

Innovative Translational Research Shared Resource (ITR) Custom Reagent Purchase and Storage Policy

Background: The ITR works with clinical and laboratory investigators on a variety of projects, including custom assays. These assays often require the purchase, shipment, and storage of specialized reagents, by the ITR, to conduct the custom experiments. The ITR may only use these reagents for that single project.

Purpose: The purpose of the following *ITR Custom Reagent Purchase and Storage Policy* is to define the ownership of and reimbursement-eligible reagent purchase and storage costs for custom projects. Furthermore, this policy defines the ITR custom reagent storage timeline.

Guidelines: The ITR will provide a cost estimate and scope of work for all custom projects that will include the cost of custom reagents and associated reagent shipping. This cost estimate is good for 30 days from the date appearing on the estimate. The Principal Investigator (PI) will be responsible for all costs associated with the purchase, shipping, and storage of the custom reagent(s). ITR rates for reimbursement may change if vendor prices change on consumables, reagents, services, or shipping.

Upon payment to the ITR, the entire custom reagent(s) unit will be the property of the PI. The ITR will store the custom reagent(s) for the PI, and use the reagent(s) for future work only with that PI. The ITR will store the custom reagent(s) in the appropriate conditions, outlined by the manufacturer, until the reagent expires. For reagents without an expiration date, the ITR will store the custom reagent for one year, unless the ITR and the PI agree on an alternative date.

During the storage period, the PI has the right to have the custom reagent(s) transferred to another laboratory, institution, and/or company. Any costs to the ITR associated with that transfer will be the responsibility of the PI.

When the ITR storage period ends, the PI is responsible for picking up the custom reagent(s). If the PI does not pick up the reagent within 30 days of the expiration of the storage period, the ITR reserves the right to destroy, dispose of, or use said custom reagent for any purpose.

In some cases, the PI will agree to allow another investigator to use his/her custom reagent(s). If the PI agrees to allow another investigator to use the custom reagent(s) the PI may or may not receive reimbursement for partial reagent use and shipment costs. Any reimbursement will be negotiated between the PI and the other investigator.

If you have any questions please contact Kimberly Dahlman for more information at 936-6589 (office) or Kim.dahlman@vanderbilt.edu.