding decision. Replacement of PCO must always be reported to the Infrastructure Coordinator at the SciLifeLab Operations Office and be approved by the SciLifeLab Director and Infrastructure Director.

The PCO is responsible for:

- Organizing Platform Management Group meetings on a regular basis and making sure that meeting minutes are recorded, appropriately stored, and made available to all Platform staff as well as the Infrastructure Director and Coordinator.
- Communication on the Platform including all staff at the Units
- Executing and following-up on the Platform operational plan and Platform Management Group decisions
- Representing the Platform at SciLifeLab meetings, in communication with the Operations Office and the MG, as well as in internal and external communication and Platform outreach.
- Assisting the PD with feedback reports and material on Platform level requested for evaluations by the International Evaluation Committee and International Advisory Board (IAB)
- Assisting the PD with Platform reporting to SciLifeLab
- Assisting the PD in coordination of Platform equipment inventory and applications to SciLifeLab internal instrument and technology development project (TDP) calls
- Maintenance of the SciLifeLab Platform webpage (if applicable)
- Coordinating user workshops and courses on the Platform level
- Data management and user guidance on the Platform level together with Data Centre on open access, FAIR and GDPR requirements

Head of Unit (HU). Each Unit of the Platform is managed by a Head of Unit (HU) that reports directly to the PD. Units may have operations at several departments and can have one or more Co-HUs. The HU should devote at least 50% of working time on Unit and Platform related activities. The HU should be a senior staff scientist, have a strong scientific knowledge of the Unit technologies and their research applications, and be a skilled team leader.

The HU is responsible for the budget, personnel, and everyday operations at the Unit, including project management and allocation of Unit resources. The HU is, with support from the corresponding PSD (see below), also responsible for the scientific and the strategic development of the Unit, in line with the operational plan of the Platform. The HU should actively contribute to the platform work by directives given by the PD and PCO, and always be accessible for communication with the PD, MG, and OO. The HU should be appointed in discussion with the Infrastructure Director and Coordinator and be approved by the SciLifeLab Director on a two + two-year basis in conjunction with the funding decision. For Units with several sources of funding, the HU should be jointly appointed by the SciLifeLab Director and other significant external funding bodies. Replacement of HU must always be reported to the Infrastructure Director and Coordinator and be approved by the SciLifeLab Director.

The HU is responsible for:

- Management of staff
- Unit operational plan
- Contributing to platform operations and activities as well as cross-unit and cross-platform capabilities
- The budget of the Unit and build-up of economy structure according to instructions from Operations Office
- Annual reporting to SciLifeLab
- Coordinating the Unit´s financial reporting with the SciLifeLab Financial Coordinator at the Host University
- Providing the latest version of the SciLifeLab Terms and Conditions for Funding (this document) to the Head of Department
- Outreach and communication with users
- Coordination and prioritization of project applications in agreement the Platform Operational Plan
- User fee models for academic users and for full cost models applicable for industry and healthcare users
- User agreements
- User workshops and courses
- Unit deliverables (KPIs)
- Ensuring high-quality and reproducible data production
- Training and competence development of Unit staff
- Collaboration with external research group(s) on technology development, and instrument plans and use.
- Technology development and implementation of new methods and protocols
- Data management and user guidance together with Data Centre on open access, FAIR and GDPR requirements
- Maintenance of the SciLifeLab Unit webpage, including list of services

Platform Scientific Director (PSD). Each Unit should ideally have an established formal association with at least one, preferably co-located, research group. The association should be based on mutual scientific synergies in terms of technology focus, development of new techniques, and sharing of instruments. The PI of such associated research group can be offered to be member of the Platform Management Group (see below) with the title of Platform Scientific Director (PSD). PSDs are appointed by the PD in discussion with the Infrastructure Director. The role of the PSD is to actively contribute to the strategic development of the Platform and serving as scientific expert in the technology field of their respective associated Unit.

Platform Management Group (PMG). The PD, PSDs, PCO, HUs, and additional senior staff scientists according to the choice of PD, constitute the PMG. Preferably, representatives from other relevant Platforms should also be part of PMG as adjunct members. The PMG has the overall

responsibility for the strategic and scientific development of the Platform according to the SciLifeLab Specific Terms and Conditions for Funding of the Platform and its Units. The members of the PMG should be appointed in discussion with the SciLifeLab Infrastructure Director and Coordinator. The PMG should meet on a regular basis, and the PCO must make sure that notes from these meetings are recorded, stored, and made available for all Platform staff and the Infrastructure Director and Infrastructure Coordinator. Decision-making on Platform level is performed by the PMG members based on the consensus principle. For important proposals, it is essential that all PMG members that cannot attend a decision-making meeting are informed and have the possibility to provide input on beforehand. If there are significant reservations or disagreement among PMG about a proposal, the MG should be consulted and become the decision-making body for the proposal, if applicable.

External bodies. To ensure external, SciLifeLab-independent, input on the infrastructure operations, platforms should appoint a set of external bodies to be approved by the SciLifeLab Director and Infrastructure Director. The arrangement of external bodies may differ between platforms and should consider any terms and conditions for funding from other significant financiers and/or specific needs for the platform.

Platform Steering Group (PSG). For Platforms/Units receiving major funding from other bodies (e.g. the Swedish Research Council (VR)), the funder typically expects the appointment of a Steering Group. Such Steering Groups can, if agreed with the SciLifeLab Board, assume responsibility for the steering of SciLifeLab funded operations as well (according to SciLifeLab´s terms and conditions for funding agreements). The PSG should ideally have a broad national representation and consist of SciLifeLab-independent technology experts, and user representatives from academia, and if applicable also from healthcare and/or industry. The PSG should meet on a regular basis with the main task to give input to the long-term strategy for the Platform and to approve important major proposals to be decided upon by the SciLifeLab MG and Board. For Platforms with no major overlapping external funding stakeholders, the appointment of a PSG (according to the above criteria) is optional. Alternative arrangement of external bodies, e.g., a combined PSG and SAB, User Reference Group etc. can be employed in discussion with the Infrastructure Director.

Platform Scientific Advisory Board (SAB). Each PMG (or PSG if applicable) is encouraged to appoint a Platform Scientific Advisory Board to advise on long-term scientific development from an international perspective. The SAB should preferably include 3–5 international experts with competences relevant for the Platform research fields and should be selected to cover the range of technologies provided by the Platform.

User Reference Group. User Reference Group may serve as a valuable external body to some platforms. The group should have a broad representation of users across the Swedish universities and representation from industry and healthcare should also be considered.

Project Prioritization. To ensure user access to services on equal terms regardless of the user´s affiliation, Platform and Units should develop, document, and apply appropriate and transparent models for project prioritization. This is especially important when user projects demand significant operational resources. Platforms and Units can appoint a Project Prioritization Committee (PPC) responsible for the prioritizing of major project proposals. The PPC function can alternatively be a task of the Platform Steering Group. Project prioritization should primarily be based on scientific quality, technical feasibility, and if applicable, clinical potential. Data handling and data management plan should also be considered, ideally in collaboration with the SciLifeLab Data Centre and the Bioinformatics Platform (see below). The PPC should ensure that services are provided on equal terms to academic users. In addition, all Units should be prepared to allocate up to 15% of the services to healthcare, industry, governmental agencies, and international users. In Units dedicated to diagnostic development and healthcare services, these percentages can be higher. Units are also encouraged to make sure that project prioritization considers favourably young principal investigators.

Additional Funding to Platforms and Units

An expectation for a successful and sustainable SciLifeLab Infrastructure Unit is that it continuously receives funding from its Host University(ies), other participating universities or other funding agencies. The Platforms and Units should always contact the SciLifeLab Infrastructure Director well in advance before applying for external infrastructure funding, particularly from VR. This is mandatory if the SciLifeLab funding will be used as co-funding in the application since the funding period for the VR grant may exceed the current funding commitment of SciLifeLab.

User Fees

SciLifeLab Infrastructure Platforms and Units should charge user fees according to pre-defined and documented cost models. Units are responsible for the preparation and implementation of cost models, including a full cost model in accordance with Ekonomistyrningsverket's guidelines "Sätt rätt pris" (www.esv.se/publicerat/publikationer/2014/satt-ratt-pris). Cost models should specify what costs the user fees are covering and should be aligned with common practice at the Host University.

Service and Users

The Infrastructure Platforms and Units should provide high quality services to users who are engaged in research projects of high scientific impact. The service should be such that the users can pursue projects without being an expert in the technology. Platforms and Units should define criteria for prioritizing projects primarily based on scientific impact, technical feasibility, and other Unit-specific criteria. The service should be accessible on equal terms to all Swedish academic users including the members of SciLifeLab Board, MG, NSC as well as PDs, PSDs, SciLifeLab Group Leaders and Fellows. Service should also be accessible to researchers within the private sector, healthcare, and governmental agencies. Part of the capacity, up to 15%, may also be used for service to international users. The users carry the responsibility for any necessary legal or ethical considerations regarding analyses and material (e.g., ethical permits, the Nagoya protocol, GDPR etc), and the Unit should make sure the user has understood this responsibility.

The Infrastructure Units are encouraged to actively identify opportunities to participate in large-scale research projects that address grand societal challenges within life science related areas. This includes active participation in the SciLifeLab Research Community Projects as well as interactions with SciLifeLab Fellows, WCMM Fellows, DDLS Fellows, ERC grant recipients and other promising young PIs.

Technology Development

Up to 20% of SciLifeLab funding provided to an Infrastructure Unit can be used to develop, implement, and adapt new or improved services, methods, and technologies. These efforts should not entail resource building or *bona fide* research projects. Method and technology development may involve collaboration with national and international academia, industry, healthcare, and governmental agencies. SciLifeLab and Host Universities will in addition support technology development through Technology Development Project (TDP) grants.

Quality control

SciLifeLab Infrastructure Platforms and Units should implement quality control processes to ensure that services are delivered in accordance with the high-quality standards SciLifeLab users have the right to expect. Adherence to good laboratory practices is expected, including documentation of standard operating procedures, use of electronic lab notebooks (ELN or equivalent systems), electronic sample and data workflow systems (LIMS or equivalent), project planning systems (ProjectPlace or similar), and electronic systems for communication with users (Data Centre's Order Portal, for example). Units should consult the SciLifeLab Data Centre for guidance on systems to use, and to communicate any needs regarding IT systems and data management tools.

Data Management and Sharing

SciLifeLab Infrastructure Platforms and Units should guide users with the analysis, storage, availability, and accessibility of the data produced by the Units. Supported projects must be assigned a unique identifier, and Units should collect the appropriate project information to enable tracking and reporting. Units will be required to submit such data to a central database to facilitate cross-Platform services, at the time when the SciLifeLab Data Centre will provide the platform for this.

In accordance with increasing demands from funders and scientific journals, we recommend that projects that include data management of any type set up a Data Management Plan (DMP). For example, all projects receiving supported from VR are required to have DMPs. We recommend that Platforms and Units ensure users set up a plan that estimates at least existing and requested resources to deal with data analysis and management, including computing, storage, archiving, security, and accessibility. Templates and guidelines for DMPs can be provided by the SciLifeLab Data Centre. In the near future, DMPs will be required for all SciLifeLab supported projects.

The Infrastructure Units are required to inform supported projects about the obligations:

  a) to acknowledge SciLifeLab support in publications, using the unique identifier assigned at the start of the project, and
  b) to report back to SciLifeLab when data has been used in a publication and where the data has been deposited.

SciLifeLab supported projects should adhere to the principles of open science, including open access to both publications and data to the greatest extent possible, given ethical, legal, and intellectual property considerations. The Units must ensure that sensitive and confidential information (e.g., from healthcare-related projects) is handled in accordance with current laws, regulations, and Host University practices, including GDPR directives.

The SciLifeLab Data Centre will provide support to the Infrastructure Units to address requirements and recommendations in this section.

Courses and Training

The Platform and Units should provide courses and training related to technologies, analyses and application of the technologies and the data generated. Courses and training should be offered to national academic user communities. Preferably, courses and training should also be offered to users within healthcare, governmental agencies, industry as well as international users according to rules and regulations for "uppdragsutbildning". Costs for courses and training are usually covered by the Unit budget and/or through participant fees (if applicable).

Communication and Branding

The Infrastructure Platforms and Units should actively communicate to potential users regarding opportunities for existing and new services, both through own initiatives and by participating in events organized centrally by SciLifeLab. New possibilities and important research results produced using technologies and service provided should actively be communicated to the research community and to the society.

SciLifeLab Platform and Units should keep their website up to date and be active towards SciLifeLab Communications Office in terms of how communication and web traffic can be improved. With SciLifeLab web site being continuously developed, the Units should participate in making the web site as attractive as possible and well branded.

All SciLifeLab Platforms and Units should be primarily branded under the SciLifeLab name. The VR- and KAW-funded network names can be used as secondary, but not alone. VR networks that only partially overlap with SciLifeLab Platforms and Units are suggested to negotiate branding with the SciLifeLab management (contact Infrastructure Coordinator).

All Infrastructure Units should follow the SciLifeLab Brand and Communications Toolbox (https://www.scilifelab.se/community-pages/resources/#toolbox) and policies for the use of the SciLifeLab logotype. For the SciLifeLab brand to be clear, strong, and recognizable, it is important that it is handled consistently and purposefully.

National and International Strategic Collaborations

SciLifeLab Platforms and Units should, whenever applicable, have a national role in developing and maintaining infrastructure networks in their specific service area. The Platforms and Units should interact with other national infrastructures as well as relevant local core facilities across the country.

SciLifeLab Platforms and Units should participate in international networks, including EU networks and infrastructures (e.g., European Strategy Forum on Research Infrastructures (ESFRI), European Molecular Biology Laboratory (EMBL), and European Bioinformatics Institute (EMBL-EBI) and other global partners to sustain a cutting-edge, internationally competitive development.

Reporting

SciLifeLab Platforms and Units must report to the MG annually and upon request. The yearly report normally includes project deliveries, number of users and their national distribution, quality and efficacy metrics for data production, publications, financial report, and budget for the coming year. The financial report should contain complete financial information for the Unit including national funds, funds for drug discovery and development, Strategic Research Area (SFO)-funding, VR, KAW and additional funding and user fees. This information should be extracted from the Host University's

financial system twice a year by an economist at the Host Department and/or Host University. Every Host University has an appointed SciLifeLab Financial Coordinator that is responsible for coordinating all SciLifeLab financial reporting at their university. The Financial Coordinator is responsible for delivering the financial reporting to KTH in a predefined format. Reported deliverables will be used in the annual reports to the Ministry of Education and Research, as well as in other web-based or printed material that describes SciLifeLab activities.

For the major evaluation of the Infrastructure every fourth year, more detailed evaluation material and future plans will be requested. This will include general descriptions of Platforms and Units (e.g. instruments, staff, service etc.), SWOT analysis, benchmarking and operational plans (incl. four-year budget).

Units with phased-out funding from SciLifeLab or under reorganization should report during their first year of phasing out.

Agreements

Agreement between SciLifeLab and Infrastructure Units. SciLifeLab will provide an agreement regarding the SciLifeLab terms and conditions for funding given in this document to be signed by the Head of Unit, Head of Department, the SciLifeLab Director, and the Infrastructure Director. Head of Units are responsible for informing their respective Head of Department about the SciLifeLab terms and conditions for funding, and particularly that infrastructure funding must be kept separate from research funding of any scientists associated with the Unit.

Agreement between Infrastructure Units and Users. SciLifeLab Units should prepare and employ User Agreements. The agreements should specify the conditions, responsibilities for each party, estimated fees, and timelines. In User Agreements, Units must include writing to collect consent to process personal data in accordance with GDPR. Consent must also be given to cover the presumption that any user is a user of SciLifeLab as a national infrastructure, and data, such as project specific information, is collected to serve that purpose, and therefore may be shared with other platforms. User agreements should be prepared in consultation with the legal department of the Unit´s Host University.

Other agreements. Agreements that concern national VR-funded infrastructures that substantially overlap with SciLifeLab funded Platforms/Units, need to be discussed with the Infrastructure Director and the Management Group to clarify mandate and responsibility of potential steering groups. Unless otherwise agreed, the SciLifeLab Management Group and Board are fully responsible for strategic decisions of the Unit.

Principles for Publications

When SciLifeLab Infrastructure staff make significant intellectual contributions to research, the persons involved should be included as co-authors in accordance with the Vancouver principles. For all other publications that are the result of the use of routine infrastructure services, SciLifeLab Unit(s) should be included in the acknowledgment section of the paper. The Units should actively encourage users to undertake such acknowledgements.

Freedom to operate and non-competition

SciLifeLab expects that the Infrastructure Platforms and Units can provide the services to its users without interfering with commercial interests and with companies providing similar services. Freedom to operate and non-competition are particularly critical when providing full-cost services to industry and healthcare.

Conflicts of Interest

Infrastructure staff and Platform Management Group members should avoid personal conflicts of interest e.g. being involved in companies providing instruments, equipment or reagents to the Infrastructure Units. Infrastructure staff can be engaged in external activities according to permissions from the Host University. These may include spin-off companies arising out from the SciLifeLab Infrastructure, which should be carefully structured not to act in a competitive manner. Infrastructure staff must disclose to the SciLifeLab Infrastructure Director any such potential conflicts of interest.

Scientific and Infrastructure Misconduct

If there is a suspicion of scientific misconduct either by SciLifeLab Infrastructure users or by the staff, the suspicion should be disclosed according to the practices of the Host Universities involved. The PD and the SciLifeLab Infrastructure Director should also be notified, and MG should be made aware of each such case. The Host Universities are in charge of investigating whether there is evidence of scientific misconduct as well as potential consequences and should keep the SciLifeLab MG well informed of the progress of the investigation. In exceptional documented cases of misconduct, infrastructure funding to a Unit may be discontinued based on a Board decision without an 18-month grace period.

Updates and Changes

The SciLifeLab Management Group and Board reserves the right to change and make additions to this document at any time, and such changes or modifications shall be effective after being discussed with the Platform Management Groups and communicated to the Head of Units/Host Departments.