Sessions at Special Rates

1. HKBU PIs are eligible for booking up to 10 hours of free sessions for acquiring pilot data for the purpose of bidding external grants.

2. The MRI center may offer a special charging rate for PIs who lack external and internal research funding support at the discretion of the MRI directors.

3. External users are responsible for any other costs such as additional insurance incurred.

Booking and Billing Policies

1. Once a project is approved, the PI or their staff may contact the Scientific Officers to make bookings for the project. Bookings can grow in 30-minute increments.

2. Each research group can only book:

   (1) a max. of 20 hours per calendar month for each HKBU PI;
   (2) a max. of 15 hours per calendar month for each collaborative project (**HKBU PI with external users**);
   (3) a max. of 10 hours per calendar month for external PI.

   (4) Special booking arrangement for projects needs approval from MRI directors.

4. Bookings can be made at the earliest **three months** in advance.

5. Cancellation earlier than 72 hours in advance will not be charged. 50% of scan fee will be charged if cancellation is made 72-48 hours in advance. Cancellations less than 48 hours in advance will be fully charged.

6. If a research group makes cancellations less than 24 hours in advance (or no show) 3 times within a 30-day period, the MRI booking system access right of this group will be suspended for 2 weeks. Bookings will be cancelled without a refund if the users/participants are more than 15 mins late.

7. Each MRI session can be extended by no more than 15 mins if there is a following booking.

8. The MRI center reserves the right to make final decisions on determining which group a user would belong to and whether a discount rate is to be

offered to any user. Repeated violations of usage procedures may lead to the suspension of access to the scanner.

Payment methods:

To get started scanning at HKBU Life Science Imaging Center, the principal investigator (PI) must submit a project application and obtain approval from the center before using the human MRI laboratory. The project application should be sent to the Scientific Officers for processing.

All project applications will go through a standard review process, which will take two to four weeks. The PI may be requested to submit further information and/or present his/her proposed project for review before approval is granted.

Upon approval of the project, an email notification will be sent to the PI which includes a validity period. The PI must complete the stated project within the validity period. Before booking an MRI examination session, the PI must arrange for the member(s) of his/her research team to complete MRI safety training. It is strongly recommended that the PI complete the MRI safety training, and it is also recommended that at least one research team member (PI, research personnel, or research student) obtain a secondary user credential granted by radiographers to assist the radiographer, MR personnel, or MRI research staff to conduct the MRI examination. An MRI examination session can be booked via email (conniengo@hkbu.edu.hk) before the online system is available xxxx. All members of the research team who are present in the human MRI laboratory must comply with the regulations according to its safety policy and those outlined later in this document.

Project Application - Documentation

Below is the list of documents/contents which are required for making the project application (note: the majority of the contents can be extracted directly from the original research proposal supported by the approved research grant and/or the ethics approval):

1. Project title,

2. Team members (PI & Co-I) and **the role of each PI, specify the task design, task programming, data analysis personnel,**

3. Proposed start and end dates, timeline.

4. Source and amount of the approved research grant (pertinent to MRI examination)

5. Details of the participants

– inclusion and exclusion criteria, precautions and contraindications

6. Abstract, Research methods and approach (pertinent to MRI examination)

7. Deliverables/Output/Publication plan, **authorship arrangement if external researchers are involved.**

8. **IRB approval letter,** Information sheet and consent form

Please merge all contents and documents into one PDF file.

Ethical approval from HKBU is needed for internal projects.

For collaborative projects, ethical approval from one PI's home institute is sufficient. An approval letter should be provided.

For external projects, ethical approval from the main PI's home institution is sufficient. A copy of the full application and the approval letter should be provided for checking.

Access to the Control and Scanner Rooms

Only individuals who have undertaken safety training and have a current metal screening form on file are permitted to access the control and scanner rooms. Safety training must be renewed yearly. Likewise, the MRI safety screening form is valid for one year and must be renewed annually. Any change to a person's health and well-being that could result in them being ineligible to enter the scanner room must be reported to the MRI CENTER scientific officer immediately. If there is any doubt, please consult with the MRI CENTER scientific officer. Individuals will receive reminder emails two months prior to the one-year anniversary of safety training and the MRI safety screening to permit plenty of time for renewal. If any individuals fail to renew either their safety training or MRI safety screening form before the respective anniversary date passes, their access to the human MRI lab will be revoked until they are renewed.

Booking and Billing Policies

Billing Adjustments for Technical Problems

If an issue arises from the scanner or any ancillary equipment (visual projection equipment, response boxes, MRI EEG system, eye tracker) provided by the MRI CENTER that prevents data from being acquired, there will be no charge for the lost time. Technical problems must be reported to the MRI CENTER scientific officer within 24 hours of a booking. Issues that are reported 24 hours after a booking will not be eligible for a billing adjustment.

Time lost due to factors within the control of the PI (e.g., participant not showing up, the PI having no available research staff to cover the scan session, claustrophobic subjects who should have been screened out, failure of equipment provided by the PI, etc.) will NOT be reimbursed.

Afterhours Scanning

Normal hours of operation are 9am – 6pm Monday to Friday, public holiday days excepted. Only primary users can book for afterhours scanning. To make an evening or weekend booking, please contact the MRI CENTER scientific officer.

Equipment Installation

Equipment/software installation in the equipment, control, and scanner rooms that is required for a PI's research program will be facilitated at no cost to the PI. For equipment brought into the scanner room, screening for MR compatibility is required. More details regarding the safety/approval procedures can be found in the MRI Safety Policy of the MRI CENTER. To arrange for a booking to facilitate such equipment installation, please contact the MRI CENTER scientific officer.

Etiquette

In the case of user misconduct or misuse of equipment, appropriate penalties will be imposed on the user. PIs are liable for the repair/replacement cost.

Scanning fees

- Internal projects:

Definition of internal projects: The project is led by HKBU researchers (e.g., PI of internal grants, PI of GRF, PC of CRF). The HKBU PI will be the corresponding author or first author of most of the publications. The project is designed by

HKBU researchers, and the main part of the data is analyzed by HKBU researchers.

Rate: free till 30/06/2024; HK$1000/hr (01/07/20024 onward).

- Collaborative projects:

HKBU PI plays a major role in the project and will be the co-corresponding or co-first author of major publications. Data is shared with HKBU. For example, the HKBU PI is in charge of a sub-project of a major collaborative project (e.g., Co-PI in CRF, AoE, Theme-based).

Rate: HK$2000/hour

- External projects:

No HKBU researchers play an important role in the projects. Data is owned by external parties.

Rate: HK$5000/hour.

The category of the project and the corresponding scanning fees are subject to approval by the MRI Management Committee.

An MRI examination session can be booked via email (conniengo@hkbu.edu.hk) before the online system is available.