



MRI Scheduling, Rates and Invoicing	
SOP Number:	145.01
Date:	07-May-2020

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1. Introduction

- 1.1 The Centre for Functional and Metabolic Mapping (CFMM) Core at Western’s Robarts Research Institute houses Canada’s only collection of high-field (3T human) and ultra-high field (7T human and 9.4T animal) MR systems. The Centre is dedicated to establishing the anatomical, metabolic and functional characteristics of normal brain development and healthy aging across the lifespan; as well as establishing the brain basis of developmental, neuropsychiatric and neurodegenerative deficits. CFMM resources are available to grant funded scientific collaborations, as well as industry sponsored contract studies with appropriate Review Ethics Board (REB) or Animal Care Committee (ACC) approval.
- 1.2 Certified MR Technologist / Operator and Veterinary Technician support is provided for performing MRI experiments and are included in hourly rates. The CFMM also employs the services of casual MR technologists and technical staff who are able to accommodate off-hour human scanning.

2. Scheduling (3T/7T MRI)

- 2.1 The CFMM MRI schedule for the 3T and 7T MRI systems is available to view as a read-only online calendar at <https://schedule.cfmm.uwo.ca/>. Access to modify the schedule is restricted to certified scanner operators.
- 2.2 All studies involving *human subjects* require Certified MR Technologist assistance to ensure the safety of volunteers and research staff.
- 2.3 Requests for on-hours (weekdays, 8:30–17:00) scanning, requiring MRI Technologist operation, can be done by contacting the CFMM Core facility scheduling email at cfmm-bookings@uwo.ca. Once an available slot is identified from the online calendar, the following information must be included in the email in order to process the request:
 - 2.3.1 Principal Investigator
 - 2.3.2 Project/Study name as given by the CFMM
 - 2.3.3 Date / Time (start, duration requested)
 - 2.3.4 Codified subject ID – if applicable (do not include any personal identifiers)
 - 2.3.5 Include other information regarding the scan session that would assist the MR Tech/Operator in preparing for the session. For example, “peripheral device testing”, “protocol development”, “challenging subject” etc.
- 2.4 Requests for *off-hour (weekends; after 17:00 weekdays)* scanning, requiring MRI Technologist operation, can be done by the following:
 - 2.4.1 First check the online calendar for *Operator Availability* under the heading labelled “Rooms”. If there is scheduled availability during the time(s) you require, follow the steps in Section 2.3 above.



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- 2.4.2 Requests for MRI time that **do not** list MRI Tech/Operator availability may be possible with advanced booking of at least 2 weeks prior to the session to allow for shifting of personnel schedules. Send a request along with the information required in Section 2.3 to cfmm-bookings@uwo.ca and the CFMM staff will coordinate if possible.
- 2.5 Upon receiving email confirmation of the requested scan time, you may be asked to provide MRI screening information for your study subject by filling and submitting a “Magnetic Resonance Environment Screening Form”.
- 2.6 Unassisted Scanning is not permitted during regular facility operation (weekdays 8:00–17:00), except at the discretion of the CFMM Director or MRI Technologist.
- 2.7 At the discretion of the facility, the CFMM Director or Senior Research MRI Technologist may cancel scheduled time booked on the 3T or 7T MRI at any time for safety concerns or MRI system reasons.

3. **Scheduling (9.4T MRI)**

- 3.1 The CFMM MRI schedule for the 9.4T MRI system is available to view as a read-only online calendar at <https://schedule.cfmm.uwo.ca/>. Access to modify the schedule is restricted to certified scanner operators.
- 3.2 All studies involving **animals** require MR Operator and Veterinary Technician assistance to ensure the safety and well-being of the animals and research staff.
- 3.3 Requests for scanning (**weekdays, 8:30–17:00**) can be done by contacting the 9.4T CFMM Core facility staff (mbellyou@robarts.ca and ali@robarts.ca) to coordinate MRI time. Once an available slot is identified from the online calendar, the following information must be included in the email in order to process the request:
 - 3.3.1 Principal Investigator
 - 3.3.2 Project/Study name as given by the CFMM
 - 3.3.3 Date / Time (start, duration requested)
 - 3.3.4 Codified animal ID – if applicable
 - 3.3.5 Include other information regarding the scan session that would assist the MRI staff in preparing for the session. For example, gradient coil required, necessary peripheral devices, drugs or other experimental considerations.

4. **Cancellation / No-Show Policy**

The facilities at the CFMM boast some of the lowest MRI usage rates in the world – possible only through subsidization and with the efficient management of core funds, equipment and professional staff. While sometimes unavoidable and unpredictable, cancellations are a reality and are costly to both the facility and to the investigator. The facility strives hard to accommodate the scheduling needs of our investigators, thus, our goal in communicating our cancellation/no-show policy is to avoid unexpected charges from occurring.



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- 4.1 The cancellation / no-show policy for the CFMM MRI facilities is as follows:
- 4.1.1 **Three full business days** of notice is required to cancel scheduled daytime (8:00 – 17:00; 3T/7T) or (8:30 – 17:00; 9.4T) MRI time. If the CFMM has not received three full business days of notice, the Principal Investigator will be **billed in full** for the scan session.
 - 4.1.2 **Five full business days** of notice is required to cancel any *off-hours* slots (weekday evenings after 17:00 and weekends). Due to the unique nature of scheduling *off-hours* scans, the Principal Investigator will still be responsible to cover the cost of CFMM MRI personnel time for cancelled sessions *even* with the 5 day notice.
 - 4.1.3 MRI time scheduled **within** three business days of the available time may be cancelled with written notice without penalty. However, a *no-show*, without written notice, will still be billed in full.
- 4.2 An investigator may transfer their scan time to another study or investigator but should notify CFMM MRI personnel with at least three full business days’ notice. Failure to provide notification may result in the loss of scan time and subsequently being billed for the session.
- 4.3 Time slots may be transferred with less than 3 business days’ notice with notification and approval of the CFMM MRI personnel. Any non-transferred portion of the originally scheduled slot will be billed to the Principal Investigator.

5. Rates for Usage

- 5.1 Rates for **3T/7T MRI** and personnel time are determined in consultation with the CFMM Imaging Core Committee. The rates are as follows:
- 5.1.1 Peer Reviewed, Grant Funded Studies \$250/hr
 - 5.1.2 MRI Technologist Time (applicable for *off-hour* cancellations) \$75/hr
 - 5.1.3 Industry sponsored: Clinical Trials / Contract Studies Negotiable
- 5.2 Rates for **9.4T MRI** and personnel time are determined in consultation with the CFMM Imaging Core Committee. The rates are as follows:
- 5.2.1 Peer Reviewed, Grant Funded Studies \$150/hr
 - 5.2.2 MR Histology / Overnight Scanning \$300/nt
 - 5.2.3 Industry sponsored, contract studies (animal) Negotiable
- 5.3 Alternative rates are often made available to eligible peer reviewed, grant funded studies aligning with specific research themes. Please refer to [CFMM Funding Opportunities](#) for eligibility:

https://cfmm.uwo.ca/resources/funding_opportunities/index.html



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6. Usage Reporting and Invoicing

- 6.1 Reports of MRI facility usage specific to Principal Investigator and study Project are generated on a quarterly basis or upon written request.
- 6.2 Invoices for CFMM MRI facility usage are issued at the end of each quarter aligning with the Western University fiscal year schedule. Quarters are hereby defined as:
 - 6.2.1 May 01 – July 31
 - 6.2.2 August 01 – October 31
 - 6.2.3 November 01 – January 31
 - 6.2.4 February 01 – April 30
- 6.3 Invoices will be distributed to each Principal Investigator within 30 days of the end of each quarter. A summary of MRI usage (dates, times, duration, costs/session) will be included for each Project along with the quarterly invoice. The summary should align with the CFMM MRI online schedule.
- 6.4 Payment for quarterly invoices are due Net 30.
- 6.5 Billable hours begin at the start time indicated on the CFMM MRI online schedule regardless of whether or not the investigator and/or the experimental support personnel are present and ready to proceed. Early arrival (20 mins) is encouraged to ensure a prompt start time.
- 6.6 The Principal Investigator and/or Research Personnel are responsible for organizing the experiment such that it begins and ends within the allotted scheduled time. As a courtesy to other investigators, all means should be taken to ensure that data acquisition is complete and the facility cleared of equipment by the end of the scheduled slot. MRI time may be extended if there is time available on the scanner or at the discretion of the MRI Operator.



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Revision Chronology		
Version Number	Date	Changes
220.01	01 March 2010	First Version
145.02	07 May 2020	Combination of 3T, 7T, and 9.4T

CFMM Director Signature:

Date:

07 – May – 2020
