

**1. Statement of Work:**

a) The Services to be provided to

Name: \_\_\_\_\_

Laboratory/Department: \_\_\_\_\_

Institution: \_\_\_\_\_

, hereafter referred to as the client. The services provided under this Statement of Work are subject to the Terms and Conditions attached as Exhibit 1.

b) Reference the quote number on correspondence, or purchase order.

c) Submit a valid UTHSCSA PID or purchase order prior to submitting any samples to the Genomics Core.

d) Prior to submitting samples, the client must notify the Genomics Resource Core of all relevant information regarding real or potential hazards associate with the samples and if samples are part of any infectious disease study

f) The Genomics core cannot guarantee the intactness, purity or yield for samples provided by clients. However, these parameters can have an effect on the performance of the analysis

g) Excess sample, which was not utilized by the Genomics Core, can be picked up by the client.

h) Intermediate materials derived from an input sample, such as cDNA or cRNA, may be discarded, at the discretion of the Genomics Research Core after completion of project.

j) The Genomics Core will not assess the quality or quantity of DNA samples prepared or submitted for analysis unless that service is requested and this service will be reflected in your price quote

k) The Genomics Core will assess the quality and quantity of RNA samples prepared and submitted for analysis. This service will include:

(i) Spectrophotometric quantitation of sample nucleic acid that includes a 260nm reading for quantification and a 260/280 ratio as an indicator of purity

(ii) If total RNA, the evaluation of intactness will be measured by the Bioanalyzer and reported as the RNA Integrity Number (RIN) and as the 28S to 18S ribosomal ratios.

m) Additional RNA or DNA Evaluations may be included as requested and will be reflected in your price quote.

n) In the event that any RNA sample does not meet the specified quality control metrics, you will have the following options:

(i) Proceed through the process. There is no guarantee that this sample will yield results, but costs will be incurred for the assessment.

(ii) You can provide replacement samples; additional charges will apply for processing steps duplicated by replacement samples

(iii) Sample(s) will not be analyzed further or replaced. Charges will be limited to the services already performed.

o) Electronic data files and results will be provided after completion of the project

**2. Experimental Plan:**

a) Experimental Design:

Species:

human

mouse

rat

other – specify: \_\_\_\_\_

Arrays or Bead Plates and the array manufacturer's specific reagents required to process the samples to be supplied by:

Client - directly

Client - drop-shipped from manufacturer

\_\_\_ Genomics Resource Core Laboratory

b) Biospecimen (sample) descriptions:

A completed sample submission form must be submitted before work on the project can begin.

# samples: \_\_\_\_\_

Molecular properties

- \_\_\_ Purified DNA
- \_\_\_ Purified total RNA
- \_\_\_ Cell pellet, lysate or tissue
- \_\_\_ Other, specify \_\_\_\_\_

c) Type of analysis :

- \_\_\_ Genotyping: Golden Gate Multiplex SNP (Bead Xpress)
- \_\_\_ Genotyping: Infinium (i-Scan)
- \_\_\_ Genotyping: Whole Genome or Linkage Panel (BeadArray, i-Scan)
- \_\_\_ Gene Expression, Whole Genome, (i-Scan)
- \_\_\_ Other, specify \_\_\_\_\_

d) Data Deliverables are based on data analysis selected:

\_\_\_ **Genotyping: Golden Gate Multiplex SNP (Bead Xpress)**

1. Illumina Scanner outputs for BeadExpress plates including IDAT, JPG, and SDF files
2. Microsoft Excel workbook containing
  - a. Gene Identifiers
  - b. Summarization of allelic genotype calls from Illumina BeadStudio Software
  - c. Illumina Array QC report derived from quality metrics set by the Genomics Core
3. QC report in PDF Format.

\_\_\_ **Genotyping: Infinium (i-Scan)**

1. Illumina Scanner outputs for
2. Microsoft Excel workbook containing
  - a. Gene Identifiers
  - b. Summarization of allelic genotype calls from Illumina BeadStudio Software
  - c. Illumina Array QC report derived from quality metrics set by the Genomics Core
3. QC report in PDF Format.

\_\_\_ **Genotyping: Whole Genome or Linkage Panel (BeadArray, i-Scan)**

1. Illumina Scanner outputs for
2. Microsoft Excel workbook containing
  - a. Gene Identifiers
  - b. Summarization of allelic genotype calls from Illumina BeadStudio Software
  - c. Illumina Array QC report derived from quality metrics set by the Genomics Core
3. QC report in PDF Format.

**\_\_ Gene Expression, Whole Genome, (i-Scan)**

1. Illumina Scanner outputs for BeadChip arrays including IDAT, JPG, and SDF files
2. Microsoft Excel workbook containing
  - a. Gene Identifiers
  - b. Summarization of RNA QC values
  - c. Summarization of gene values using Illumina BeadStudio Software
  - d. Illumina Array QC report derived from quality metrics set by the Genomics Core
3. RNA QC report in PDF Format.

**3. Food and Drug Administration Statement:**

The nonclinical or investigational laboratory studies referred to in this quotation DO NOT support and/or ARE NOT intended to support applications for research or marketing permits for products regulated by the Food and Drug Administration or their international equivalents.

**4. Term and Termination; Entire Agreement.**

This Statement of Work will terminate upon completion of the Services, unless otherwise agreed to between the parties in writing.

**By signing below, the authorized signor for the project account (PID) or the authorized representative of the client's institution agrees to the pricing and provisions of this Statement of Work:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project ID (PID) for UTHSCSA Clients

**EXHIBIT 1: GENOMICS RESOURCE CORE SERVICES TERMS AND CONDITIONS**

**1. Services and Change Orders.** The Services shall constitute the complete and exclusive definition of the services to be provided by the Genomics Resource Core. If at any time either Party wishes to propose changes to the Services, that Party shall notify the other Party and submit a proposal referencing the applicable Statement of Work and describing the Services so affected. Such proposal shall be approved or rejected by the non-proposing Party in writing. In the event of any conflict between the provisions of this Agreement and a Statement of Work, these Terms and Conditions shall govern, except in the case where a Statement of Work expressly provides otherwise, in which case such terms shall govern only for that Statement of Work.

**2. Client Obligations.** Client shall (a) provide the Genomics Resource Core with sufficient quantity and quality of material with which to perform the Services, (b) provide Genomics Resource Core with all relevant information regarding real or potential hazards known to be associated with the use of any materials supplied to the Genomics Resource Core, including notification prior to shipment to Genomics Resource Core if materials are part of any infectious disease study, and (c) comply with all laws and regulations governing the shipment of materials supplied in connection with the Services. The Genomics Resource Core adheres to all regulations requiring the ethical procurement of tissue. All tissue samples received from Clients must be obtained under such regulations. The Genomics Resource Core reserves the right to terminate Services if it determines that tissue samples or materials have not been procured subject to ethical guidelines. Under no circumstances should material be sent to the Genomics Research

Core bearing labels that reveal the identity of the donor. Any material or documents containing identifying information may be returned to Client. The Genomics Resource Core reserves the right to decline to provide or terminate the Services without liability if the Genomics Resource Core determines that the Client failed to comply with any Client obligations or if the Genomics Resource Core determines in its sole discretion that any Client material poses a real or potential hazard associated with its use. The Client warrants that it has all rights necessary to provide material and tissue to the Genomics Research Core.

**3. Payment.** Client shall pay to the Genomics Resource Core the fees and expenses set forth in the applicable Statement of Work in accordance with the payment schedule set forth therein within thirty (30) days from the date of each invoice. Custom-manufactured materials and reagents procured on behalf of the client cannot be applied to other client's projects, so the full cost of the custom reagents must be paid by the Client. If, for any reason, any portion of the custom materials is not used to conduct an analysis, the client remains obligated to pay the full cost of the custom reagents and any unused materials or reagents can be delivered to the client upon request. The Client will be invoiced for the custom reagents, when those items are ordered by the Genomics Resource Core and documentation to support the ordering of the custom reagents is provided to the client. Further provision of Services may be declined without advance notice if the Client fails to make any payment when due. Payment due from the Client may not be withheld or offset by the Client. The Genomics Resource Core shall be entitled to recover reasonable attorneys' fees incurred by the Genomics Resource Core as a result of any action or proceeding to collect payments due.

**4. Price.** Prices exclude all insurance, freight, taxes, fees, duties and levies, which shall be payable by Client.

**5. Warranties** EXCEPT AS EXPRESSLY PROVIDED HEREIN, EACH PARTY SPECIFICALLY DISCLAIMS WARRANTIES OR CONDITIONS OF ANY KIND, EXPRESS, IMPLIED OR STATUTORY, INCLUDING ANY WARRANTIES OR CONDITIONS OF MERCHANTABILITY, NON-INFRINGEMENT OR FITNESS FOR A PARTICULAR PURPOSE.

**6. LIMITED LIABILITY.** IN NO EVENT SHALL EITHER PARTY OR ITS AGENTS, PERSONNEL OR REPRESENTATIVES BE LIABLE TO THE OTHER PARTY FOR ANY SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES INCLUDING, BUT NOT LIMITED TO, LOST REVENUE, LOST PROFITS, LOSS OF USE BY LAW. IN ADDITION, THE TOTAL AGGREGATE LIABILITY OF GENOMICS RESEARCH CORE AND ITS AFFILIATES UNDER THESE TERMS AND CONDITIONS SHALL BE LIMITED TO THE FEES PAID BY CLIENT TO GENOMICS RESEARCH CORE PURSUANT TO THE STATEMENT OF WORK UNDER WHICH ANY LIABILITY ARISES. THE TERMS OF THIS SECTION 6 SHALL SURVIVE ANY TERMINATION OF THE STATEMENT OF WORK

**7. Amendments; Waiver.** Any waiver or modification of these Terms and Conditions shall not be effective unless executed in writing and signed by an authorized representative of the Genomics Research Core and the Client. If Client issues a purchase order or other document regarding the Services provided under these Terms and Conditions or any Statement of Work, such instrument shall be deemed for the Client's internal use only, and no provisions contained therein shall have any effect whatsoever upon these Terms and Conditions or Statement of Work or the rights of the Parties hereto.