**VANTAGE Service Agreement**

**Investigator Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Contact Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Briefly describe the project. For genotyping including the DNA (requisition #, or other plate identifiers) and the variations (rs#s for example) to be interrogated or genotyping products (chips, kits) to be run. For biobanking, please include the approximate number of samples, processing such as extraction requested, the time span of the project and return with a copy of the IRB approval letter. If there is a pressing deadline for any time of project, please specify.**

**Voucher # if applicable (please attach redemption ticket)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Center Number for Non-CTSA paid Services\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Budget Administrator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**By signing below, I understand and agree to the following**

**ACKNOWLEDGEMENTS:** To acknowledge the use of VANTAGE services, the CTSA Grant (5UL1 RR024975-03), the Vanderbilt Ingram Cancer Center (P30 CA68485), the Vanderbilt Vision Center (P30 EY08126), and NIH/NCRR (G20 RR030956), in any publications that result from this work. Suggested acknowledgement text is available for download from the VANTAGE website.

**ADDING SERVICES CAN INCREASE TURNAROUND & COSTS:** Requests at a later time for services **not** specified in the description above may require additional turnaround time and fees above initial estimates.

**FOR RESEARCH USE ONLY**: VANTAGE is not a CLIA facility. Results generated by VANTAGE are for research use only. It is expected human specimens are covered by the appropriate IRB approval.

**FUNDS SOURCING**: It is the responsibility of the PI or the budget administrator to notify VANTAGE of changes in the above center number or source of payment (new vouchers, other awards, etc.) VANTAGE is not responsible for refunds after the fact if we are not notified of a funds source change.

**PRE-BILLING:** Federal guidelines prohibit the pre-billing of Federal grants for core services.

**DATA RETENTION**: The data retention policy in VANTAGE is 90 days for VANTAGE generated data. VANTAGE may be able to replace lost data after 90 days, it is not a general expectation.

**REAGENT PURCHASE CONDITIONS**: If a user chooses to purchase reagents for a project directly, the reagents must be shipped for deliver to VANTAGE.  If they are not shipped directly to VANTAGE, VANTAGE will assume all components have been stored under appropriate conditions and have been transferred appropriately. If user purchased reagents have not been stored or transferred appropriately, VANTAGE will not be responsible for flaws in the resulting data.  VANTAGE will store reagents/flow cells according to manufacturer's instructions for the user, but will not assume responsibility for reagent expiration or any damage that might occur during this storage period.

**RE-RUN POLICY**: VANTAGE will repeat services at no cost if core error compromises the quality of the results. Repeats for other reasons are subject to additional charge.

**PI Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Budget Administrator Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**