

## Human MR Center

### Process for scheduling studies on the 3T, using Google calendar:

All studies to be scheduled must be first approved by IRB. If scheduling a feasibility or pilot scan, your application must also be approved by the director, Jacquie Kurland, after consulting with the appropriate physicist.

- 1) The MR Technologist will mark any times that they are NOT available on the *hMRC* google calendar.
- 2) All users who have completed safety training should request access to this calendar.
- 3) A signed Authorization Form must be completed and returned to Charlene Coleman before studies can be scheduled. See Charlene for this form; [charlene.coleman@umass.edu](mailto:charlene.coleman@umass.edu).
- 4) PI or researcher can check the calendar, identify a time *for a specific participant* and sign up. At the same time, **send an email to the MR Technologist**, Elena Bliss ([elena.bliss@umass.edu](mailto:elena.bliss@umass.edu)), who will review and confirm this time. Same day reservations may not be possible, therefore always contact the technologist when booking scan times.
- 5) Information to include on calendar: PI's name, participant's study code (from PI's lab), scan type (i.e., feasibility, pilot, regular, educational). Confirmation will be indicated by the technologist's initials (EB) and a color change for coding purposes.

*Example of a confirmed reservation: "Kent, MTP011, pilot, EB"*

- 6) Reservation should include time for setup and clean up (note billing rules, below).

### **Billing and Scheduling Notes:**

- Minimum time that can be reserved: 30 minutes.
- Billing increment: 15 minutes (rounded up).
- Billing will be handled separately, based on the times of entry into and exit from the magnet room; in 15-minute increments.
- Unused fractional hours cannot be carried over to a future schedule.
- At this time, there is no maximum number of hours for a given reservation.
- Scans should not be reserved back-to-back; rather a 15-minute buffer should be figured in for cleaning up the MRI and control rooms for the next PI.
- DO NOT SCHEDULE A STUDY UNTIL YOU HAVE IDENTIFIED YOUR SUBJECT AND CONFIRMED THEIR MR-COMPATIBILITY and AVAILABILITY FOR THAT DAY/TIME. PIs are responsible for pre-screening volunteers for MR safety contraindications prior to participation. If subjects are found to be unsuitable on the day of the scan, fees will still be charged.
- If you must cancel a scheduled scan, notify the technologist and user group **immediately**, so that others may possibly use that time. You must provide at least 24-hours notice prior to your scheduled start time to avoid a cancellation fee. If less than 24-hours notice is provided, a cancellation fee equal to 20% of the regular scan fee (\$550/hour) for your scheduled time will be charged to you, unless another scan is subsequently scheduled in your time slot. The PI will be responsible for emailing the MR Technologist and the *hMRC* list of users, as soon as a scheduled scan is cancelled. The *hMRC* will provide this email list to all users who have a signed user agreement on file. If there is no notice of cancellation provided prior to the scheduled start time (e.g., in the case of a subject no show), a fee equal to 100% of the regular scan fee for your scheduled time will be charged. This should be a rare event.
- Priority for scans: regular (i.e., full rate), pilot, feasibility, educational
- This process is effective immediately, until further notice.