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**Access** : Monday to Friday : **9:00AM to 12:00PM / 13:00PM to 6:00PM.**

## Modality of Access - Confidentiality

3P5 is open to all applicants (Université de Paris, all other academics and private sector), upon approval of this convention. All applications for the 3P5 facility should be sent by email to : [u1016-proteomique@inserm.fr](mailto:u1016-proteomique@inserm.fr).

3P5 does not grant free access to its technology, except for specific IT tools that can be accessed on-site and under confidentiality conditions. 3P5 staff takes care of all whole analytical process to guarantee the quality, the reproducibility and the reliability of the final results. The staff of 3P5 is subject to a confidentiality agreement concerning all projects handled. In case 3P5 works on a similar subject for different customers, they reserve the possibility to put in touch the customers at the meeting. In this case, 3P5 will ensure that the customers concerned agree to this exchange before communicating their identity.

## Services

3P5 will carefully evaluate all applications according to its expertise. 3P5 performs protein identification (in solution or from gel fragments), comparative quantitative analyzes of full proteomes or protein complexes and post-translational modifications searches under preconditions.

3P5 also offers assistance for analyzing the results obtained by using bio-analysis software. This service may be billed specifically.

## Services request

For all service requests, it is highly recommended to contact 3P5 as early as possible during the realization of the research project. A preliminary meeting will be organized to determine the feasibility and the best strategy and to define the analysis details in order to avoid incompatibilities of the protocols which could compromise the success of the proteomic analysis. At the end of the meeting and if the project is deemed feasible, a report will be drafted by the facility and verified and approved by the applicant. This report will be used as a Project form and will include an estimate of the cost and deadlines.

3P5 will answer positively to any request for assistance about the interpretation of results of analyzes it will have carried out, in particular at the meeting at the end of the analysis which is dedicated to results delivery.

Samples must be delivered to 3P5 with the Project description form. This form must be dully filled out and sent by email to [3P5](#). A signed paper copy of this form must be attached to the shipped samples. This table will include a complete description of the samples (number, annotation of the tubes, volumes, etc ...) and will reproduce exactly the identifications noted on the tubes. No analysis will be performed without this form or if the list in the form does not conform to the samples provided. If you plan to bring in your samples to 3P5 in person it is imperative to make an appointment. Otherwise, the samples must

	<h1>APPLICANT AGREEMENT</h1>		
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be sent to 3P5 per package in a container at the appropriate temperature and labeled at the address of 3P5.

### Limitations

Samples treated by 3P5 must meet safety regulation criteria. 3P5 does not accept radioactive samples. Samples posing a potential chemical or biological hazard need the written acceptance by 3P5 before sample reception. They have to be accompanied by the required information about the potential risks. The presence of any toxic hazard must be mentioned on the sample description form. 3P5 will reserve the right to refuse samples, which are “non-compliant” to the method of preparation or packaging and labeling mentioned during the meeting.

### Billing

Service rates for public research teams are posted on 3P5 [website](#). Private labs and industries need to contact 3P5 to obtain a quote. 3P5 will send an estimate of the costs during the project meeting. If an additional analysis is necessary, another quote will be sent. The actual costs are detailed on a “statement of the performed analysis”, which will allow establishing the order and the invoice. The costs are due regardless of final results obtained, once all controls, which are systematically run, are validated by our team.

### Citations policy

The citation rules are indicated on [3P5 website](#).

For all work performed by 3P5 and leading to a publication or communication at congresses, applicants must cite 3P5 clearly and specifically in the « Acknowledgments » section, or in the main text. Nominative acknowledgments are mandatory and must mention after the name(s) of the person(s) and without modification as following :

« **3P5 Proteom'IC facility, Université de Paris, Institut Cochin, INSERM, CNRS, F-75014 PARIS, France** ».

If an article is submitted for publication, the results provided during a project will involve the co-signature of at least one member of the 3P5 facility when the requested service implements specific know-how in at least one stage of the project – sample preparation, data acquisition, bioinformatics analysis, bio-statistics or bio-analyses, drafting of material and methods adapted to the analysis reported in the paper (whether it appears in supplementary data or not) –. The co-signature request is usually identified at the preliminary meeting and indicated on the Project form. The acceptance of the Project form by the applicant implies acceptance of this request.

It is highly recommended to ask a [member of 3P5](#) to check the material and methods and/or results sections of an article publishing 3P5 results before submission. This person will validate the description of the methods used and if needed, provide the data files in the format required by the guidelines of the main scientific journals in accordance with the general rules of scientific ethics.



Requests needing an important new technical setup by 3P5 will be considered as a collaboration (co-authoring). These collaborations do not exempt payment of the cost of the analyses. The final manuscript version, co-signed by a member of 3P5, will be forwarded to the co-author before submission.



Without any previous written statement, all technical processes designed and done by 3P5 for the realization of requested work will be the exclusive property of 3P5.

## ***Data and samples storage***

All samples will be handled and stored in the best conditions for analysis. All remaining samples will be kept 3 months after sending the results, and then discarded unless specified. 3P5 is committed to keep all electronic analyses files in a format used by the main scientific journals 5 years after the results reception. Information and contact details will be used for professional purpose only.

**For additional information, please send an e-mail to :**

**[u1016-proteomique@inserm.fr](mailto:u1016-proteomique@inserm.fr)**