**Important:**

Please send us the proposal first electronically as \*.docx.

After we mutually agree, please sign the proposal and send the scan via e-mail.

We only measure samples after mutual agreement of feasibility and scientific reason.

***Project Proposal and
HMGU Collaboration Agreement (external only)***

|  |
| --- |
| **Project Title** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Acronym** | **LIMS-ID** |  | **Start Date** |
|  |  |  |  |

|  |
| --- |
| **Principal Investigator (PROVIDER) (of material to be analyzed and payment)** (Institute, address, email, telephone) |
|  |

|  |
| --- |
| **Involved People/Institutes and Planned Authorships\*** (according to DFG rules, https://wissenschaftliche-integritaet.de/kodex/autorschaft/) |
|  |

\* This may change during the course of the project due to changes in efforts and based on mutual agreement

|  |
| --- |
| **Project Summary** |
|  |

|  |
| --- |
| **Scientific aim**  |
|  |

|  |
| --- |
| **Requested Analysis** [check field(s)] |
| [ ]  **Targeted metabolomics (please specify, which assay)**The final report will include metabolite identities and their concentrations.[ ]  Absolute*IDQ* p150 Kit [ ]  Absolute*IDQ* p180 Kit[ ]  MxP Quant 500 Kit [ ]  Bile Acids Kit[ ]  Absolute*IDQ* Stero17 Kit [ ]  Steroids (in house method)[ ]  Lipidyzer [ ]  Eicosanoids[ ]  Adapted Newborn Screen [ ]  Metformin (in house method)[ ]  **Non-targeted profiling (Metabolon library)**The final report will include metabolite identities for biochemicals that are annotated in the Metabolon database library, supplemented with the corresponding signal intensities.[ ]  Additional Option “Unknown Compounds” [ ]  **Others, specify:**(dependent on discussion) |
| **Payment: HMGU PSP-Element and POF topic**(only internal)**,** **Offer number** (only external) |
|  |

|  |
| --- |
| **Billing Address and VAT-ID** (only external) |
|  |

|  |
| --- |
| **External ONLY: Mutual Collaboration Agreement between PI-CORE FACILITY and PI-PROVIDER (page 5)** |
| **Signature PI-PROVIDER** |  | Date: |
| **Signature PI-CORE FACILITY** |  | Date: |

|  |
| --- |
| Ethics and Legal declaration and acceptance of CF-MPC guidelines |
| I hereby declare that the proposed project fulfills the relevant ethical and legal specifications and full ethical approval has been obtained. I have read and understood the guidelines for CF-MPC and accept these.Munich, (add date) (Signature) |

|  |
| --- |
| **Declaration of consent – Data protection** |
| I consent to the information and contact details provided by myself being used by Helmholtz Zentrum München to contact me for communication purposes and address my query. This is especially applicable for the use of my E-Mail address and potentially my phone number. I know that I can revoke my consent to the collection, use, and storage of my personal data at any time by sending my revocation to proteomics@helmholtz-munich.de. For any queries regarding the use of my personal data on this website, please see the [DATA PROTECTION STATEMENT](https://www.helmholtz-muenchen.de/en/privacy-statement/index.html) (<https://www.helmholtz-muenchen.de/en/privacy-statement/index.html>) For any further inquiries regarding your personal data, please contact our Data Protection Officer at: datenschutz@helmholtz-munich.de Click here to agree[ ]  I have read the Data protection statement and I agree. [ ]  I have read the notes above and I agree.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place, Date Signature |

***Samples***

**Important:**

**Please prepare the sample list according to the “ExampleSampleList\_Metabolomics.xlsx” and put the project acronym and the LIMS-ID into the file name.**

**Please also place the label of the project acronym on two orthogonal sides of the sample boxes.**

|  |  |
| --- | --- |
| **Sample type**[check field(s)] | [ ]  EDTA-Plasma [ ]  Heparin-Plasma [ ]  Serum [ ]  Cells: [ ]  *adherent* [ ]  *suspension*[ ]  Tissue/Organ: [ ]  Other:  |
| **Species** |  |
| **Special properties of samples** | [ ]  toxic [ ]  hazardous[ ]  infectious [ ]  not harmful*We hold permission to process samples of safety levels S1 and L2, but not of those above.* |
| **Type of storage vial**[check field] | Eppendorf safe lock vial: [ ]  1,5 mL [ ]  2 mLHomogenisation tube: [ ]  0,5 mL [ ]  2 mL  [ ]  without beads [ ]  with glass beads[ ]  Other (please ask for applicability):  |
| **Number of samples** |  |
| **Amount per vial [µL]** |  |
| **After measurements samples should be**[check field] | [ ]  retrieved by the provider at own costs (Please place an order with a courier company to pick samples up at our place.)[ ]  destroyed after 6 months of storage at -80 °C⁫⁫ |

**EXTERNAL CUSTOMERS ONLY**

**Mutual Collaboration Agreement between PI-CORE FACILITY and PI-PROVIDER; Each also referred to as “PARTY”**

(1) The PROVIDER shall deliver the material (“MATERIAL”) as agreed upon to the CORE FACILITY and CORE FACILITY shall perform analyses as identified therein.

(2) The PARTIES shall agree on the study design and the required properties of the MATERIAL prior to measurement of samples. CORE FACILITY will advise PROVIDER on technology- and data interpretation-specific requirements. The PROVIDER is solely responsible for the preparation, design, and arrangement of the sample set, as specified in ANNEX I. PROVIDER shall ensure that MATERIAL and information provided are adequately addressing the project aims and match the standards of CORE FACILITY.

CORE FACILITY expressly disclaims any and all liability for unfeasible results due to MATERIAL not meeting the required properties. Furthermore, CORE FACILITY reserves the right not to perform the analyses at all.

(3) The PI of each PARTY ensures that all involved persons in the project (CORE FACILITY staff, PROVIDER, Project Fellows, and Cooperation Partners, including their subordinates and further third parties) will be informed about the content of this agreement and will comply with its stipulations in the course of the performance of the project. The PIs of both PARTIES are obliged to pass all relevant information about this agreement towards their Project Fellows and Cooperation Partners (including their subordinates and further third parties). The PIs are responsible that every single person involved in the project complies with this agreement.

(4) All information generated under this agreement shall be regarded to be confidential unless the PARTIES have agreed otherwise in writing or is determined otherwise in this agreement.

(5) The PARTIES will publish FINDINGS related to the MATERIAL in common and by mutual agreement. To avoid any doubt, these stipulations shall apply to each publication related to FINDINGS, whether it may be the first or any later publication. Authors of such publication will be determined according to Regulations for Good Scientific Practice (DFG regulations https://wissenschaftliche-integritaet.de/kodex/autorschaft/). Should data evaluation of FINDINGS not be performed by PROVIDER itself but a third party, PROVIDER shall ensure and take adequate measures that CORE FACILITY’s rights in publications according to this clause are fulfilled.

**ANNEX I Study Design Requirements**

Omics experiments require study designs, which have to obey applicable rules and quality assurance measures to enable high-quality study outcomes.

These rules and quality assurance measures include but are not limited to:

1. Sample collection shall be performed according to appropriate SOPs ensuring standardized conditions and good sample quality. SOPs will be supplied by CORE FACILITY to PROVIDER, if possible in advance of the start of sample collection.
2. However, despite the harmonization of SOPs, it has to be kept in mind that samples collected at different sites (e.g., hospitals, study stations, physician´s practices, laboratories) might reveal an additional bias.
3. Information about sample type (matrix), collections, handling, and storage of samples have to be reported to CORE FACILITY by PROVIDER in advance of study begin and in written form. Collection procedure, storage conditions, conditions at transport, freeze-thaw cycles, etc. might have a different impact on the integrity of distinct metabolites and proteins. Therefore, these criteria have to be taken into account for the process of data evaluation and interpretation.
4. Randomization of samples from cohorts has to be included to reduce the impact of age, sex, BMI, diet, medication, smoking, or other study-specific confounders. The randomization will be performed by CORE FACILITY and has to be mutually agreed with the PROVIDER before sample shipment. Samples have to be sorted by PROVIDER according to the randomization before sending them to CORE FACILITY. An electronic sample list has to be prepared by the PROVIDER according to the guidelines provided by CORE FACILITY and has to be sent to CORE FACILITY before sample shipment.
5. All samples designed for direct comparison have to be measured together in one set.
6. Samples belonging to the same challenge or the same individual are measured by CORE FACILITY in the same assay batch if possible.
7. If data of two studies shall be combined and evaluated together, the separate sample sets have to contain an adequate amount of identical samples.