

SERVICE SHEET

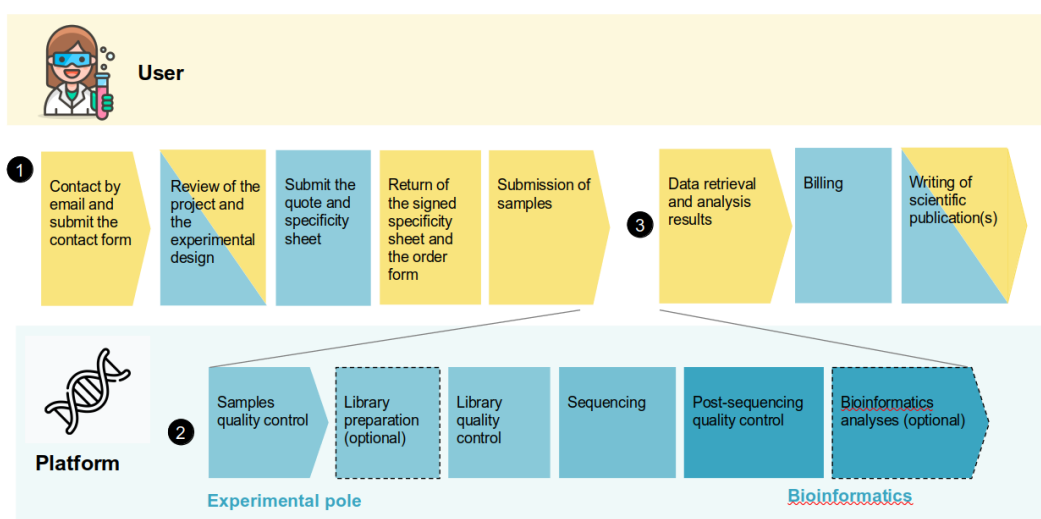
COLLABORATING WITH OUR PLATFORM

The GenomiqueENS platform is specialised in eukaryotes functional genomics.

How does a collaboration work?

1. You provide us with some information about your project by filling out the [contact form](#)
2. We make an appointment to talk with you in order to define your needs more precisely, assess the feasibility of the project, provide our expertise and answer your questions
3. We draw up **the quote and the specificity sheet** that summarises the service offered, and we send them to you
4. You send us **back the signed specificity sheet, the order form and the samples** so that your **request is complete and then we can start the collaboration**
5. The project begins with the experimental part including the **quality control** of the samples and then the **preparation of the libraries**. You can also provide us directly with your own banks ("ready-to-load"). A **quality control** of the library is systematically carried out before **sequencing**.
6. The generated sequences then undergo a computational quality control check
6. The bioinformatics department then analyzes your project (**if requested**)
7. The data is returned to you on a **secure exchange server**
8. We can set up a meeting to discuss the results obtained (**if requested**)
9. The administrative department shall proceed with the invoicing.
10. You can get back in touch with us when you publish your project, so that we can help you write the methods section.

How a collaboration works



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What is the waiting time?



We take the projects in order of arrival. Please note that this order only takes into account **complete projects**, e.g. with the specificity sheet signed, the order form received and the samples arrived.

Once the project has been started, it takes around **3 weeks** for the project to be completed (banks, sequencing and analysis) unless problems are encountered in which case the project leader will be immediately notified.

What are the rates?

Rates depend on the number of samples, the protocol used, the type of sequencing and the analysis.

What if the proposed protocols don't suit me?

In this case, you can **prepare your banks** yourself and send them to us for sequencing. We **will control** the quantity and quality of the libraries and then we will carry out the sequencing, this is the service: **ready to load**.

How is the data handed over?

The raw data (FASTQ and FastQC reports) or analyzed data are deposited on an exchange server. You will be given a username and password so that you can download them.

How does invoicing work?

The project will only start once the purchase order is received. Invoicing will take place after the results have been delivered.

In the case of a purchase order from abroad, invoicing takes place in advance, e.g. when the samples arrive.

What is the platform's contribution during publication?

This research collaboration set up implies that **the experiment/analysis pair associated with the project is included in the list of authors of the first publication** presenting the results obtained when the core facility participated in the production of the databases and/or in the analysis of the results (except for automated analyses). This does not apply to "ready to load" projects. The affiliation to use is as follows:

GenomicENS, Institute of Biology of the ENS (IBENS), Department of Biology, École normale supérieure, CNRS, INSERM, PSL University, 75005 Paris, France

For all projects (including "ready to load" projects), the mention of the participation of the "France Genomics" network must appear in the acknowledgements section of the publication with the following sentence:

The GenomiqueENS core facility was supported by the France Génomique national infrastructure, funded as part of the "Investissements d'Avenir" program managed by the Agence Nationale de la Recherche (contract ANR-10-INBS-09)

How can I report a problem or give my opinion?

You can contact us at any time via our generic e-mail address: genomique@bio.ens.psl.eu. We are here to listen to you and are committed to responding to your feedback as quickly as possible. Each problem reported will be studied with the greatest attention to provide you with a suitable solution.