

Appendix V. Scheduling Procedure

Scheduling

1. All studies to be scheduled must be first approved by the Director/Associate Director, on the recommendation of the Proposal Review Committee. Each study will be assigned (1) a total amount of scanning time, (2) a study ID, and a password on the scheduling website.
2. The PI of each individual study can access the center website to schedule scanner time for the study, up to a maximum of 8 hours per week. Studies that need more than 8 hours per week must be scheduled with the prior agreement of the MRI staff. The investigator must know how much time is needed to complete each trial, and the total time of an experiment so as to request enough time (see below).
3. Every effort will be made to avoid schedule changes but staffing or machine problems may lead to unavoidable rescheduling. The investigator will be notified as soon as possible if a scan must be rescheduled.
4. Although a study can be scheduled at any time, users are strongly advised to schedule 1 business day in advance.
5. All scheduled time slots should be in half-hour increments with a minimum of 1 hour. Unused fractional hours cannot be carried over to a future schedule.

At the conclusion of the scan, the MRI technologist will present the user form to the investigator to sign. This form will include the title of the project, the start and end times of the scan and the type of study for funding purposes. The investigator must sign off on this form for processing and billing purposes.

Allocation of scan time is given for a specific study and for the investigator involved in the study; an investigator cannot donate time from his allocation to an entirely different project, either his or someone else's.

Cancellation Policy

1. The researcher will not be charged for any scan canceled at least two business days (48 hours) before the scheduled scan.
2. The researcher will be charged for scans canceled on shorter notice.
3. If the scan time was scheduled as a Funded Study and it is cancelled under the 48 hours, then it will be charged.
4. If the scan time was scheduled as a Pilot Study, and it is cancelled under the 48 hours, then the Pilot Study time will be forfeited but not charged.
5. The scan cannot be changed to a Pilot Study in the event of a cancellation to avoid the CCBBI service charge.
6. If scan time is blocked and the entire time is not needed, the researcher must notify the CCBBI staff to change the scan time at least two business days (48 hours) before the scheduled time or they will be charged for the original scan time that was blocked. (For example: 3 hours were blocked and now they only need 2 hours.)

Magnet Time Usage

Reservation time slots (the reservation times scheduled by the investigator/lab on the CCBBI scheduling calendar) have to be strictly enforced. The investigator must make sure that the experiment fits in the allotted reservation time. Please note the reservation time must include setting up of study-specific equipment such as monitors, button boxes, microphone and etc. It must also include time to clean up the scan room after the study is finished. Any time spent in the facility (specifically, the control and magnet rooms) beyond the reservation time will be billable in 15 minute increments. When scheduling consecutive subjects, please include room turnover time of approximately 10 minutes.

Usage of the separate testing/computer rooms B55B and B55C do not apply to the above.

Investigators and their teams are allowed to arrive 15 minutes before their reservation time to begin set up and preparation in the control room. However, if another scheduled study is in progress, we ask that you do not enter the control room. Investigators can assist in preparation by asking the subject to use the restroom, change into scrubs, and assemble prescription eye glasses if applicable prior to the study start time.

When the time slot immediately following the investigator's own slot has been booked by another investigator and scheduled time runs out, the experiment will be interrupted. The investigator's team must leave, and the investigator will be charged for one half-hour of magnet time for any increment over allotted slot that encroaches on another investigator's time.

All experiments/scan testing must be logged in the available record book, even if the period is brief. The safety screening form will be completed by the Center personnel and filed together with the signed IRB form. For subjects with a history of cerebro-vascular disease, neurosurgical procedures, or accidents, in connection with which metallic objects or particles might have been lodged inside soft tissue of brain or eye, it is necessary to submit a medical report, signed by a physician, stating that it is safe for the subject to undergo MRI. This report will be filed together with the two preceding documents.

When investigators are using their own computers or equipment in the experiment, they must make certain that everything works before arrival. If the equipment is untested in the MR environment, arrangements for testing time with the MR staff must be made. Depending on the amount of time needed for such testing it may be done free of charge or some fee may be added.

Scan protocols must be prepared in advance. Programs have to be tested before running an actual experiment.

The MRI staff on duty must be made aware of the study protocol such that he/she can safely terminate a study without any assistance from the user. The MRI staff must be informed of all substance and equipment that need to be brought into the scanner room for the experiment. No substance or equipment can be brought into the scanner room without first being cleared by the MRI staff.

The scan room has to be cleaned after each experiment. Dirty linen should be placed in the hamper. The control room should also be left in a clean state (no empty coffee cups, scrap paper, etc. on the counters). When booking a slot clean-up time needs to be included.

No food is allowed in the control room and beverages must never be near any of the computer equipment.