

User Guidelines for Bioinformatics Core Services at the Institute of Biological Chemistry

- 1. Application Form:** Users must fill out the application form for service. Please register and login to the Facility Reservation System at Academia Sinica at <https://reservation.iis.sinica.edu.tw/servlet/SignInHandler>. Under the Service Request tab, please select the **New Cases** and then the **IBC Instrument Logbooks** from the list of facilities. Click the application button next to the **Bioinformatics_Services** in the list of services at IBC to open the application form. Please select the available services based on your needs from the application form and fill in all necessary information.
- 2. Services:** The core facility provides data analysis related to bioinformatics, such as data mining, sequence analysis, high-throughput data analysis, phylogenetics, etc. Before carrying out the analysis tasks, the core facility will provide users with a report that includes a data analysis workflow, expected analysis items, an analysis schedule, and a quotation based on the user's requirements. Users must review these reports to agree on whether to implement the proposed plan or suggest modifications to the plan.

Application Development and Web Deployment: The core facility provides application development and offers options to deploy web applications for intranet or

internet access. The core facility will manage user's accounts, update the passwords, and maintain the application. Users are responsible for protecting their accounts and passwords.

Data Storage: The core facility will keep a copy of the user's dataset and the results from data analysis on a network-attached storage (NAS) drive. However, for high-throughput raw data such as genomics, transcriptomics, or proteomics, an additional annual storage fee will be charged if users request storage of the raw files.

Access to the High-Performance Computing Server: The core facility provides remote access to the high-performance computing server in the facility. Users must operate in accordance with the information security policy of Academia Sinica and the Institute of Biological Chemistry. In addition, all activities on the server, including but not limited to file transfers, data storage, and data analysis, must be related to the research specified in the application form. Any improper use of the server, once discovered, will result in the immediate termination of the account and will be reported to the user committee of biological core facilities at IBC for handling, with the maximum penalty being a one-year suspension. The core facility is not responsible for data preservation, backup, or software installation. User accounts and passwords are only for personnel related to the principle investigator and should not be shared with others. A notification for renewal of the account will be issued every January. If it is confirmed

that the user will not renew, the account will be closed, and the user data will be deleted.

3. **Service Charge:** Please view the service charge of this core facility with this link ([Service Charge of Bioinformatics Core at IBC.pdf](#)).

4. **Acknowledgement:** In any research papers or public presentations that use results produced by this facility, please acknowledge this facility and the personnel who assisted in generating the data.

Contact Information

Suh-Yuen Liang, Ph.D.

(Tel) 02-27855696 ext. 4015

(Email) syliang@gate.sinica.edu.tw