**BIRC 3T Magnet Usage Guidelines: RATES and HOURS**

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**Magnet usage priorities:**

**All scheduled use is classified with a starting letter, project # and funding source (for P hours).**

**P =** (Paid) Hours funded through accounts that can be transferred to the BIRC account, such as grants, department accounts, OVPR startup accounts. These include administrative hours.

**M =** (Matching) Hours promised to an investigator by the BIRC as part of a previously agreed upon startup package. These are generally few and for only a specific time period.

**D =** (Donated) Hours granted to the investigator for a specific project (typically pilot data for a grant application) See criteria below. Also signifies teaching and development hours.

**Scheduling policy**

While we will try to accommodate, scheduled time CANNOT be guaranteed with a **D** (Donated) designation. **P**aid studies wishing to schedule during hours already booked with donated hours must contact the BIRC director. Note, this will generally NOT be granted if requested LESS THAN 48 hours before scan time. Also, **P** hours that bump **D** hours will be charged for the time regardless of circumstance, unless cancelled MORE THAN 24 hours ahead of the scheduled testing time.

**Cancellations**

Generally, cancellations must be submitted AT LEAST 24 hours in advance. Cancellations LESS THAN 24 hrs ahead will be charged for one half-hour.

**Obtaining a designation of donated hours**

The BIRC SAC will review and decide on possible donated hours (if any) for each project on a case by case basis. These hours can be given to perform pilot experiments or to complete a promising study with a few more hours. The awarding of these hours needs to be linked to a strong likelihood of submitting and obtaining future external funding. Donated hours are not routinely provided for student projects. Obtaining prior donated hours may reduce the likelihood of obtaining future donated hours.

Donating most or all the hours for a study (i.e., no paid hours) can occur for NEW investigators, but typically will not occur more than once. In most cases it is expected that donated hours will minimally be matched with paid hours. The rationale for awarding donated hours is to demonstrate a method so that future funding can be obtained, rather than to support the completion of a large study for publication.

Studies may sometimes have a mixture of paid and donated hours. The paid hours should be used first, with donated hours given afterwards.

Investigators may petition to receive extra donated hours if the study is considered very promising and more hours are needed to complete the study. Again, the demonstration of promise of external funding on completion of the study is considered important when evaluating this request.

**Teaching hours** are given to select classes to demonstrate MR or similar methods as part of the teaching mission of the University. These hours are expected to be limited to 1-2 classes per semester and 1-3 hours per class. Those interested in setting up teaching hours must complete the same application as research investigators.

**Criteria for Donated hours**

1. Priority of **D**onated hours is for New Investigator status.
2. All available means of payment (from ALL investigators on the project) must be exhausted before **D**onated hours are granted.
3. Unused **D**onated hours for one project CANNOT be rolled over to other projects.
4. Six months after **D**onated hours are granted and used, the investigator must submit a progress report to the BIRC. This progress report should include any publications and especially any grant submissions/funding that has occurred as a result of BIRC acquired data. This will be a prerequisite for any additional projects requesting **D**onated hours from the same investigator(s).
5. Feasibility of the study to obtain its objectives with the number of provided hours will be taken into account and must be a part of the application.
6. Likelihood of obtaining external funds will be taken into account. This includes evaluating the title and aims of the proposed grant and where the grant proposal will be sent.
7. Number of **D**onated hours the investigator(s) has/have received in the past. Having been given donated hours will normally decrease the likelihood of being given additional hours. Evidence of having submitted a grant as a direct consequence of previously donated hours is a requirement for receiving additional donated hours.
8. While not necessary for new investigators, the number of paid hours in the past will be considered. The greater the number of paid hours in the past, the greater the likelihood of being granted donated hours for appropriate requests.
9. Investigators are responsible for not exceeding their allotted number of donated hours. Exceeding these hours without prior approval will result in the investigator being charged for paid hours.
10. Multiple investigators. Determination of donated hours will take into account the scanning history of all investigators on the proposal.

**Reporting**

Regardless of hour type used, all BIRC investigators are asked to submit copies of accepted/published papers and submitted/funded grants associated with BIRC acquired research requests to the BIRC for our record keeping and development purposes. Please acknowledge BIRC in all publications, e.g., “Data acquired for this study was supported in part by the University of Georgia Bioimaging Research Center.”, or similar.

**Off-hours MR rate:**

Beginning July 1, 2013, the 3T magnet is available to research groups who have BIRC-approved console operators from 5pm to 7am weekdays, and weekends from Friday, 5pm until Monday, 7am, at a discounted (off-hours) rate ($100/hr discount from standard fees). Note: Off hours data acquisition does NOT include BIRC provided technician/console operator. Thus, only experienced laboratories with cleared console operators can typically apply for off-hours rates.