	<b>Biomarkers Facility Guidelines</b>	Date: 16/09/25
		Author: Olivier Reynaud
		Version: 1.1

# FCBG Biomarkers Facility Guidelines


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## A. General Description

### A.1. Mission

The Biomarkers facility is dedicated to assisting and performing genetic and biomarker analysis at Campus Biotech based on human biological samples.

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## A.2. Management

The Biomarker Facility at the Fondation Campus Biotech Geneva (FCBG) is part of the Clinical and Sleep Research Platform (HNP). The platform is managed by the Platform Manager and staff and is governed in coordination with the Platform Advisory Committee (PAC) including faculty members of the EPFL, University of Geneva and HUG. PAC members are appointed by the FCBG academic council. The staff members as well as the PAC members are listed in Appendix C.1.

## A.3. Study Eligibility

The platform will support research projects in human neuroscience according to its mission as defined above.

All human studies must have a current, valid, Ethics Committee Approval. It is the responsibility of the Principal Investigator (PI) to ensure that a valid Ethics Committee Approval is in place, and that all aspects of the human study are performed consistently with that approval.

In case of limited resources, priority is given to projects proposed by principal investigators (PIs) based at Campus Biotech (from UNIGE, EPFL and HUG).


## A.4. Getting an approval to conduct a study

To obtain access to the platform, the researchers must follow the procedure outlined below and regulated in detail in the following sections:

- Read and acknowledge the platform guidelines in the present document
- Fill the online application form located at <https://platforms.fcbg.ch> indicating the required resources and time, as well users (researchers) involved.
- The Clinical and Sleep Research PAC evaluates the project on the basis of its scientific relevance and available resources.
- If needed, the Head of Platform establishes a quote for the entire study, which must be validated by the PI.
- When approved by the PAC, the project receives a project code.
- Users contact [clinical@fcbg.ch](mailto:clinical@fcbg.ch) or [biomarker@fcbg.ch](mailto:biomarker@fcbg.ch) to request training on the requested resources (booking of EEG or medical assistants for blood sampling for example).
- Once fully trained, users can book the required resources in our online booking system <https://campusbiotech.calpendo.com> using the project code.

The PAC may at their discretion require additional information, assurance or documents before approving a project. They may also make such requirements of an already ongoing project and suspend it until they are satisfied.

Please note that

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- We do not intend to scrutinize your research plans, but we do need some control over what happens in the platform.
- We are well equipped, but our resources are not unlimited. If we exceed our capacity, we may have to introduce additional rules.

## B. Use Policy

### B.1. Responsibilities

The employer of the PI bears the general responsibility for the study.

It is the responsibility of the PI that any experiment conducted on the platform, for which an ethical approval is required, has obtained it and is performed in accordance with it.

The PI and Users conducting the research project bear responsibility for the safety and well-being of their participants. Participants should not be left unattended. After the training, experimenters can use the lab alone, without the presence of a member of the staff (the staff is still accessible for any question by mail or phone).

A medical doctor related to the study must be present at the Campus Biotech if it is a clinical study involving patients.

#### Note for Biomarker users:

The PI is responsible for the storage of samples. The FCBG can provide temporary storage at -20°C and -80°C on Campus Biotech grounds, but is not liable in case of storage equipment failure. Researchers looking for long term storage should consider their own storage facilities. Please contact [facility@fcbg.ch](mailto:facility@fcbg.ch) or the Head(s) of Platform to know more about these options.

### B.2. Equipment

The equipment available is listed in Appendix C2.


### B.3. User Fees

The use of the platform is charged by the reserved time, in steps of 15 minutes during the day. For biomarker studies, quotes are established for each study.

The fees for the use of the Clinical and Sleep research platform equipment are detailed in <https://clinical-sleep.fcbg.ch/fees/>.

#### **Cancellations**

Reservation cancellations should be effected at least 24 hours in advance through the online scheduling system. Late cancellations or no-shows without a valid reason are subject to a fee

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charged to the PI. Of course in unforeseeable, urgent cases you may cancel your booking with less notice than 48 hours. In such cases let us know by email and we will not charge you.

### **Billing**

invoices are sent to researchers every three months at the beginning of March, June, September, and December. Charges are based on the original quotes and on the calendar system of the Biomarker facility. In case of pending payment for prior invoices, the FCBG may revoke the access to the platform.

The platform income will be used for covering the operational costs of the platform, buying consumables, upgrading the equipment, based on the needs evaluated by the PAC.

## **B.4. Safety**

### **Guidelines**

The operator is responsible for the safety of the study subject.

### **In case of Emergency**

If a subject requires medical assistance, please follow these instructions:


- Step 1: calls the security lodge (058.944.03.33 from a mobile phone; 155 from a landline) or the emergency medical service (144)
- Step 2: Contact the technical staff

## **B.5. Booking system**

Some of the resources of the facility (i.e. medical assistants for blood samples) should be booked in the online booking system (<https://campusbiotech.calpendo.com/>) using the relevant project code. The code will be accessible after the validation of the application form, the presentation of the project at the seminar.

Users can access and use platform resources only after prior online booking of the time slot.

- Never use the platform if you have not scheduled the time in the system.
- Don't exceed your time. If the next slot is free, book more if needed, but do not run on unaccounted for.
- Remember to save enough of your time slot for cleaning the equipment and putting it back in order for the next User.
- Never use platform resources for experiments other than the project whose code you used for the booking.

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Resources can be booked up to three months in advance.

To ensure fair distribution of resource time between studies, reservations can be limited to a certain number of hours over a fixed interval.

## B.6. Data access

Data will be made accessible to users on the Isilon account created for their lab. Different investigators on different projects initiated by the same lab share the same account. Please contact the facility manager ([biomarker@fcbg.ch](mailto:biomarker@fcbg.ch)) if you have not received or are not aware of the credentials associated with your lab.

Once connected to your lab session, a folder specific to the lab is automatically mapped as a network drive. Use this folder to safely import and export data from the facility computers. The same folder is accessible from UniGE, EPFL or other institutions networks to retrieve the data. No external devices (e.g., USB drives) shall be plugged in the Biomarker Facility computers.

Important: This folder is only for **temporary** transfer of data to/from the Biomarker facility. Data should not be stored ad vitam eternam on this server. A specific size will be allowed to the PI folder at the beginning of the collaboration. It is the responsibility of the investigators to back-up their data in his own institution's servers once the transfer is done and clean the folder. The FCBG is not responsible for the loss of data that would not have been backed up by the study investigator.

## B.7. Data management

### Data collection and documentation


**User data** are anonymized by a subject code. It is responsibility of the researchers to keep the link between the code and the participant's identity. The name of the subject is never stored within the data.

Data can be saved on the network storage system (so-called Isilon), whose access is restricted to the members of the research group and the FCBG staff (protected by a password). Data on the Isilon system are backed up daily for the first 30 days (after which the back-up is less frequent). The Isilon system is accessible from the FCBG, EPFL, and UniGe networks. It is responsibility of the researcher to copy the images from Isilon to their data system.

### Copyright and Intellectual Property Rights

The data and the results of the research are property of the PI. The FCBG does not claim any property right on the data or the results.

### Policies for data sharing and reuse

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From the FCBG perspective, the PI is the owner of the data and hence can share and reuse the data. If a late download of the data is necessary for sharing purposes, the FCBG will remit the data only to the PI staff upon written request of the PI.

## B.8. Authorship and Acknowledgments

All articles and publications that use any FCBG resource (e.g., equipment, protocol assistance and expertise, analyses) must be communicated to the platform upon final acceptance.

### Authorship:

FCBG adheres to the basic rules of Scientific Integrity regarding authorship of scholar work, in accordance with the Swiss Academy of Science regulations available at <https://www.samw.ch/en/Projects/Overview-of-projects/Scientific-integrity.html>

In order to be considered as an author, a researcher must fulfil the following criteria:

- having made an essential contribution to the planning, carrying out, evaluation and verification of the research work;
- having participated in the writing of the manuscript;
- and having approved the final version of the manuscript.

Other people who have contributed to the study, but only partially fulfil the above criteria, must be acknowledged ("Acknowledgements"), but are not designated as authors.

When appropriate, the member(s) of the FCBG team who is/are listed as co-author(s) shall have the following affiliation:

- Clinical and Sleep Research Platform Platform, Fondation Campus Biotech Geneva, Geneva, Switzerland

### Acknowledgments:

When the FCBG provides a standard platform contribution (standard data acquisition, assistance in setting up procedures for presentation and collection of behavioral data, etc.), a co-author from FCBG is not required. However, we ask to include the following sentence(s) in the publication:

*This study was supported by the Clinical and Sleep Research Platform, Fondation Campus Biotech Geneva, Geneva, Switzerland.*

## C. Appendix

### C.1. Staff

Faculty Advisors:

- Prof. Sophie Schwartz (UNIGE)
- Prof. Friedhelm Hummel (EPFL)
- Prof. Indrit Bègue (HUG)

Heads of Platform:

- Dr. Virginie Sterpenich
- Dr. Kinga Igloi

Biomarker Technician:

- Blanca Marin Bosch

Medical Assistants:

- Loan Mattera
- Nathalie Philippe

### C.2. Equipment List

#### Biomarker Unit:

- A fridge and a freezer at  $-20^{\circ}\text{C}$  (additional storage is possible on FCBG grounds at  $-80^{\circ}\text{C}$ )
- An equipped biosafety cabinet
- A desktop computer
- An equipped bench with micropipettes, eppendorf tubes erlenmeyers etc.
- A large and small centrifuge
- A hot water basin (bain-marie)
- A vortex

The whole laboratory is certified for P2 usage, only trained P2 users can enter and use it in accordance with the P2 safety recommendations.