

# UM Center for Brain Imaging Research (CBIR)

## Scheduling and Cancellation

## **SCHEDULING A PARTICIPANT**

The scheduling of the date and time for each study is done on-line by the investigators. No scheduling distinction is made between pilot studies and funded studies.

1. An approved IRB protocol must be in place at the time of scheduling a scan. The Center will not be able to track the status of each protocol and consent for every participant. It is the investigator's responsibility to ensure that all IRB approval and required documents are in place before bringing a participant into the scanner.
2. Go to <http://www.mdbrain.org/> /calendar.html
  - a) Obtain a password by filling out Request Scheduling Account
  - b) Proceed to On-Line Scheduling, and start scheduling.
  - c) You should create a short version of your Project ID # (P####, last 4 digits of the UMB IRB protocol).
3. A "NID" should be created. Go to the Neuroimaging Participant Registration database (<http://srd-hsampath/ScanTracker/publish.htm>). This is the ID# used in all imaging files. No identifiable information will be associated with the imaging files. It is advised that this is created before scheduling and used for the scheduling calendar and all subsequent paper and digital documents.
4. All scheduled time slots are one hour and in increments of half an hour.
5. The allotted time should include the set up, execution of experiment, and clean up time of protocol related measures or equipments. This proper scheduling prevents going over the allotted time and possible encroachment on someone else's time slot. Protocols that exceed their allowed times could be charged for an additional half hour.
6. If investigators plan to use their own equipment and/or computers in the experiment, the items must be discussed with the center staff. When use is approved, the equipment needs to be tested in the MRI environment, and arrangements for testing time with the staff must be made. The advanced preparation will ensure your programs and equipment will work during the actual experiment. Depending on the amount of time needed for such testing it may be done free of charge or some fee may be added.
7. Investigators and their study teams should arrive 15 minutes prior to the allotted time slot for set-up time and subject preparation.

### Mock Scanner Scheduling

Scheduling for the mock scanner is available through a link from the same webpage as the schedule for the scanner, and choosing Mock Scanner in the drop-down menu. There is no usage fee. Otherwise, the same set of rules for scheduling the scanner applies for scheduling the mockup. The mock scanner is located at the 3<sup>rd</sup> floor of the NRP.

### Cancellation, Missing Appointment, or Incomplete Scan

Scans can be cancelled without penalty if there are 3 full working days before the scheduled scan. This will give a window for other investigators to schedule participants on the cancelled slot. For example, a Friday scan can be canceled on Monday of the same week without penalty. Penalty will apply if cancelled on Tuesday or after.

The term of the penalty is meant to be lenient but also not negotiated. All cancellation within the 3 day windows will be charged at half the cost for the scheduled session. A missing session occurring at the day of scheduled scan due to any reasons (staff or participant sick, participant 'no show', etc) on the part of the participant or the research team is treated as a cancelled scan and half the cost will be applied.

If one needs to cancel within the 3 day windows, there is no penalty for switching between protocols, investigators, or subjects for the slot. The investigating team can make the switch or ask whether other investigators would like to use the slot or to make a switch. It is advisable to announce a cancellation in case others would like to use the slot.

If the participant has entered the scanner and for any reason that it cannot be completed due to any participant, accessory equipment, or research related reasons, the full fee will applied regardless how much the scheduled scans have been completed. It is the responsibility of the investigating team to ensure that all accessory equipments will function properly and a participant is well-prepared and can enter the scanner and stays for the duration as the protocol requires.

Exceptions include 1) if the incompleteness or cancellation is due to scanner related problems unrelated to the participant or the user, no fee will be charged. 2) if incompleteness is due to newly developed claustrophobia or discomfort during scanning on the part of the participant, no fee will be charged. This policy is to ensure that research staff will have no need to unduly encourage participant to complete the study if unacceptable discomfort arises.

Use of accessory equipments (such as the projection system, physiological system, IV system, eyetracking equipment, or any MR compatible equipment brought in by the investigating team) is not separately charged. However, it is the responsibility of the investigating team to ensure they function properly during scan. Full fee will still be assessed if incompleteness occurs due to equipment difficulty.

Investigators can avoid being charged on the penalty by a number of means. For example, checking the accessory equipments to ensure proper functioning the day before the scan, preparing the participant well using the mock scanner, preparing

more than one participant as “back-up”, arranging a switch of scan slot or research participant between different studies or different investigators, etc.