We have all scanned at different places across the country and compared notes to arrive and our sense of what are fair procedures that reflect a balance of scientific freedom, financial feasibility, and a cooperative culture.

1. Scheduling slots.
We need a system that will enable users to schedule in advance, according to their needs, but without overbooking or hoarding scanner time. Each study that is approved for scanning can have a maximum of 25 hours booked on the calendar at a time.

This is 25 hours per study, not 25 hours per PI.

Researchers who need more time are encouraged to reach out to the MR Administrator and petition for more time. The Committee can increase the cap for specific studies, on a case-by-case basis. The PI or lab manager should submit an official request with two pieces of information:
        -the # of hours their higher cap should be, and
        -the justification
The committee will vote on each case.

2. Calendar.
The calendar is visible to everyone with an iLab account. To view the MR system calendars in iLab, you must have passed the Level II safety test, submitted a completed safety screening form to the MR Safety Officer, and have both an IRB# and a Columbia grant chart string. Non-Columbia users can work with the MR Administrator to set up a purchase order number for billing. Contact the MR Administrator for instructions for creating your iLab account.

Users can sign on directly and see who is scanning and when. Each person signing on for a slot specifies the study, the IRB #, who will be operating the scanner, and selects the chart string or enters the PO #. Cancellations (see below) generate an automatic email that goes out to the MR Administrator.

3. Cancellations.
There is a 24 hour cancellation policy. A scan must be cancelled 24 hours or more before <u>the start time</u> of the scan. Each study gets a small number of "forgiven" cancellations. Your study's number of forgiven cancellations is 5% of the total anticipated N for the study throughout the entire duration of the study.
In other words, you will only be charged for the cancelled time if:
        - the cancellation is made within 24 hours of the scan start time AND
        - no other study team takes any portion of the available time slot AND
        - your study has already used up all of your "forgiven" last minute cancellations.

4. Cancelled slots

Cancelled slots are up for the taking by anyone, above and beyond the 25- hour cap. This will motivate people to make good use of those slots. If you are already at your 25-hour cap and iLab is preventing you from booking the time, contact the MR Admin to request the cancelled slot.

5. Policy and culture
At the ZMBBI MR Platform, users are strict about operating on time. Occasionally, a subject will run late, a scan will run late, or the scanner will go down and need to be rebooted. If your scan is running late and another scan is scheduled immediately after you, it is your responsibility to end on time, even if your scan started late for reasons beyond your control. The researchers should not have to ask you to end your scan. You can politely request to keep scanning into the other researcher's time. But they should not be pressured, and they should feel free to say "sorry, no". If they decline your request, then you must finish on time.

If your scan is running behind and no scan is scheduled right after you, you must immediately reserve the next block of time in iLab. This is the only way to make sure you will not be interrupted.

6. Severe Weather
All users are encouraged to sign up to receive messages from the Columbia University Public Safety Emergency Notification System. Instructions for sign up can be found at
https://publicsafety.columbia.edu/content/emergency-notifications .
If you prefer not to receive messages, alerts can be found at
https://preparedness.columbia.edu/recent-news .

The university sends messages about impending storms. The 24- hour cancellation rule will be waived for scans cancelled for weather- related reasons only if BOTH of these conditions occur:
   a) The University sent an official message about the weather
      AND
   b) A member of the research team emails the MR Administrator to cancel the scan AND emails the MR tech to let them know of the cancellation, if it is an Assisted scan.

The 24-hour cancellation policy is also waived (that is, users will not be billed for scan slots cancelled in under 24 hours) for scans that are affected by the following circumstances:
      -city-wide road travel ban
      -MTA subway system is shut down (does not apply if only LIRR, New Jersey Transit, or Metro North are shut down)
      -the JLGSC building is not open
      -the MR systems are inoperable
      -the MR technologist or another MR operator are unable to get to JLGSC (for Assisted scans only)

Researchers are strongly encouraged to decide in advance if they want to reschedule their scans. For Assisted scans: if a participant asks to reschedule, even if it is within the 24-hour window, researchers must directly notify the MR technologist of the cancellation ASAP. Likewise, if the MR technologist is unable to get to JLGSC, they will notify the researcher ASAP.

FAQs

How does study approval happen? To scan in JLGSC, contact the MR Administrator. Your study will be assessed for suitability. That is, we want to determine if JLGSC has the equipment, facilities, capacity, staff, and expertise to accommodate your study. Refer to "How To Get Started With MRI Scanning At Zuckerman".

Is there a different policy for weekends? No. The same policies apply for weekend and evening scan slots.

What about pilot testing or technical testing time? Every study has up to 4 hours of free pilot/ testing scan time. If your study requires more than 4 hours, contact the MR Administrator. To book free pilot/ testing time, contact the MR Administrator. (If you book it yourself, the system will bill you the usual rate.)

What if I book 2 hours on the scanner and only use 1.5 hours? Do I need to pay for 2 hours? This would be considered a very last-minute cancellation for the unused half-hour. To make that half-hour available, you would need to email the MR Administrator and ask them to change your reservation. If another group signs up for the half-hour, you won't have to pay for it. But if no one signs up for the half-hour, you will have to pay for it.

What if I book 1 hour but need 1.5 hours? If no one has booked the time right after you, you must log into iLab and book that block of time. This is the only way to ensure your scan will not be interrupted. If there is a group scheduled to use the scanner after you, you must finish when your hour is up.

What if the group ahead of me is running late? They must stop on time. If they ask to keep scanning, you should feel free to say no.