

**AUSTRALIAN *DROSOPHILA* BIOMEDICAL RESEARCH SUPPORT
FACILITY
SCHEDULE 1: ACCESS POLICY
Version 1 - February 2008**

1. Introduction

1.1 Purpose of the Access Policy

This policy has been formulated to comply with the NHMRC “Enabling Grants Access to Facilities Policy”. The NHMRC policy states that in formulating an access policy the following general principles should be taken into consideration:

- There should be a clear and transparent access policy which enables equitable access for all Australian researchers; acknowledging that different internal and external rates apply.
- Access may, to some extent, be determined by limitations around the resource (e.g. limited numbers of stocks).
- The process should be overseen by an independent body of eminent persons.
- An appeals process for dispute resolution should be established. Broader issues of governance should also be addressed as they may influence the mechanism by which disputes are managed.
- It is not the NHMRC’s intention to influence the issue of international or commercial access. Such decisions are the prerogative of the facility so long as international or commercial access does not in any way compromise the access of Australian researchers or the quality or availability of the resource.
- Acknowledgement. It is obviously mandatory that investigators acknowledge the facility in any published work that results from accessing the resource. It is suggested that each facility specify this requirement including the wording of the acknowledgement.

1.2 What is the Australian *Drosophila* Biomedical Research Support Facility?

The Australian *Drosophila* Biomedical Research Support Facility (ADBRSF) is a national quarantine/importation centre, *Drosophila* stock centre, and general *Drosophila* research support facility. It was established in 2007 at the Australian National University, with \$1 million in funding from the Australian Government, through a National Health and Medical Research Council (NHMRC) Enabling Grant.

1.3 Objectives of the ADBRSF

The ADBRSF aims to improve research conditions and hence to enhance the national health and medical research effort / and improve biomedical research outcomes by:

- Developing and maintaining a national research support facility
- Centralising and streamlining *Drosophila* services such as quarantine/importation; thereby cutting costs to Australian researchers
- Providing a reliable and unbiased source of information about *Drosophila*
- Making information available to researchers through a web-based database
- Increasing the use of *Drosophila* as a model organism by biomedical researchers across Australia

1.4 ADBRSF core services

The core services offered by the ADBRSF are:

- *Drosophila* stock centre
- Quarantine approved premise for importation
- Micro-injection service to generate custom transgenic lines
- Maintenance and distribution of cDNA libraries
- Information provider

1.5 Facility standards

All processes and procedures of the Facility are clearly documented so they are available for audit/scrutiny, and in addition provide a basis for addressing criticisms if concerns are raised at a later date.

1.6 Data Maintenance

Information about stocks (data) is collected by the Facility Manager when stocks are ordered through the QAP/importation service or deposited into the facility by Australian labs. Data collected in this manner are checked for completeness, i.e. genotype, source, stock number/identifiers. These data are then added to the facility database. Stock data are continuously added to the database and users will be able to access this in real time (as the collection grows) via the facility website.

2. Levels of Access

The ADBRSF can be accessed in different ways: either as a member of a registered laboratory (an 'internal user') wishing to access full services of the facility or as a non-member (an 'external user') wishing to gain advice on research using *Drosophila*, such as how to identify orthologues of mammalian genes etc.

2.1. Access as an Internal User

- Members of a laboratory who wish to register as users must arrange for completion of an ADBRSF access agreement. Enquiries about the process should be addressed to the Facility Manager.
- A user account is assigned to the Principle Investigator/Lab head (or senior researchers if in a larger lab) of the registered laboratory.
- Approval for user registration is signed-off by the Facility Manager with the approval of the Chair of the Management Committee. With the approval of the Chair of the Management Committee, the Facility Manager has the right to revoke registration if the user fails to follow procedures described in the access agreement.
- Access will be granted after payment of the annual fee (or acceptance of the higher 'per-use' fees) and provision of evidence that flies received from the Facility will be housed in an OGTR-approved PC2 insectary.
- Access to the database is 24 hours per day, 7 days a week via www.ozdros.com
- Users may indicate that data (fly stock lists that they have sent to the Facility) are to be considered confidential and not available to other users.

2.2. Access as an External User

- Researchers wanting advice on the use of *Drosophila* in their experiments can contact the Manager

- Non-users will not have access to the national lab listings of *Drosophila* stocks but can request the Manager to search this list (for confidentiality reasons).
- Access to the facility services will attract a 'per use' fee. Non-users will be advised of the fee, if any, prior to the service being provided.
- Non-users can also do experiments on site for a 'per-use' fee if they do not have access to another *Drosophila* lab

3. Management of Access

The management of access to the ADBRSF is overseen by the ADBRSF Management Committee. This Committee is chaired by Professor Robert Saint (CIA).

3.1. ADBRSF Management Committee

- The role of the ADBRSF management committee is to:
 - Oversee the operation of the facility
 - Authorise ADBRSF policy and procedure (including Access Agreement and Access Policy)
 - Seek advice, feedback and comment from other individuals using the ADBRSF and thus act as a link between users and the Committee.
- The membership of the ADBRSF Management committee includes the six Chief Investigators listed on the NHMRC Enabling grant (Professor Robert Saint, Professor Sharad Kumar, Dr Helena Richardson, Assoc. Proferssor Rob Richards, Dr Gary Hime, Professor Scott O'Neill), the Manager of the facility (Dr Narelle Tunstall) and one independent member (appointed by the committee, currently Dr. Ed Bertram, Manager of the ANU mouse facility and Australian Phenomics Facility) who can be called on for dispute resolution.
- Meetings are held approximately 3 times per year, usually via teleconference.

3.2. Conflicts of interest

Members of the ADBRSF management committee are asked to declare any potential or actual conflict of interests. The Committee operates under the auspices of the NHMRC Research Committee and the ANU.

3.3. Dispute resolution

As there will be restrictions for accessing the national stock lists dependent on users' classification of their stocks (i.e. they can be classed as 'private' if unpublished or a new discovery etc.) a clear protocol for dealing with requests for data to be made available for specific stock/data sub-sets (e.g. RNAi stocks) will be developed. It is intended that information regarding each labs new research areas/projects will not be made publicly available.

Any dispute resolution will be via the ADBRSF management committee assisted by the independent member.

4. Acknowledgement of the Facility in publications

4.1. Agreement to acknowledge the ADBRSF in published work

It is mandatory that any published work for which the ADBRSF services have been used includes appropriate acknowledgement of the ADBRSF as a service provider.

4.2. Suggested acknowledgment wording

The suggested wording that should be used when citing use of services is: “services and/or stocks were provided by the Australian *Drosophila* Biomedical Research Support Facility www.ozdros.com”

5. Authorship policy for Enabling Grant Chief Investigators

The facility is funded and operates for the public good which in this case means the facilitation of research of the highest quality. It is not seen as the province of one particular investigator or group of investigators and thus there is no case for automatic authorship/collaboration status for the CI's on the original Enabling Grant application. On the other hand, in some cases, investigators may provide significant input such that publication is merited. In these cases, the Australian Code for the Responsible Conduct of Research (www.nhmrc.gov.au/publications/synopses/r39syn.htm) should be used as the basis for a decision on authorship.

5.1. Recognition of funding on promotional material and website

Recognition of funding support via the NHMRC Enabling Grant is located prominently on the ADBRSF home page (see below), and is noted on all ADBRSF promotional material.

<p>Welcome to the Australian <i>Drosophila</i> Biomedical Research Support Facility (ADBRSF)</p>

<p>The ADBRSF has been established at the Australian National University, with funding from the Australian Government, through a National Health and Medical Research Council (NHMRC) Enabling Grant.</p>
