

18 April 2011

DIAGNOSTIC MRI SERVICES TERMS AND CONDITIONS

Scanning with Diagnostic MRI Services (DMS) at Neuroscience Research Australia (NeuRA)

DMS has purchased the Philips 3T Achieva MRI facility at NeuRA and through arrangements with NeuRA offers suitably qualified researchers access to the facility for research imaging studies based on scientific merit.

Application and Approval

All applications for research at this facility must be made on the application form available at:

<http://www.neura.edu.au/research/facilities/powmri-imaging-centre/how-do-i-get-access>

Studies may not commence without the prior approval of the Scientific Management Board and the appropriate human research ethics committee approval. The primary human research ethics committee for most projects should be the UNSW HREC.

Protocol Development

Those seeking to implement new protocols should schedule an appointment with the Senior Radiographer, Dan Moran, prior to scanning any subjects in order to construct their protocol. At the time of the appointment they should indicate whether this will require any developmental scanning or whether it will involve "off-the-shelf" sequences.

The time required to develop new scanning protocols will routinely be charged to the investigator based on actual costs (eg: radiographer time, scanning time etc).

Cost

Scanning will be charged at a rate of \$650.00 per hour for a single subject. A Duty of Care radiology report for all persons scanned will be provided to the study Chief Investigator (CI).

Researchers may, in approved circumstances, request alterations to scanning timing based on the following schedule:

½ hour	\$400.00	1 subject
45 mins	\$525.00	1 subject
1 hour	\$650.00	1 subject
1 hour	\$750.00	2 subjects
1½ hours	\$900.00	1 subject
1½ hours	\$1000.00	2 subjects
2 hours	\$1400.00	3 subjects
3 hours	\$2000.00	4 subjects

Overtime is charged in 30minute blocks (rounded up) ie: \$400.00 per 30 minutes. Please note that these fees will change on 1 July of each year.

Billing

Scan costs will be billed on a monthly basis, with an itemised bill accompanying a monthly tax invoice. The bill will be sent to the nominated person responsible for paying the invoice. Terms are *full payment within 30 days*.

Bookings

Scans are to be booked via the DMS secretary, Vanessa Goldstein, via email. Scanning is scheduled to start on the hour or half-hour ie: no 15 or 20 minute bookings. Vanessa will have details on all currently approved studies and will collect all relevant details so the radiography staff is aware of workload and scanning requirements. For a booking to be definite it must be received in writing via email to **mrireception@neura.edu.au**. The booking will be confirmed in writing by return of email. Subject names, project codes and dates of birth must be provided prior to scanning.

Scan times will routinely be during normal business hours but may fall outside of these hours subject to demand and machine time availability.

Note that it is possible to view the booking schedule on the web and see whether or not a time slot is free. We would encourage users to make use of this facility prior to contacting DMS for bookings and to get up-to-date information about availability. The following link is to be used to view the free/busy times for the magnet:

<http://zen.neura.edu.au/home/mrireception?view=week&fmt=freebusy>

Cancellations

Researchers should endeavor to give maximum possible notice of cancellations out of consideration for other researchers and to ensure the greatest ability of researchers to use the facility.

For timeslots greater than 60 minutes

Written notice of cancellation must be received by DMS at least 5 days in advance of the appointment. Cancellations received **less than 5 working days** prior to scanning attract an hourly fee of \$500.00 unless the time can be used for another research group or by DMS for clinical scanning.

For timeslots of 60 minutes or less

Written notice of cancellation must be received by Vanessa **at least 5 days in advance** of booking in order to attract no cancellation fee. Cancellations received **less than 5 working days but greater than 72 hours** in advance attract an hourly fee of \$200.00. Cancellations received **less than 72 hours in advance** attract an hourly fee of \$500.00.

In all cases, **complete failure to attend or notify DMS** of intention not to use the slot will attract **an hourly fee of \$650.00** ie: the full charge.

Researches should make every effort to arrive in a timely fashion for their scanning session and be ready for scanning when their timeslot commences. This includes ensuring the timely arrival and prescreening of the subject, completing the necessary paperwork and safety questionnaire and organising any equipment or software needed as far as is possible or allowed by radiography staff. Late arrival leading to late commencement may result in overtime charges or in your scan protocol not being completed. Communication with radiography staff about how close to schedule scanning is running around half an hour before the booked time slot is recommended.

Publications

Users are required to acknowledge the use of DMS and NeuRA in all peer-reviewed publications in which any data derived from the facility are used. This may be done in the Methods section or Acknowledgments section of the publication. The suggested wording is:

Methods: Data was acquired in the Diagnostic MRI Services facility at Neuroscience Research Australia using a 32 (or 8 as appropriate) channel head coil on a Philips TX 3T MRI scanner (Philips Healthcare, Best, The Netherlands).

Acknowledgements: The authors are grateful to Mr Dan Moran of the Diagnostic MRI Services facility at Neuroscience Research Australia for expert radiography assistance.

Agreement

I, the undersigned, as Chief Investigator of this study agree to be bound by these terms and conditions.

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Name

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Signature

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Date

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Project