

香港浸会大学生命科学成像中心收费政策完整说明

1. 各项服务的收费标准

设备类型	校内项目	合作项目	校外项目
MRI	1000 港币/小时	2000 港币/小时	5000 港币/小时
EEG	60 港币/小时	120 港币/小时	300 港币/小时
fNIRS	150 港币/小时	400 港币/小时	1000 港币/小时
TMS	100 港币/小时	200 港币/小时	400 港币/小时

- HKBU 校内研究项目：

- MRI 扫描：每小时 1000 港币
- EEG 脑电图：每小时 60 港币
- fNIRS 近红外光谱：每小时 150 港币
- TMS 经颅磁刺激：每小时 100 港币

- HKBU 与校外单位合作项目：

- MRI 扫描：每小时 2000 港币
- EEG 脑电图：每小时 120 港币
- fNIRS 近红外光谱：每小时 400 港币
- TMS 经颅磁刺激：每小时 200 港币

- 校外单位独立项目：

- MRI 扫描：每小时 5000 港币
- EEG 脑电图：每小时 300 港币
- fNIRS 近红外光谱：每小时 1000 港币
- TMS 经颅磁刺激：每小时 400 港币

重要说明：

1) 项目负责人在申请项目时就需要明确知道自己属于哪一类收费标准。

校内项目(Internal Projects)：由 HKBU 研究人员主导的项目，包括：HKBU 内部资助项目的 PI、GRF(一般研究基金)项目的 PI、CRF(合作研究基金)项目的 PC、HKBU 研究人员将作为主要通讯作者或第一作者发表论文、项目由 HKBU 研究人员设计、数据主要由 HKBU 研究人员分析

合作项目(Collaborative Projects)：HKBU PI 在项目中起主要作用，包括：作为主要共同通讯作者或共同第一作者发表论文、数据与 HKBU 共享。例如：HKBU PI 负责大型合作项目中的子项目(如 CRF、AoE、主题性研究中的 Co-PI)

校外项目(External Projects)：HKBU 研究人员在项目中不起重要作用，数据所有权归校外单

位所有。

2) 使用 MRI 扫描时配套的行为数据采集设备（如视觉投影系统、反应盒、生理记录仪等）不额外收费。

3) 如果需要使用特殊耗材而中心无法提供的，需要自行准备，或者申请中心代为采购（需中心主任批准），相关费用会计入项目账单。

2. 可以减免费用的情况

1) 设备故障导致的扫描中断

如果因为中心提供的设备（包括 MRI 扫描仪、视觉投影设备、反应盒、EEG 系统等）出现故障，导致无法正常采集数据：

- 故障时间段不会收取任何费用。
- 但必须在故障发生后 24 小时内向中心工作人员报告。

特别注意：如果是由于研究团队自身原因（如被试没来、研究人员迟到、自备设备故障等）导致的时间损失，费用不能减免。

2) 免费调试时间

每个获批的项目都有 4 小时的免费调试时间，可以用来测试实验程序、调整扫描参数等。这段时间不需要通过预约系统预约，但需要发邮件到 lsic_enquiry@hkbu.edu.hk 协调具体时间。

3) 取消预约的豁免政策

每个项目有 3 次机会可以在预约时间前 72 小时内免费取消，从第 4 次开始就要按照正常取消政策收费。

4) 取消预约的收费规定

取消预约会根据提前通知的时间收取不同比例的费用：

- 提前超过 72 小时取消：不收取任何费用
- 提前 48-72 小时取消：收取 50% 的费用
- 不足 48 小时取消：收取 100% 的全额费用

3. 付款流程

1) 预付阶段

- 项目批准后，您将享有 4 小时免费调试时间。如调试超过 4 小时，超出部分将按正常标准计费，并计入正式使用阶段的首月账单。

- 免费调试结束后，根据项目预估总使用时间，执行对应的预付方案：

若项目申请书中预估使用时间 ≥ 20 小时，我们将寄送 20 小时的预付账单，请您完成支付。

若申请书中预估使用时间 < 20 小时，我们将寄送 10 小时的预付账单，请您完成支付。

2) 月结阶段

进入正式使用阶段后，每月第一周的周五（如遇节假日，顺延至第二周周五），我们会寄送上一个个月（1日至当月最后一天）的使用时间及账单。

- 使用时间将优先从预付小时数中扣除：

 预付 20 小时的项目：扣完 20 小时后，自第 21 个小时起结算实际费用

 预付 10 小时的项目：扣完 10 小时后，自第 11 个小时起结算实际费用

- 您将在预付时间用尽、且当月产生新增使用时间后，收到对应的支付账单。

第一笔预付金额表 (HKD)						
	项目申请使用时间≤20h			项目申请使用时间>20h		
设备类型	校内项目	合作项目	校外项目	校内项目	合作项目	校外项目
MRI	10,000	20,000	50,000	20,000	40,000	100,000
EEG	600	1,200	3,000	1,200	2,400	6,000
fNIRS	1,500	4,000	10,000	3,000	8,000	20,000
TMS	1,000	2,000	4,000	2,000	4,000	8,000

3) 账单支付与逾期管理

请您在收到账单后的 60 天（约两个月）内 完成付款。若款项在账单寄出后的第三个月仍未付清，自第三个月首日起，未付金额将按 每月 1% 的标准计收滞纳金。

4) 费用计算基准

所有使用时间均以您在官方预订系统（Booking System）中预约并确认的时间段为准进行计算。减免费用情况请参考本条例第 2 条。

4.其他重要收费事项

- 设备损坏赔偿：如果研究人员因为使用不当导致设备损坏，需要承担维修或更换的费用。下列不当使用情形导致设备损坏，需承担相应的维修或更换费用：违反设备操作规程或安全指引；进行未经许可的改装、拆卸或接入非配套部件；在明显存在设备异常的情况下继续使用；其他因故意或重大疏忽造成的损坏。

-以下情况不属于赔偿范围：设备因正常老化、固有缺陷或不可避免的技术故障导致的损坏；经管理方事先书面批准的实验操作中出现的意外损坏。

-发生设备损坏时，请立即停止使用并通知项目负责人。管理方将进行损坏评估，并书面通知维修或更换所需的费用及承担方。

- 疑问咨询：如果对收费有任何疑问，可以随时联系 lsic_enquiry@hkbu.edu.hk 咨询。

5.最后说明

本收费政策与中心的预约政策配套执行，如果有任何调整会及时通知。最终解释权归 MRI 中心所有。

(政策最后更新日期：2026 年 1 月)

MRI Center Billing Policy (Complete Version)

1. Service Fee Schedule

Equipment Type	Internal Projects	Collaborative Projects	External Projects
MRI	HKD 1,000/hour	HKD 2,000/hour	HKD 5,000/hour
EEG	HKD 60/hour	HKD 120/hour	HKD 300/hour
fNIRS	HKD 150/hour	HKD 400/hour	HKD 1,000/hour
TMS	HKD 100/hour	HKD 200/hour	HKD 400/hour

- HKBU Internal Research Projects:

- MRI Scanning: HKD 1,000 per hour
- EEG: HKD 60 per hour
- fNIRS: HKD 150 per hour
- TMS: HKD 100 per hour

- Collaborative Projects (HKBU with External Institutions):

- MRI Scanning: HKD 2,000 per hour
- EEG: HKD 120 per hour
- fNIRS: HKD 400 per hour
- TMS: HKD 200 per hour

- External Projects:

- MRI Scanning: HKD 5,000 per hour
- EEG: HKD 300 per hour
- fNIRS: HKD 1,000 per hour
- TMS: HKD 400 per hour

Important Notes:

1) The project leader must confirm which fee category their project belongs to during the application process.

Internal Projects: Projects led by HKBU researchers, including:

- PIs of HKBU internal funding projects

- PIs of GRF (General Research Fund) projects
- PCs of CRF (Collaborative Research Fund) projects
- Projects where HKBU researchers will be the corresponding author or first author for most publications
- Projects designed by HKBU researchers
- Projects where data analysis is primarily conducted by HKBU researchers

Collaborative Projects: Projects where HKBU PI plays a major role, including:

- Serving as co-corresponding author or co-first author for major publications
- Projects with data sharing agreements with HKBU
- Examples: HKBU PIs leading sub-projects of major collaborative projects (e.g., Co-PI in CRF, AoE, Theme-based research)

External Projects: Projects where HKBU researchers do not play a significant role, with data ownership belonging to external parties.

2) Supplementary equipment for MRI scanning (such as visual projection systems, response boxes, physiological recording devices, etc.) will not incur additional charges.

3) For special consumables not provided by the Center, researchers must either prepare them themselves or request the Center to procure them (subject to the Director's approval). The costs will be included in the project billing.

2. Fee Waiver and Reduction Policies

1) Scanning Interruptions Due to Equipment Malfunction

If data acquisition is prevented due to malfunction of Center-provided equipment (including MRI scanners, visual projection equipment, response boxes, EEG systems, etc.):

- The affected time slot will not be charged.
- The incident must be reported to Center staff within 24 hours of occurrence.

Important Note: Time lost due to researcher-related factors (e.g., participant no-shows, researcher tardiness, failure of researcher-provided equipment) will not be eligible for fee waivers.

2) Free Protocol Refinement Time

Each approved project is allocated 4 hours of free protocol refinement time for testing experimental procedures and adjusting scanning parameters. This time does not require system booking but must be scheduled by emailing lsic_enquiry@hkbu.edu.hk.

3) Booking Cancellation Waiver Policy

Each project is granted 3 opportunities for free cancellation within 72 hours of the scheduled time. Starting from the 4th cancellation within 72 hours, standard cancellation fees will apply.

4) Cancellation Fee Schedule

Cancellation fees are determined by the advance notice period:

- More than 72 hours notice: No charge
- 48-72 hours notice: 50% of scheduled fee
- Less than 48 hours notice: 100% of scheduled fee

3. Payment Process

1) Prepayment Phase

-Upon project approval, you will be granted 4 hours of free debugging time. Should debugging exceed 4 hours, the additional time will be billed at the standard rate and included in the first monthly invoice of the formal usage phase.

-Following the free debugging period, the applicable prepayment plan will be implemented based on the estimated total usage time stated in the project application:

-If the estimated usage time in the application is ≥ 20 hours, we will issue a prepayment invoice for 20 hours, which we request you to settle.

-If the estimated usage time in the application is < 20 hours, we will issue a prepayment invoice for 10 hours, which we request you to settle.

2) Monthly Settlement Phase

-After entering the formal usage phase, on the first Friday of each month (or the second Friday if a public holiday falls on the first), we will issue an invoice detailing the usage and charges for the previous calendar month (from the 1st to the last day).

-Usage hours will be deducted from the prepaid hours first:

For projects with a 20-hour prepayment: Actual fees will be calculated starting from the 21st hour after the prepaid 20 hours are consumed.

For projects with a 10-hour prepayment: Actual fees will be calculated starting from the 11th hour after the prepaid 10 hours are consumed.

You will receive the corresponding payable invoice in the month when the prepaid hours are fully used and additional usage time has been incurred.

3) Invoice Payment & Late Payment Management

Please complete payment within 60 days (approximately two months) of receiving the invoice. If payment remains outstanding by the start of the third month after the invoice date, a late payment fee of 1% per month will be charged on the overdue amount, starting from the first day of that third month.

4) Billing Calculation Basis

All usage fees are calculated based on the time slots reserved and confirmed in the official Booking System. For any applicable fee reductions or credits, please refer to the deduction rules stated in Clause 3.2 of these terms.

4. Other Important Charging Matters

-Compensation for Equipment Damage: If equipment is damaged due to improper use by the researcher, they will be responsible for the cost of repair or replacement. The following are considered improper use leading to liability for repair or replacement costs: violation of equipment operating procedures or safety guidelines; unauthorized modification, disassembly, or connection of non-compatible parts; continued use while equipment abnormality is evident; other damages caused by intentional misconduct or gross negligence.

-The following situations are not covered for compensation: damage caused by normal wear and tear, inherent defects, or unavoidable technical malfunctions of the equipment; accidental damage occurring during experimental operations that have received prior written approval from the management.

-In the event of equipment damage, please stop using it immediately and notify the project leader. The management will conduct a damage assessment and formally notify the responsible party in writing of the required repair or replacement costs.

-Inquiries: If you have any questions regarding charges, you may contact us at lsic_enquiry@hkbu.edu.hk at any time.

5. Final Remarks

This charging policy is implemented in conjunction with the Center's booking policy. Any adjustments will be communicated in a timely manner. The MRI Center reserves the right of final interpretation.

(Last Updated: January 2026)

预订与计费政策（中文版）

1. 项目获批后的预订流程

在您的项目获批后，您及团队负责数据收集的成员需要先通过二级使用者训练，之后才能开始预约时间。项目获批后，PI 或其团队成员可联系 LSIC 官方邮箱 lsic_enquiry@hkbu.edu.hk 为项目预订时段。

具体操作是：PI 需要联系邮箱 lsic_enquiry@hkbu.edu.hk 为项目预订时段，同时确认研究团队中有哪些人需要为当前实验项目预约时间，并提供这些人的邮箱地址。这些成员将会收到邀请链接，用于注册并使用 LSIC 的预约系统为项目预约使用时间。

如果 PI 在项目进行过程中需要增加或减少预约人员，可以随时通过邮件通知 lsic_enquiry@hkbu.edu.hk 进行更改。

2. 免费测试程序时间

每个获批项目享有 4 小时的免费测试程序时间，专门用于测试实验程序、确定扫描序列及参数等准备工作。这段时间不需要通过预约系统进行预订，但需要提前联系 lsic_enquiry@hkbu.edu.hk 确定具体时间安排。

我们建议您能在免费测试程序阶段就确认好一个被试从进入控制室到离开控制室所需的完整时间，这样可以确保后续预约的时间段既不会过长（导致在预约时段内无法完成全部扫描），也不会过短（造成设备使用时间的浪费）。如果您发现最初预约的时间过长，可以在进行几次实验后及时调整。反之，如果预约时间过短，扫描员有权在判断您的实验无法按时完成后，在您预约的时间结束时终止扫描，或者在不影响下一个预约时段正常开始的前提下，最多延长 15 分钟。

3. 预约时间单位

所有预约必须以 30 分钟为基本单位进行，即每次预约的最小时间单位是 30 分钟，且必须以 30 分钟的整数倍进行预约。

4. 设备使用时间安排建议

为了提高设备使用效率，减少时间碎片化，在选择时间段时请尽量保留大块的连续时段。例如，如果您需要在早上 9:00-12:00 的六个时间段中选择，而您的实验时长是 1 小时，建议优先预约靠边的时段（如 9:00-10:00 或 11:00-12:00），而不是选择中间的时段（如 10:00-11:00）。这样的安排可以为后续可能需要 1.5 小时连续时段的用户保留完整的时间块，减少资源浪费。

5. 可预约时间范围

常规运营时间是周一至周五的上午 9 点至下午 6 点，公共假日除外。如需预约晚间或周末时段（非工作时间扫描），请直接联系 lsic_enquiry@hkbu.edu.hk。

最早可以提前一个月进行预约。例如，如果今天是 6 月 1 日，那么您可以预约从当天起到 7 月 1 日之前的所有可用时间段。如果您的项目比较特殊（例如被试群体难以预约等），可以在项目申请通过后说明具体情况。我们可以根据项目实际情况，在取得中心主任的同意后，对最早可

预约时间给予适当调整。

6. 预订时间上限规定

- 每位 HKBU 的 PI 每月最多可预约 35 小时;
- 每个合作项目 (HKBU PI 与外部用户合作) 每月最多可预约 20 小时;
- 每位外部 PI 每月最多可预约 20 小时。

如果您的实验项目有特殊情况, 例如有特殊的时间偏好, 或者面临比较紧迫的截止日期, 可以在项目申请通过后说明具体情况。我们可以根据项目实际情况, 在取得中心主任的同意后, 对最多可预约时间给予适当调整。

当前的预约采取先到先得的原则。

7. 取消政策

- 提前超过 72 小时取消预约: 不收取任何费用;
- 提前 48-72 小时取消预约: 收取 50% 的费用;
- 不足 48 小时取消预约: 收取全额费用。

如果某个研究组在 30 天内出现 3 次不足 24 小时取消预约 (或未到场) 的情况, 该组的 MRI 系统访问权限将被暂停两周。也就是说, 在接下来的两周内, 该组将不能再登录预约系统进行任何预约。

每个项目我们会给予三次豁免缴费的机会, 即在三次 72 小时内取消预约的情况下不计费。从第四次开始, 72 小时内取消预约将按照规定收费。

在系统中, 如果有其他组取消 MRI 的某些预约时间, 并且是提前超过 72 小时取消的, 您将会收到提示邮件, 同时这段时间会重新变为可预约状态供您使用。

8. 被试迟到处理规定

研究人员需要确保被试按时出席。如果遇到被试迟到的情况, 将由扫描员来判断是否可以延长扫描时间:

- 如果被试迟到不超过 15 分钟, 且在不影响下一个时间段实验的前提下, MRI 扫描最多可以延长 15 分钟。如果扫描员判定可以在 15 分钟内完成扫描, 则可以完成实验, 这额外的 15 分钟不需要额外预约, 也不会被计入付费时段。
- 如果被试迟到不超过 15 分钟, 但扫描员判定延长 15 分钟会影响下一个时间段的 MRI 实验, 扫描员有权在预约时间结束时停止扫描。
- 如果被试迟到超过 15 分钟, 且扫描员判定即使延长 15 分钟也无法完成扫描, 扫描员有权在预约时间结束时停止扫描。

需要特别说明的是, 扫描员不会在任何超出正常工作的时间 (如午休时间或下班时间) 接受任何额外的帮助请求。

9. 设备故障处理政策

如果遇到机器卡顿或设备故障导致扫描延时：

- 若设备问题能立即解决，我们将确保完成您的数据采集，延长时间不计入预约时段且不收取额外费用；
- 若问题无法即时解决，我们将为您额外安排时间段以完成数据采集，无需您重新预约，且不收取因此产生的额外机时费用。

此情况下，扫描员会主动与您协商后续安排，确保实验进度不受影响

10. 其他

本预订政策会根据实际使用情况进行更新，请始终遵循最新版本的政策规定。

Booking and Billing Policy (English Version)

1. Post-Approval Booking Process

After your project is approved, you and your team members responsible for data collection must complete secondary user training before being able to schedule scanning time. Once the project is approved, the PI or team members may contact Scientific Officers to book time slots for the project. Specifically, the PI should email lsic_enquiry@hkbu.edu.hk to book time slots, while confirming which team members need to schedule time for the current experimental project and providing their email addresses. These members will receive invitation links to register and use the LSIC booking system to schedule time for the project.

If the PI needs to add or remove personnel authorized to make bookings during the project, changes can be made at any time by emailing lsic_enquiry@hkbu.edu.hk.

2. Free Protocol Refinement Time

Each approved project is allocated 4 hours of free protocol refinement time, specifically for testing experimental procedures, determining scanning sequences and parameters, and other preparatory work. This time does not need to be booked through the scheduling system but must be coordinated by contacting lsic_enquiry@hkbu.edu.hk.

We recommend that during the protocol refinement phase, you confirm the complete time required for a subject from entering the control room to departure. This ensures that subsequently booked time slots are neither too long (resulting in inability to complete all scans within the scheduled time) nor too short (causing waste of equipment time). If you find the initially booked time is too long, adjustments can be made after conducting several experiments. Conversely, if the booked time is too short, the scanner operator has the right to terminate scanning at the scheduled end time if they determine your experiment cannot be completed on time, or may extend up to 15 minutes without affecting the normal start of the next booking.

3. Booking Time Unit

All bookings must be made in 30-minute increments, meaning the minimum booking unit is 30 minutes, and all bookings must be in multiples of 30 minutes.

4. Equipment Scheduling Recommendations

To improve equipment utilization and reduce time fragmentation, please try to reserve large continuous time blocks when selecting time slots. For example, if you need to choose among six time slots between 9:00 AM and 12:00 PM for a one-hour experiment, it's recommended to prioritize booking edge time slots (such as 9:00-10:00 or 11:00-12:00) rather than middle slots (like 10:00-11:00). This arrangement preserves complete time blocks for users who may subsequently need 1.5-hour continuous slots, reducing resource waste.

5. Available Booking Window

Regular operating hours are Monday through Friday from 9:00 AM to 6:00 PM, excluding public holidays. To book evening or weekend slots (after-hours scanning), please contact lsic_enquiry@hkbu.edu.hk directly.

The maximum advance booking period is one month. For example, if today is June 1, you may book any available time slots from now until July 1. If your project is special (e.g., involving hard-to-schedule subject groups), you may explain the specific circumstances after project approval. We may, with the center director's approval, make appropriate adjustments to the earliest booking time based on the project's actual needs.

6. Booking Time Limits

- Each HKBU PI may book up to 35 hours per month;
- Each collaborative project (HKBU PI with external users) may book up to 20 hours per month;
- Each external PI may book up to 20 hours per month.

If your experimental project has special circumstances, such as specific time preferences or tight deadlines, you may explain the situation after project approval. We may, with the center director's approval, make appropriate adjustments to the maximum bookable time based on the project's actual needs.

Current bookings are made on a first-come, first-served basis.

7. Cancellation Policy

- Cancellation with more than 72 hours' notice: no charge;
- Cancellation with 48-72 hours' notice: 50% fee;
- Cancellation with less than 48 hours' notice: full fee.

If a research group cancels (or no-shows) with less than 24 hours' notice three times within 30 days, the group's MRI system access will be suspended for two weeks. This means the group cannot log in to the booking system for any reservations during the following two weeks.

Each project is granted three fee-waived cancellations, where cancellations within 72 hours will not incur charges for the first three instances. Starting from the fourth instance, cancellations within 72 hours will be charged according to regulations.

In the system, if another group cancels certain MRI booking times with more than 72 hours' notice, you will receive a notification email, and that time slot will become available for booking again.

8. Late Participant Policy

Researchers are responsible for ensuring participants arrive on time. If a participant is late, the scanner

operator will determine whether scanning time can be extended:

- If the participant is no more than 15 minutes late and extension won't affect the next time slot, MRI scanning may be extended up to 15 minutes. If the operator determines scanning can be completed within 15 minutes, the experiment may continue. This extra 15 minutes requires no additional booking and won't be counted as billable time.
- If the participant is no more than 15 minutes late but the operator determines a 15-minute extension would affect the next MRI session, the operator may terminate scanning at the scheduled end time.
- If the participant is more than 15 minutes late and the operator determines scanning cannot be completed even with a 15-minute extension, the operator may terminate scanning at the scheduled end time.

Please note that operators will not accommodate any additional assistance requests outside regular working hours (such as during lunch breaks or after hours).

9. Equipment Malfunction Policy

In case of scanning delays caused by system lags or equipment failures:

If the issue is resolved immediately, we will ensure your data acquisition is completed. The extended time will not count against your booked slot and no additional fees will be charged;

If the issue cannot be resolved promptly, we will schedule an additional time slot for you to complete data acquisition, without requiring re-booking or payment for extended scanning time.

The operator will proactively coordinate follow-up arrangements to minimize impact on your project.

10. Additional Regulations

This booking policy may be updated based on actual usage. Please always follow the most current version of the policy.