

# **User Guidelines Protein Analysis Unit/Zentrallabor für Proteinanalytik (ZfP)**

Decided on 20.09.2002 as internal guidelines

Revised on 15.01.2014

## **§ 1 Guidelines**

1. The guidelines of the ZfP regulate:
  - a) the organization of service and research within the Protein Analysis Unit/Zentrallabor für Proteinanalytik (ZfP), and the workflows (routines, processes) within the unit.
  - b) the integration of the ZfP in the Adolf- Butenandt Institute (ABI ; later Biomed Center, BMC).
  - c) the relations between the ZfP staff, users, clients and collaborative partners.
2. Internal policies are decided by the Advisory Board of the ZfP in meetings or by circulation and possibly revised. The current version is published on the Internet (<http://proteinanalytik.abi.med.uni-muenchen.de>).
3. The guidelines are mandatory for all ZfP users.

## **§ 2 Management and Coordination**

- 1 The ZfP is organized and operated by a responsible Technical Director (§3).
- 2 The work of the ZfP is accompanied by a permanent Advisory Board (§4) that will also decide the guidelines.
- 3 The Board shall appoint a Scientific Coordinator (§5), who coordinates the interactions between the ABI (BMC), the users and the ZfP. The Scientific Coordinator represents the ZfP and serves as a caregiver and contact person from the ABI (BMC) for the Technical Director of the ZfP .
- 4 The name of the Technical Director and the Scientific Coordinator will be published on the ZfP web site (<http://proteinanalytik.abi.med.uni-muenchen.de>).

## **§ 3 Technical management and coordination**

- 1 The Technical Director of the ZfP directs the laboratory in accordance with the guidelines.
- 2 He is accountable to the Board of Directors of the ABI (BMC) .
- 3 The functions of the Technical Director include :

- a) The provision of services in the field of protein analytics.
- b) The organization and guidance of the staff employed at the ZfP.
- c) The appropriate use of the resources allocated to the ZfP.
- d) The organization of internal work processes to ensure that the ZfP consistently generates high quality results at an internationally competitive level as well as the fruitful interaction with users.
- e) The maintenance and optimization of existing equipment.
- f) The care and guidance of users and collaborators, limited time to edit the a project in ZfP.
- g) The participation in training activities with the aim to fit the methodological and technical capabilities of the ZfP with the general trends.
- h) The maintenance of the ZfP website and ensuring the bioinformatic infrastructure.

4 The development of an independent research project in the field of protein analysis with the goal of scientific profile of the conductor is desired. This requires the raising of adequate external funding , ensuring the operational routine the ZfP , and ultimately the agreement of the Advisory Board.

#### **§ 4 The Advisory Board**

1 The Advisory Board of the ZfP

- a) accompanies the activities of the ZfP with the goal of its optimal integration within the ABI (BMC),
- b) regulates the user guidelines and organization mode of ZfP,
- c) receives an annual report by the Technical Head,
- d) appoints the Scientific Coordinator.

2 The Advisory Board members are:

- a) representatives appointed by the Board of Directors of Institutes of ABI (BMC), for instance representatives of the ZfP users,
- b) the Technical Director of the ZfP,
- c) the Scientific Coordinator of the ZfP.

3 The Advisory Board shall meet at regular intervals, at least once per year to discuss issues of the ZfP and receive an annual report. This can be done also in circulation.

4 The Advisory Board regulates its own procedures

#### **§ 5 Scientific Management**

1 The Scientific Coordinator is determined by the Advisory Board and is thus itself a member of the Advisory Board.

2 The tasks of the Scientific Coordinator include :

- a) The representation of the interests of the ABI (BMC) and the users of ZfP in front of the Technical Director of the ZfP in daily business.
- b) The function as a competent and accessible point of contact for the Technical Director in all matters that require the optimal integration of ZfP in the ABI (BMC).
- c) Advising and assistance of the Technical Director in all its tasks.
- d) The invitation to regular or extraordinary meeting of the Advisory Board meeting in case of an acute regulatory requirement.
- e) The prioritization of sample processing at an unusually high number of samples or in cases of increased urgency .

## **§ 6 Services**

1 The ZfP offers the following routine services:

- a) Peptide mass fingerprinting (trypsin) and database search.
- b) Protein identification.
- c) Accurate mass measurement of intact , purified proteins.
- d) Purity control of synthesized peptides.
- e) MALDI analysis without digestion and database search (eg for the analysis of products of enzymatic reactions (proteases , kinases , etc. ) ) Detailed protocol for sample preparation can be downloaded from website of the ZfP: (<http://proteinanalytik.abi.med.uni-muenchen>) upon registration.

2 The ZfP offers the following analysis based on collaboration :

- a) Stoichiometry of non-covalent complexes.
- b) Separation and identification of complex peptide mixtures (immunoprecipitation , affinity purification , organelle ) by LC-MS/MS.
- c ) *de novo* sequencing of proteins.
- d) Analysis of post-translational modifications.

3 Scientists at the ABI (later BMC) can use the labs and instrumentation a of the ZfP in consultation with Technical Director, if this does not affect the routine operation of the ZfP equipment. This is only possible within a time-limited and clearly defined project and after instruction by the staff of the ZfP.

## **§ 7 Sample Submission**

1 All samples must be registered electronically on the Sample Submission Manager (zsm) of the ZfP to get an unique and continuous sample identification number (ref#) ([www.proteinanalytik.abi.med.uni-muenchen.de/service/sample\\_submission](http://www.proteinanalytik.abi.med.uni-muenchen.de/service/sample_submission)).

2 Samples can be submitted either by post, courier or in person 10 to 17 clock in the ZfP in the Schillerstr. 42, 80336 Munich, Room B 011 or B008. The ZfP is not liable for the samples. Toxic or pathogenic as well as radioactive samples cannot be analysed.

3 The progress of the sample processing will be registered by the staff in zsm and can be tracked by the corresponding scientist online.

## **§ 8 Costs**

1 The costs incurred in operating costs are allocated to the scientific groups. The current prices are published on the ZfP website. Basically, there are two different research facilities cost models :

a) Routine analyzes require no additional analysis or intensive counseling and therefore do not justify authorship on a publication resulting from the analyzes .

b) Cooperation projects go with an in-depth consultation and joint project planning and data analysis associated . The intellectual contribution of one or more employees of the ZfP will be recognized with an authorship.

2 For scientists who want to work on a project defined under the supervision of the ZfP (§ 6.3), will detail a financing plan before the start of the project and request external funding if necessary .

## **§ 9 Data Publication**

1 All measured data (spectra and database searching) obtained in routine are stored on a server and can be viewed by the clients at the ABI (later BMC). External customers get the analysis data by post or electronic means.

2 The security and archiving of the data obtained will be done in cooperation with the Leibniz computing center.

3 The publication of data obtained in the framework of a collaboration (§ 6.2) or a common project (§ 6.3) will be discussed with the management of ZfP to acknowledge the appropriate scientific contribution of the ZfP. In general, the ZfP reserves the copyright to all data generated in the ZfP. For routine analysis (§ 6.1) the copyright goes to the payment of the services to the Client.