

CIBM MRI HUG-UNIGE Research Infrastructure Fees and Access Policies

Effective January 2023

These access Policies are applicable to the CIBM MRI HUG-UNIGE Infrastructure (3T MRI Prisma and related equipment) located at Radiology service, floor “P”, Hôpitaux Universitaires Genève (main building)

Equipment and Service Fees

Access to CIBM equipment fee structure has been revised in CIBM Convention Execution n°37 to an hourly rate scheme as described in Table 1.

Human MR Imaging Infrastructure	3T MRI, HUG	
Research	Peak Hours Mon-Fri 13h30h-18h00	Off-Peak Hours Mon-Fri 18h00-7h00 & week-end
Type 1: Application	250 CHF/h	125 CHF/h
Type 2: Development	125 CHF/h	125 CHF/h
Operator service	included during peak hours ;	
Specific Service	According to agreement	
Safety Training	Free of charge	
Operator Training	max 1500 CHF/person	

Table 1 CIBM MRI HUG-UNIGE Infrastructure and Service Fees.

Type 1. Application corresponds to time slots used for data acquisition outside of development purpose.

Type 2. Development involves designated time slots for creating acquisition sequences, protocols, new RF coils, or projects aligned with section objectives. The scientific and technical outcomes of this development will be integrated into the CIBM resources portfolio and shared with the CIBM research community upon completion. Approval for accessing Type 2 Development hours and associated fees must be obtained from the MRI Section

For projects of **Type 2. Development**, there is a pro-rata annual fee capped to

- 6,000 CHF/year for PhD students
- 12,000 CHF/year for Post-Doctoral researchers.

Operator service: A fully qualified radiology technician can be requested during peak-hours. Upon request and agreed upfront, additional fees will apply during off-peak hours.

Specific Service: Applied hourly upon request and agreed upfront. Examples of specific services include, but not limited to,

- Assistance during processing of the data
- Assistance for programming stimulation paradigm of fMRI experiment
- Project and Data Management.

An additional overhead % to the hourly fees are applicable for projects led by Principal investigators not affiliated to the CIBM founding partner institutions CHUV, UNIL, EPFL, UNIGE, HUG according to

- + 20% : Swiss academic institutions
- + 60% : Non-Swiss academic institutions
- + 100% : Industry: Start-Up
- + 300% : Industry : Small Medium Enterprise (SME), Multi-National Company (MNC)

Booking

Booking of MRI slots is done by the project research staff and collaborators using our online booking platform: <https://cibm-ch.calpendo.com/main/>. Once the study is approved, the PI and designated researchers will be sent a user account login information.

In-vivo MRI scans during peak hours require a minimum of one fully trained operator (e.g., TRM). For MRI operations during off-peak hours, in-vivo MRI requires a team of at least two safety-trained researchers, including one fully trained operator. It is the responsibility of the research group to ensure the presence of such a team.

Please note that access to the scan time booking will be granted after the group staff undergo proper training (MR safety for all personnel entering the MRI room and MRI operator training to operate the scanner autonomously)

MR safety training and MR operator training refresher course may be required by the CIBM staff upon request and is free of charge. For example, in case of long-period of time without practice.

Time slots: Users are allowed to book scanner time 3 months in advance. Exemptions to the 3 months rule may be considered upon request to the CIBM MRI HUG-UNIGE section for extraordinary reasons (study design implying logistical and time constraints). The MRI operator and research team must ensure that the scheduled session ends in a timely manner and do not overlap with the following session.

Monday to Friday: A maximum booking hours per week per study may be enforced depending on the activity at the scanner.

Billing

The fees applicable to the use of the Equipment are those indicated in [Table 1](#). The billing will occur twice annually in accordance to the hours reserved in the Calpendo booking calendar.

A project booking and usage report will be sent to the Principal Investigator for validation

- early May for bookings occurring between November 1st - April 30th
- early November for bookings occurring between May 1st - October 31st

An invoice according to the booking and usage report will follow mid-May, mid-November, respectively.

Should a booked slot not be used, justification is required, cancellations are accepted until 24 hours prior to the slot at no charge.

Should payment for the prior cycle be outstanding, the CIBM may revoke your permission for scheduling.

Should a study end before the billing periods, an invoice may be requested at that time.

Studies in Human Subjects

Current Ethics Committee Approval is mandatory for human studies, and it's the principal investigator's responsibility to ensure full compliance in these matters.

Here are some specific requirements of the CIBM MRI HUG-UNIGE platform:

- MR sessions with human subjects must be supervised by an MR technician or an investigator with written approval from the Section Head for independent scanning.
- The operator is responsible for ensuring subject safety and for excluding (not scanning) individuals who meet any of the exclusion criteria.
- Prior to entering the scan room, the study subject must have read, understood, signed, and dated the consent form. The consent form must be signed and dated by the investigator.
- The MR safety checklist must be completed, signed, and dated by both the operator and the subject.
- During off-peak hours (6 pm-7 am, public holidays and on weekends),
 - A minimum of two investigators must be present in the MRI control room.
 - For patient subjects, a medical professional must be present

Even for MR sessions conducted by an MR technologist, it is strongly recommended that investigators accompany their subjects to the MRI room to oversee the sessions, ensuring an improved subject experience, protocol adherence, and safety.

If the study protocol is straightforward and the research group plans to use the HUG outpatient workflow (only during peak-hours), ensure proper subject registration in the HUG booking system by coordinating with the radiology team. For more details on this process, please reach out to the CIBM MRI HUG-UNIGE team.

Animals Studies:

A valid authorization for animal experiments delivered by the appropriate authority is required to perform in-vivo animal study. It is the User's responsibility to perform the study consistently with that approval and local animal handling regulation.

Studies with animals should be performed preferably during off-peak hours. Please contact CIBM staff to minimize the interference with human studies.

Phantom Studies:

If you need to scan a new and non-standard phantom, such as self-made phantoms, moving phantoms, or phantoms with electronic components, approval from the CIBM MRI Operational Manager is required prior to their use.

MRI Safety Training:

The individual access to the MRI room and control is granted after the completion of a Safety Training provided by the CIBM staff. After a long period without practice at MRI (i.e. 1 year), a refresh session might be requested by the staff.

MRI Operator Training:

All investigators who want to scan independently without CIBM MRI team support must undergo an MRI Operator training provided by the CIBM MRI team. The duration of this training may depend on the involvement and prior knowledge of the trainee.

Support and Services

CIBM MRI HUG-UNIGE section may offer research/technical support and could be requested in the formal study protocol application.

Grant Submissions:

Prior discussion with the CIBM staff is recommended before submitting a grant to check the safety and the technical feasibility of the project. **For grants that are submitted without prior discussion, access to the scanner and adequate support may not be guaranteed.**

Scanner Upgrades

Software and or hardware upgrades on the Equipment may occur occasionally. Such upgrades lead to improved scanner performance and the CIBM MRI HUG-UNIGE can therefore continuously provide its users with the latest MR technology and methodology. While most of the scanner protocols can easily be transferred from one software release to the next, there may be exceptions. For those users who program their own sequences, use WIP product from the vendor, or who benefit from C2P arrangements or, upgrades may necessitate additional steps. For these reasons, notifications will be sent via email to all the PI's at least 6 weeks prior to the planned upgrade.

Non-Standard Use of Equipment:

The CIBM MRI HUG-UNIGE provides MRI machine time and is not responsible for the success or failure of an MRI study nor of the Project in general, or for failures due to non-

standard MRI pulse sequences, study protocols, detector coils, interface electronics or ancillary equipment owned in full or in part by the investigator or by other third parties.

Research involving installation of a research software or hardware modifications requires the prior approval of the CIBM MRI HUG-UNIGE section head.

At the end of each session, the system must be put back into its original state.

CIBM MRI HUG-UNIGE team will apply best scientific standards to support the study performed under the Project but is not responsible for the failure of the study to deliver the desired results or any results.

Conduct of Study & Courtesy Guidelines:

As a courtesy to the others, users must complete their studies on time, ensuring that setup, cleanup, and data storage do not disrupt the next investigator's schedule. Unforeseen events, like equipment failures, can extend examination times, but this should be rare. Flexibility is expected, but overtime exceeding 15 minutes is not allowed. If overtime occurs, the responsible user must inform as soon as possible all subsequent investigators with reservations about the delay.

After each session, the Users are required to thoroughly clean the materials and the room, ensuring that everything is returned to its designated place. Please exercise caution when handling the equipment, and in the event of any issues with the scanner or equipment, promptly notify the CIBM MRI HUG-UNIGE team.

Incidental findings

The investigators must inform the study subjects about the rare but known risk of Incidental findings on the consent form:

If an incidental finding arises during your study, it will necessitate the involvement of a physician trained in medical imaging. Therefore, investigators are required to secure the agreement of a qualified medical imaging specialist for their study before submitting the study protocol to the Ethics Committee. If you have any additional questions about the procedure, please don't hesitate to contact the CIBM MRI HUG-UNIGE team.

Data Storage, Handling and Transfer:

It is the User's responsibility:

- to check the successful MRI data transfer on storage system (PACS recherche, HUG) from the MRI console,
- to save data from peripheral systems (eye-tracking, physiological data, EEG, ...),

Indeed, the experiment PCs are not dedicated to data storage and are not backed-up and the scanner console database is cleared periodically.

We strongly recommend research groups to use **flywheel.cibm.ch** which is a service provided by CIBM to orchestrate your bioimaging research project (data storage, curation, analysis)

Co-Authorship

Co-authorship by a CIBM MRI HUG-UNIGE member is warranted when:

1. significant contribution to the conception, design of the study, scanner protocol design, data acquisition, or data analysis have been made;
2. drafting the article or critical revision has been made;
3. final approval of the version to be published has been granted.

Authors should meet condition 1, 2 and 3.

Acknowledgments:

All publications involving data acquired at CIBM or involving the expertise of CIBM staff must acknowledge CIBM using at least the following statement:

"We acknowledge the CIBM Center for Biomedical Imaging for providing expertise and resources to conduct this study."

Annex 1 – CIBM MRI HUG-UNIGE team contact information

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