

SOP 13
Systems Billing Guide and Standard Rates

MRI Facility

Centre for Neuroscience Studies

September 2024

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INTRODUCTION

- i. The 3T MRI Facility is used primarily for in-vivo studies of human and animal structure and function. These studies include assessment of metabolism and physiology, cognitive function and vascular dynamics, not only in normal and research patient populations, but also in in-vitro and animal models using a variety of advanced nuclear magnetic resonance imaging and spectroscopy techniques. The facility resources are available to peer-reviewed grant funded scientific collaborators with appropriate Research Ethics Board (REB) protocols in place. See SOP# 04 “New Protocols and Ethics Procedures”.
- ii. Full-time technical support for scanner operation is provided and included in hourly rates during regular weekday hours, Monday through Friday, 9:00 am – 5:00 pm. Scanning support for after-hours and weekend scanning may be arranged with our casual MRT. For all scanner scheduling please contact the MR Manager at briend@queensu.ca.
- iii. Rates are periodically discussed and adjusted by the Executive Committee of CNS, on advice of the MR Committee. These rates are determined through careful consideration of the facility operating costs and overhead.

BILLING GUIDE

- i. All billing begins at the start time indicated on the 3T MRI Schedule regardless of whether or not the investigator and/or the experimental support personnel are present and ready to proceed.
- ii. The investigator and/or experimental support personnel are responsible for organizing the experiment such that it begins at the start time and ends at the end time as scheduled*. An experiment will not be allowed to exceed the scheduled time unless there is time available on the schedule following the time in question and the operator agrees to stay and operate the scanner for the extra time allotted.

**Note that the end time means exiting the MR control room and having replaced all equipment to their normal operating state and not exiting the magnet room at that time.*

CURRENT RATES

All rates are predetermined by the Finance Committee of the Centre for Neuroscience Studies based on the recommendations put forth by the MR Committee and are subject to periodic review. The current rates are as follows:

Current rates for members of CNS (as of May 1st, 2024):

- a. Research Study rates:
Weekday 9:00 am – 5:00 pm \$500/hr – operator assisted arrangement

Arrangements can be made through the MR Manager at briend@queensu.ca if after hours scanning is required. **An MRT can be arranged for these circumstances but will be subject to MRT availability and an overtime rate that will depend on the circumstances (such as number of hours requested, weekend vs weekday, etc..). A 3-hour minimum needs to be booked with the MRT.**

- b. Industry Study rates:
\$1300/hr – operator assisted arrangement

- c. Data curation:
The MRI operator may offer data curation services, such as uploading to an external database as required by a multisite study or clinical trial. These services are at the discretion of the operator and are billed at a fee of \$150/hr, with a 1 hour minimum.

SCHEDULING

Access for editing the 3T MRI and mock MRI Schedules is restricted to the MR Manager, and the Facility Lead. All studies must be first approved by the MR Committee and must be booked through the MR Manager by email at briend@queensu.ca.

The body of the email must contain the following information:

Study Name:
MRI Protocol Number:
Date Requested:
Start and Stop Time Requested:

*** Note that at least 48 hours' notice (not including weekends and holidays) is required for booking. WE DO NOT GUARANTEE last minute bookings the same day or the day before but will do our best to accommodate when we can.**

- i. The 3T MRI and mock MRI Schedules are available for viewing at <http://neuroscience.queensu.ca/facilities/mri-facility#scheduling>.
- ii. An MRI operator will be available for studies:

Monday - Friday* 09:00-17:00

Time outside these hours may be available if an operator agrees. Arrangements should be made through the MR Manager

**There may be Maintenance listed on the schedule. Scanning is not possible during those times. Time for study setup within the control room may be possible during Maintenance Time – contact the MRI Manager for discussion of this possibility.*

- iii. In order to maximize the facility schedule users will use the following start times for studies as a guideline whenever possible. One hour and possibly ½ hour time slots are also available, and we can be flexible to accommodate as required. All scheduling is to be done in consultation with the MR Manager. The MR Manager is working to maximize booking availability for all users and may as such be required to request a specific start date from the user group to best accommodate all users. **If the schedule is light, please book around other scans in the same week to allow for the coordination of staff. It is at the discretion of the MR Manager to deny or move bookings as required to fill the schedule in a fair and timely manner.**

9:00 1 ½ hour booking
10:30 1 ½ hour booking
13:00 2 hour booking
15:00 2 hour booking

Shorter or longer time slots may still be booked, starting at one of these 4 start times, to allow time for other users to book studies before or after, as long as there are no ½ hour breaks between studies that would prevent other users from booking.

CANCELLATION POLICY

- i. If an investigator wishes to transfer their scan time to another study or investigator, they must notify the MRI Manager with at least 72 hours notice. Failure to notify the operator may result in the loss of scan time and being billed for the session.
- ii. The cancellation policy for the 3T MRI Facility is as follow:
 - a. 72 hours notice is required to cancel a scan session.
 - b. If the Facility has not received 72 hours notice, the appropriate principal investigator will be billed in full for the scan session.
- iii. The Facility Lead may be required to cancel time booked on the 3T MRI at the facilities discretion in the event of equipment failures or any other unexpected events. There will be no charge and the principal investigators and all Experimental Support Personnel will be notified as quickly as possible in such an event.

TOUR POLICY

- i. Tours for educational purposes are available at the discretion of the MRI Facility Lead with advance arrangement, and are to be led by the Facility Lead, or the Director of the CNS. If you would like to inquire about arranging an educational tour, please contact the MR Manager at briend@queensu.ca.
- ii. Tour organizers are responsible for paying for the MRI facility time at the research study rates listed in the “Current Rates” section.

AUTHORIZED SIGNATURES

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January 20, 2020

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Date

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January 20, 2020

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