**University of Rochester Center for Advanced Brain Imaging and Neurophysiology**

**UR CABIN**

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#### UR CABIN MRI SCHEDULING POLICY

**Purpose:**

To ensure effective and fair access to the MRI scanner, minimize cost and maximize convenience for our users. We aim to reduce scan time overbooking and provide more available scan time. We will periodically review our operations and initiate policy changes as needed.

**Considerations:**

There are approximately 25-30 active studies utilizing the UR CABIN MRI at any given time, with significant variability in terms of scan time needs. Some projects are more active than others, different labs have different resources in terms of funding and staffing. Some study designs have more flexibility than others (enroll healthy, young subjects, elderly subjects who do not work, etc.), while others don’t (patients needing start of intervention, children in school, working subjects/parents, etc.). Scan time ranges between very short (15 min) and long 2 hours or more.

**MRI Scheduling policy:**

Scheduling is done on a first come first serve policy through Calpendo. Please make appropriate use of scanner time and be considerate of other labs. Please try your best not to leave small gaps (15-30 min) in between studies.

* The time scheduled and charged to the study account should include, besides the actual scan time: final screening, setup, and breakdown time (ex: room setup, positioning, cleanup). This takes about 15 min so (usually 5 minutes at the beginning, 10 minutes at the end of scan), if total scan time is 45min, a 60 min slot needs to be booked in Calpendo.
* All study involved parties must enter/leave the MRI suite at their exact approved times.
	+ If for any reason we are not be able to finish your study within your reserved time, you will have to reschedule. This also applies if you/your subject are late for your reserved time. We want to be respectful of everyone’s booked time and cannot delay the start of the study scheduled after yours.
* Users should only book scanner time when they have a confirmed subject. However, a slot may be tentatively booked without a confirmed subject. This courtesy hold should be used to confirm resources/participants/collaborators etc., and must adhere to the following:
	+ Must be scheduled using the “Tentative” selection in Calpendo. This will show the slot is held and other users could not schedule during that time; however, they will be able to reach out to the team holding the slot to ask if they are willing to offer the slot to them.
	+ A “Tentative” slot can only be booked beyond 14 days from current date.
	+ One tentative slot per week per project will be allowed
	+ Must be confirmed or canceled within one week of the booked time; calendar notifications will be sent as follows:
		- Alert: 14 days in advance to Booker and PI that a tentative booking is still scheduled and to please confirm the booking by setting the status to “Requested”
		- Alert: 7 days in advance to Booker, Project.Owner, Project.Users, PI, and CABIN Admin that a tentative booking is still scheduled and if no response, full charge will be applied to study account.
		- **please do not disable calendar notifications**.
* Each **new** project will be allowed 2-4 hours **per project** of free development time to set-up and test it.
	+ These can be booked no more than 1 week in advance. We view these unfunded sessions as more flexible than funded studies, and thus we ask users to be more mindful in picking up unused slots;
	+ Please ask UR CABIN staff to schedule these time slots, to ensure staff support is available and that your study account will not be charged.
* Testing of equipment and sequences without a human subject using same day available slots will not be charged to the study account. We encourage users to keep an eye on Calpendo for such slots, if they know they may need such testing. Otherwise, time can be scheduled and charged as usual, following the rules above.

**Cancelation policy:**

In order to avoid cancelation fees, a booking must be canceled at least **24** hours in advance.

1. A late cancelation fee of $300 will be charged to the study/department account for cancelations that occur less than 24 hours before the scan. If the canceled time is replaced by another funded study, the cancelation fee will not be charged.
	* For the courtesy “Tentative” bookings described above, a full scan time fee will be charged if not canceled a week before booked time.
2. There are circumstances outside of the PI’s control which cause late cancelations (subject no-show, illness, traffic). Each project will be allowed 2 free late cancelations for such reasons (within 24 hours of scan time) a month, after which the $300 fee will be charged independent of reason for cancelation, no exceptions!
3. No cancelation fees will be charged if study could not be completed due to UR CABIN related issues (hardware or software malfunctions, personnel, etc). Please note this does not include the malfunction or unavailability of any user-supplied hardware, software or materials, improper handling of UR CABIN equipment by users; such circumstances are the user’s responsibility.

**Assessment Rooms Scheduling Policy:**

UR CABIN has 2 assessment rooms (1-B104, 1-B130) and the Mock scanner room available ONLY to investigators who use the MRI machine. Scheduling of these rooms is done through Calpendo. The following rules apply to scheduling the assessment or Mock scanner rooms:

* Assessment rooms can be booked free of charge on a first come first serve basis by projects that have MRI scanner time associated with that assessment- please put in the subject number associated with the scan.

**Conference room Scheduling Policy:**

The UR CABIN Conference room is available to labs in the building for lab and other meetings, workshops, interviews, presentations, etc. The conference room can also be booked through Calpendo.

For non-CABIN users the conference room can be booked by reaching out to UR CABIN staff.

**Special circumstances**

There are always special circumstances! We want to accommodate your (reasonable) needs, please notify staff of such needs.