

**Berlin Center for Genomics in Biodiversity Research**

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Collaboration guidelines

Involvement of BeGenDiv (2 levels of involvement)

1. BeGenDiv as a resource

BeGenDiv performs only sequencing.

- a) BeGenDiv is not involved in project planning or data analysis.
- b) Libraries will be prepared by the users and delivered to BeGenDiv for sequencing. Libraries may also be prepared by users using BeGenDiv equipment. BeGenDiv does not provide training and gives only minimal support.

2. BeGenDiv as a collaborating partner

One or more members of BeGenDiv staff are involved in one or more of the following stages:

- a) Developing project strategy (including choosing of platform and kits, analysis strategy, etc).
- b) Library preparation or training for library preparation.
- c) Data analysis or training for data analysis.

Co-authorship with relevant BeGenDiv staff will be agreed upon by BeGenDiv staff and project PIs at the start of the project and declared in the project description form.

General requirements before starting a project

1. The project needs to be described briefly using the BeGenDiv's project form and sent to BeGenDiv's general e-mail address (genomics_biodiv@fu-berlin.de) at least four weeks before any laboratory work or analysis is due to take place at BeGenDiv.
2. Project partners receive a BeGenDiv project number, which should be used for all communications and sample deliveries.
3. A member of the BeGenDiv core staff will be assigned as contact person for the project. Communication should be run through this person except in unusual cases.
4. For Collaboration projects, project PIs and BeGenDiv staff should meet to discuss the strategy prior to submitting a project form.
5. It is highly recommended that the project PIs introduce the project during a BeGenDiv seminar in order to enhance scientific communication.

Further general guidelines

1. All publications resulting from work at Level of Involvement 1 "Sequencing was performed at the Berlin Center for Genomics in Biodiversity Research." Corresponding authors must inform BeGenDiv when a publication is accepted.
2. Laboratory and computational equipment, as well as methodical support will be provided free of charge by BeGenDiv. Expenses for chemicals and disposables will be covered by project initiators.
3. Remaining samples will be disposed six months after last BeGenDiv activity. Return shipping has to be organized by project initiators. Data will be kept for three months after sequencing.
4. Queries for sequencing runs need to be announced within three month after the run date.

BeGenDiv sends semi-annual newsletters and weekly invitations to seminars by e-mail. To receive these you can subscribe to our list: <https://lists.fu-berlin.de/listinfo/begendiv-news> .