

<b>SOP Number:</b>	<b>120.12</b>	
<b>Title:</b>	<b>System Billings and Standard Rates</b>	
<b>Version Number</b>	<b>Effective Date</b>	<b>Changes</b>
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Directors Signature:  Date: 2023/SEP/01

## 1. SCOPE

This SOP applies to the fees for use of the 3T MRI facility. It explains what the rates include and how they are determined.

## 2. PROCEDURES

### a. About the Rates

- Full-time technical support for prime-time scanner operation is provided and included in assisted hourly rates. Scanning support for after hours and weekends may be arranged. The MRI technologist can be contacted directly to discuss availability for after-hours and weekend scanning. **Preference during prime time (Section F) will be given to assisted studies.**
- Rates are periodically discussed and adjusted by the TIRF core committee. These rates are determined through careful consideration of the facility operating costs and overhead. Notification of rate changes is given one full quarter prior to implementation.
- The TIRF's fee schedule can be found [here](#). It can also be found in section G of this document.

### b. Billing Guide

- All billing begins at the start time indicated on the [MRI schedule](#) regardless of whether or not the investigator and/or the experimental support personnel are present and ready to proceed.
- 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 experiment in question and the operator agrees to stay and operate the scanner for the extra time.

### c. Scheduling

- All studies requiring the use of the 3T MRI Facility must be booked through the MR bookings agent(s), by sending an email with the required information to [mrbookings@robarts.ca](mailto:mrbookings@robarts.ca)
- The 3T MRI schedule is available online at <https://mrbooking.robarts.ca/>
- Access for editing the 3T MRI schedule is restricted to the MR bookings agent (s).
- The 3T MRI facility director and 3T MRI facility manager may cancel or reschedule time booked on the 3T MRI schedule at their discretion.
- A minimum of 30 minutes is required for each booking, and time can be added in 15-minute increments thereafter.

## d. Cancellation Policy

- **If an investigator wishes to transfer their scan time to another study or investigator, they must notify the MR bookings agent(s) immediately. Failure to notify the MR bookings agent(s) will result in the principal investigator being billed for the entire session.**
- **If a cancelled time slot is taken by another investigator, the original booking will not be billed for.**
- The cancellation policy for the 3T MRI facility is as follows:
  - If an individual cancels with at least 48 hours' notice, there is no penalty.
  - If an individual cancels within 48 hours of the booked time, but with at least 12 hours' notice, then the individual will be billed \$50 per hour for the booked time except as noted in **BOLD** above.
  - If an individual does not cancel with at least 12 hours' notice, then the individual will be billed for the full booking rate except as noted in **BOLD** above.

## e. Walk-On Policy

- 3T users must make their requests for walk-on time **NO MORE** than one hour prior to the booking slot. The walk-on rate will also be applied when requests are made to extend a booking (provided the scanner is available).
- Extension requests must be made **NO MORE** than one hour prior to the start of the extended time slot.
- Requests for scanner time more than one hour ahead of an open slot will be considered a regular booking at the applicable rate. If a request is not emailed at the original requested time, it will be considered a regular booking at the unassisted rate.
- The person requesting scanner time must email [mrbookings@robarts.ca](mailto:mrbookings@robarts.ca) at the time of the request.
- Walk-on requests should always be carbon copied to [3t\\_notify@robarts.ca](mailto:3t_notify@robarts.ca) to ensure there are no booking conflicts between users.

## f. Definition of 3T MRI Facility Prime Time

- Monday – Friday: 9:00 am – 5:00 pm

## g. 3T MRI Fee Schedule

1. Assisted/Human Subject Imaging *	\$450/hr
2. Unassisted (anytime)	\$175/hr
3. Walk-on **	\$150/hr
4. External Contract	Negotiated
5. Core Maintenance/Service/Upgrade/Other	No Charge

**\*An OAMRS/CMRITO certified MRI Technologist must present for imaging**

**\*\*Rate applies ONLY to requests made NO MORE than one hour prior to requested slot**