

## Scheduling Procedures

- i. All studies to be scheduled must be first approved by the Director/co-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 (<http://dni.usc.edu>).
- ii. 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).
- iii. 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.
- iv. Although a study can be schedule at any time, users are strongly advised to schedule 24 hours in advance.
- v. All scheduled time slots should be in increments of 30 minutes hour. Unused fractional hours cannot be carried over to a future schedule.
- vi. When the user enters the DNI for a scheduled scan, he/she should access the electronic invoice from the iPad in the control room, which will assign a DNI subject code. At the end of the scan, the invoice must be electronically submitted by the MRI staff.

## Cancellation Policy

The researcher will not be charged for any scan canceled at least **two working days** before the scheduled time.

**Last minute cancellations:** Any cancellation less than 48 working hours before the scan is due is considered a “last minute cancellation”. The scan time originally reserved will be of the responsibility of the PI, unless the PI’s team finds a substitution for that slot.

For revenue scans, the PI will be billed for the entire slot.

For pilot scans or student scans, the researcher given the free scans will have the time scheduled (and not used) deducted from their allotted time for the particular project.

‘No shows’ will be subject to the same rules. Extenuating reasons can be communicated to the Director, co-Director or MR Physicist, who will review them and decide about the appropriateness of a reversal of the automated procedure.

## Magnet Time Usage

Scheduled time slots will be strictly enforced. The investigator must make sure that the experiment fits in the allotted time.

The scan room must be cleaned after each experiment. Disposable bed sheets should be removed and put in the trash. 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, post-scan cleanup time **must be included** in the allotted time.

The investigator will be billed for any over-time beyond the scheduled slot, even if it is used for cleanup, finishing paperwork or debriefing subjects **in** the MR or control rooms.

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 full hour of magnet time for any increment over allotted slot.

All experiment/scan testing must be logged in the available record book, even if the period is brief.

Investigators and their teams should arrive 15 minutes before the allotted slot begins to allow for set-up time and subject preparation. The subject's informed consent form should have been signed prior to arrival; a photocopy of the signed form will be securely filed in the Center. 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 free of charge or some fee may be posted.

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 substances 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.

### **Overtime Scanning**

As stated above, scheduled time will be strictly enforced. The scheduled time slot must include: 1) the setting up of the study and of the subject; 2) the length of scanning; 3) the time needed to vacate the scanner and control rooms once the study is finished. Running overtime carries a penalty fee equal to one hour of scanning.

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