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**SCHEDULING POLICY**

1. The scanner is available for research Mon-Fri 4:00-7:00 PM, with a shorter slot on Friday from 3:00 to 4:00
2. We are starting with scan slots that are 1.5 hours long except for the shorter Friday 3-4 slot. This can be modified in certain circumstances if requested in advance.
3. If you have scheduled a scan on the calendar then you must call down to the MRI technologist (4-2896) the day of to either confirm the scan or cancel the scan.
4. The scan slots will be performed under the supervision of an MRI technologist.
5. In addition to the technologist, at least one safety trained and certified investigator must be present during the scan session.
6. The investigator is responsible for maintaining safety throughout the entire imaging session.
7. The investigator is responsible for most aspects of participant interaction prior to scanning. Investigators are responsible for informing the participant of what to expect during the session and what is required of them.
8. The investigator should work with the technologist to make sure that the participant has been appropriately screened and that all metal has been removed prior to scanning.
9. The technologist will not know protocols or setup for any particular study. It is therefore important that investigators know their specific protocols and how to setup their study *prior* to any imaging session.
10. The technologist will provide support and can run the imaging session as guided by the investigator.
11. The investigator must stay at the imaging session until it is complete and the data has been burned to CD and/or transferred. It should be expected that the imaging session be complete well before the technologist leaves the session at 7pm.
12. The TRACTS study will have a regular schedule of Tue and Thu 4:00-5:30 PM, and Mon 5:30-7:30 PM. The TRACTS slots only become available to other researchers if they remain un-booked less than 1 week in advance.
13. For now, other investigators will take slots on an 'as needed basis'. We are in the 'testing' phase of a system for scheduling scan time. Rules will change as this evolves.
14. Slots should not be taken until all arrangements have been made and it is known that the time will definitely be utilized.
15. Anyone not using their scan time must release it as soon as they know that they are not using it: not using the calendar appropriately will be considered when distributing future scan time.
16. Investigators should only be at the scanner during the time of their scheduled slots. That is, they should only plan to enter the console room at the beginning of their slot, and need to be completely out when the time of their slot concludes so the next investigators can set up and begin.
17. Experiments can be scheduled at most 8 weeks in advance (e.g. - we will not schedule anything for June until April 1st). The maximum number of scans that should be scheduled in advance (more than 2 week) per study is 3 for funded scans and 2 for unfunded/pilot studies. If there are still openings a week prior to the scanning time, these restrictions are lifted, and any available slots can be reserved. For example, an investigator could schedule in advance up to 3 slots per week for their study. If the investigator notices that there are 3 additional slots available within the next 7 days, they could schedule any remaining available slots.
18. **Trading scan slots with other investigators**. Any requests or trading offers for an already booked scan slot should be directed to an investigator/research staff whose name appears under the scan slot reservation. Neuroimaging staff will not handle these arrangements.
19. **Announcing same day cancellations**. If you are canceling the same day scan it is your responsibility to let other investigators know of the newly available scanning slot. The VABostonImagingUsers Google group should be used to post the cancellation announcement as it will automatically send an email to all registered users. An email should also be sent to Jesse Sayers with a brief reason for the cancellation. Users who fail to follow this guideline will have limited access to the available scan time.